APPLICATION PROCEDURES

GUIDELINES TO APPLY

FOR CATEGORIES 1-5 IN ADVERTISMENT (1. EDUCATIONAL CHAIN, 2. NGOs/CSOs, 3. PEF PARTNERS 4. PRIVATE SCHOOL OWNER 5. RETIRED GOVERNMENT SERVANT)

Go to Punjab Education Foundation and click PSSP Tab on right side of Website http://www.pef.edu.pk or go to link http://mis.pefsis.edu.pk/PSSP/

FOR PRIVATE INDIVIDUAL CATEGORY (6) AS GIVEN IN ADVERTISMENT

Go to National Testing Service Website http://www.nts.org.pk detailed application procedure is available there

NOTE:

Before applying, applicant MUST read sections containing Terms of Reference (TORs) and How to Apply.

Applicant MUST read ELIGIBILITY as given in Advertisement and TORs to avoid disappointment

Applicant MUST go through the LIST OF DOCUMENTS to be attached with application as NO EXTRA TIME will be given afterwards to provide documents

DETAILED STEPS:

FOR CATEGORIES 1-5 IN ADVERTISMENT (1. EDUCATIONAL CHAIN, 2. NGOs/CSOs, 3. PEF PARTNERS 4. PRIVATE SCHOOL OWNER 5. RETIRED GOVERNMENT SERVANT)

1. Go to Punjab Education Foundation and click PSSP Tab on right side of Website http://www.pef.edu.pk or go to link http://mis.pefsis.edu.pk/PSSP/
2. After clicking of PSSP tab on main website, following webpage shall appear in the screen. Menu having following option shall appear on the left side of the page.

   i. Advertisement
   ii. TORs
   iii. How to apply
   iv. Login/Register

Before applying, applicant MUST read sections containing Terms of Reference (TORs) and How to Apply. Applicant MUST read ELIGIBILITY as given in Advertisement and TORs to avoid disappointment. Applicant MUST go through the LIST OF DOCUMENTS to be attached with application as NO EXTRA TIME will be given afterwards to provide documents.

3. For new registration click on Login/Register option in the menu left side of the webpage.

And then click on Click Here for New registration on the left side of the login tab.
4. Now fill the following details on the login page.

Once you have been registered on PSSP portal go back to login portal and submit your Username and Password You will get to the following portal

5. Go to link ‘All Schools’

6. Select your district/tehsil
7. Browse the schools list

8. ‘Add to Cart’ the school(s) you plan to apply for (repeat the process by selecting the same District/different Districts/Tehsils in each cycle) until all desire schools have been added to cart. After selecting desired number of schools/adding to cart. Go to link ‘My Schools’.

9. Option of removing from cart is also available.
10. Go to link ‘My Schools’

11. Give priority to the ‘List of Nominated Schools’

12. Now click on the option Application Form given on the menu on the left side of the webpage.
13. Now fill the details in the application form. For convenience of the user, option of saving each section is available; however, every section can be updated any time before final submission. Moreover, form will be submitted only once all the sections have been completed.

Caution: Form once submitted cannot be edited/deleted. However, may view/take fresh print for submission/own record

14. Printing (take print of on-line submitted application)
15. Paper/documents submissions:

Sign the print taken of online submitted application.

Attach the following with the application:

- All the relevant documents as asked in checklist of online application
- Passport size photograph of applicant
- Affidavit (as given in TORs) on stamp paper

**APPLICANT MUST MENTION ON ENVELOPE APPLICATION FOR PSSP FINAL PHASE**

Hard copies of completed applications must reach Punjab Education Foundation Head Office 87-B1 MM ALAM ROAD GULBERG-III through Post (courier)/ by hand during office hours before **4:00pm, 10th NOVEMBER 2016**.

No application after due date and time shall be considered

**PEF/PSSP SHALL NOT BE RESPONSIBLE FOR ANY APPLICATION NOT RECEIVED WITHIN DUE DATE AND TIME. APPLICANT MUST ENSURE HIS/HER APPLICATION IS RECEIVED IN PSSP DEPARTMENT WITHIN DUE DATE AND TIME**

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**FOR PRIVATE INDIVIDUAL CATEGORY (6) AS GIVEN IN ADVERTISEMENT**

Go to National Testing Service Website [http://www.nts.org.pk](http://www.nts.org.pk) click on New Projects
2- A new window will open and you will find Government of the Punjab Punjab Education Foundation (PSSP) Final Phase (Screening Test) as shown in the picture.

3- Click on Government of the Punjab Punjab Education Foundation (PSSP) Final Phase (Screening Test) a new window will open that will have all the details relating to individual category

Here you can download

i. Advertisement

ii. Download application form and challan form together
iii. Submit REQUIRED Fees

iv. Fill application

v. Attach all required documents with application and complete application (hard copy) must reach NTS office on given address in advertisement before closure of office hours on 10th November 2016.

*This is only for Private individuals category only*

If you will send your application on wrong address it will not be entertained