MCPS/DIPLOMA INDUCTION, SESSION JAN 24

Update-I on Online Registration, Problem in online submission of Application Form, scrutiny & the Grievances Committee Meeting.

The Portal for online application submission for MCPS/ Diploma is open since Dec 01, 2023. Till now 275 applicants (98 for MCPS and 177 for Diploma) have submitted the form successfully. Those facing problems in completing the process got solved their problem through help line (WhatsApp number 03495616101) without visiting PGMI offices.

The online registration & submission of application will continue till 15ˢᵗ Dec 2023 (04:00pm) without any break. As PGMI entrance test is fixed on 24ᵗʰ Dec 2023, therefore it is not possible to extend the date. Please DO NOT wait till last moment, complete the form and submit online and deposit fee through jazz cash as it is open in holidays as well.

- If someone is facing **problem in application submission** and couldn't do it in spite of PGMI helpline, is directed to come to **PGMI on 15th Dec 2023, 1:00pm to 2:00pm** in person or through a representative who have access to your registered email & mobile number. It will be mandatory to bring a laptop with all relevant document saved in jpg format with document name as file name. Our technical staff will help you to submit the form. On arrival to PGMI office, contact Mr. Junaid Tasawar at Webinar room near PGMI Library/Conference Hall.

- **Please be informed the last date for online submission will not be extended.**

- S**CRUTINY OF DOCUMENT: The scrutiny of submitted applications is in process. The scrutiny is multi-stage process.**

At the first stage, PGR section will scrutinize the application and

    a. As per Policy if it does not fulfill basic eligibility criteria or with incomplete/incorrect information, will reject and declare as NOT ELIGIBLE for induction.

    b. If applicant has not provided proper document or entered their marks wrong, the scrutiny officer will correct the marks as per policy.

At the second stage, all these applicants who do not agree with the decision of the scrutiny officer, will be given a chance to appear in person to plead their case in the Grievances committee. The decision of the committee will be final and names of NOT ELIGIBLE applicant will be removed from the induction process. (These two stages are completed before PGMI Entrance test)

At the third stage, detailed scrutiny will be carried out, and if any discrepancy/incorrect information/concealment of information/reason for in-eligibility found, their training will be cancelled immediately and disciplinary and legal proceeding will be initiated as per PGMI policy. This may take

a few weeks to a few months or even longer. It is worth to mention that if any applicant is not eligible as per Induction policy and his application passed through the initial scrutiny process by mistake, his/her training will be cancelled as soon as it is pointed out that he/she is not eligible as per policy and he/she shall be liable to refund all the stipend received. Please read Induction Policy carefully again and if you do not fulfil Eligibility criteria, withdraw your application voluntarily to save yourself from disciplinary and legal proceedings.

- **The GRIEVANCES COMMITTEE MEETING**: All those who disagree with the decision of PGMI scrutiny committee regarding their academic marks or INELIGIBILITY (not eligible) will be given a chance to appear in person or through a representative (who can access your email and online dashboard) to plead their case in the Grievances committee to be held on **20ᵗʰ Dec 2023 at 8 am, at PGMI Webinar Room**, decision of the committee will be final. After the meeting, NO complaints/requests will be entertained. On arrival to PGMI office, contact Mr. Mr. Junaid Tasawar at Conference Hall near Library.

- 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 photocopy.
- 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.
- Applicants arrives after 10:00 pm will not be entertained.

- Please wait for your turn.

  Step wise Guidelines:
  i.   On arrival, deposit Processing fee (Rs 5000) for correction of mistakes. 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' displayed in the Conference Hall.
  ii. Report to Mr. Junaid Tasawar at the Conference Hall near PGMI library, mark yourself on attendance sheet and deposit one copy of receipt with Mr. Mustafa Kamal. 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 Grievances committee.
  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 helpline before going to IT section from you registered number.

viii.   IT person will upload your files to your application. You must check your portal and open your application form review and double check all the documents if attached properly. If any problem, consult IT staff. If everything is ok, wait till your application is marked Eligible by the scrutiny staff.

Frequently Asked Questions:

1. How to Contact PGMI helpline: Please text on Whatsapp number (03495616101) from your registered mob number, (written in your online registration). It is important for your verification. Write your *name, CNIC & email* and then briefly explain your problem. Make sure this contact number is all the time with you, otherwise you may not be contactable & may cause problem in your induction.

2. What if I do not get verification Email of my Registration: After registration if you don't get verification email,

   check your email spam/junk mailbox, if not received

   check your email add mentioned in the text appear on login page when you try to login, if it is correct

   a. Try resend option Resend link on email given on login page, if not

   b. Contact PGMI helpline (WhatsApp text)

3. Payment through Jazz cash: Once you take the option to pay the fee through Jazz cash on '**MODE OF PAYMENTS**' page, voucher is generated, and you can print it from option available on last page '**UNDERTAKING**'. Those who are living in remote areas where jazz cash is not available, they can text the Voucher number to any friend at Peshawar and deposit the fee through jazz cash dealers. Just keep TID number that you get from dealer after depositing the fee.

4. What if Jazz cash Voucher Expires: This voucher is valid for limited time, so submit the fee as soon as possible. In case of inevitable delay, if voucher expires or any problem occurs in depositing the fee, please contact PGMI helpline. New voucher will be issued. After the closing date, it will not be possible.

5. User Dashboard: This will show you the status of your application-

   Form status: Submitted or Pending on your part

   Marks Verification: It shows your marks have been verified by the PGMI scrutiny committee. It will take a few days. When it shows Verified, please review your form for any correction made by PGMI scrutiny committee.

Eligibility Verification: Decision of PGMI about your eligibility will take a few days. PGMI remarks if any, will also be visible, respond to that immediately.

Payment: "completed" means payment through Jazz cash is confirmed.

6. Submission of Printed Form & Documents: After online submission of application, this time, it is not required to submit Printed Form & Documents in PGMI office. Print the form along with uploaded documents, every page with number & user ID. It is required to submit this printed copy in PGMI office along with arrival Report if selected.

7. PGMI ENTRANCE TEST: As already announced that the test will be on 24th Dec 2023. Please check ETEA website on 22ⁿᵈ and 23rd Dec for roll number slip that will carry the exact time, date & venue and other instructions.

PLEASE FOLLOW THAT STRICTLY& CAREFULLY, NO RELAXATION WILL BE GIVEN.

8. Applicants with Previous Postgraduate Training:

Enrolled with PGMI Peshawar: Need to submit notification of resignation (or termination or relieving and it must be dated before the closing date for online form submission as per induction policy. (Just submission of resignation by the trainee will not be accepted) They can upload it on the page of Previous Postgraduate Training. If your resignation is not notified, application will be rejected.

Not Enrolled with PGMI Peshawar: It's not required to attach resignation/notification, attach experience certificate only.

9. PGMI Website & Facebook page: To not to miss anything it is advised to check PGMI website & Facebook page frequently for **Updates** till your induction process is complete.

10. It is worth to mention, please read Induction Policy & Advertisement carefully. Both are available on web site.