

FCPS-II INDUCTION, SESSION JULY 2022
(INCLUDING 2nd FELLOWSHIP)

The Grievances Committee Meeting.

(30th May 2022)

Procedure and Basic Requirements

What you should expect on the day of meeting

1. As announced earlier in update III, it will be held at **10:00 AM to 01:00 PM on 30th May, 2022**. (Time will be expanded if needed) All those who disagree with the decision of the scrutiny officer (including those who have entered their marks wrong) and want to plead their case, are directed to come in person or through a representative (who can access your email and online dashboard) to PGMI office on the time and date mentioned above. They are further directed to report to Mr. Muhammad Sulaiman Khattak at the conference room near PGMI library for attendance. The Applicants who arrive late will not be entertained. Applicants for 2nd Fellowship can also come to plead their case if needed.
2. **APPLICANTS' GUIDELINES FOR GRIEVANCES COMMITTEE:**
 - Bring print of your application form along with all submitted documents. The documents printed with user ID and document name by the software. (Mandatory)
 - Bring all original documents along with attested photo copy.
 - It will be mandatory for any correction/addition, if allowed by the committee, to have ready soft copy of deficient document. If document is not available in soft form (jpg file only) then even if allowed by the committee, correction will not be possible and will remain 'NOT ELIGIBLE'
 - It will be better to have your own laptop.
3. **Step wise Guidelines:**
 - i. On arrival, deposit form re opening fee (Rs 4000) for correction of mistakes in Account section. The Accountant will issue the receipt that must contains your name, user-ID (pgmi) and serial number at which your name is present in the 'list of Not Eligible applicants' uploaded on website.
 - ii. Report to Mr Sulaiman Khattak at the Conference Hall near PGMI library, mark yourself on attendance sheet and deposit one copy of receipt with Mr Suleman. He will call your name as per serial number on the receipt.
 - iii. You need to know your user Id and your serial number in the list when you appear to the Grievances committee. Get all the documents ready as mentioned in para-2.
 - iv. The grievances committee, after assessment of your document will decide about your case as Allowed/Not allowed and will write it on your receipt.
 - v. With this receipt you will go to IT section to upload your documents.
 - vi. For this purpose, you must have soft files of all required documents ready. The file must be in jpg format and the file name should be like this, user id.document name. For

example if your user id is 3534 and you want to submit your CNIC front and back, the file name will be *3534.cnic1* and *3534.cnic2*. Some other examples are

Domicile: *3534.dom1* & *3534.dom2*

Husband domicile: *3534.domh*

This will save your time and your documents will be uploaded properly.

- vii. Once the files are ready, send them on pgmi help line before going to IT section from your registered number.
- viii. IT person will upload your files to your application. You must check you portal and open your application form review and double check all the documents attached properly. If any problem, consult IT staff. If every thing is ok, wait till your application is marked Eligible by the scrutiny staff.
- ix. For PGMI Entrance test roll number, check ETEA website on 31st May or 1st Jun.