



# **PUNJAB RESIDENCY PROGRAM**

## Training Manual



## Introduction

This program is designed to help the candidates of Residency through step by step guidance, designed by Punjab Information Technology Board in collaboration with the Ministry of Health, Government of the Punjab.

The program is intended to make the entire process of candidacy and selection automatic and transparent.

For any inquiries and queries, please contact through the email correspondence mentioned in the email sent to you with Online Application Credentials.

This application is valid for Residency Program for the year 2017.

<http://prp.punjab.gov.pk/>

**MBBS Candidates who have passed FCPS Part 1 or JCAT are eligible to apply for FCPS and MD/MS respectively.**

**BDS candidates who have passed both FCPS Part 1 and JCAT can apply to both FCPS (Dentistry) and MDS through same form.**

It is important that applicant has FCPS Part1 cleared, along with a 12 months House Job Completion Certificate, PMDC Registration for Pakistani Graduates/License to practice by relevant bodies for foreign graduates and Result of passing PART-I Examination of FCPS/MD/MS within last 03 years.

**NOTE: Please use latest Chrome for better performance.**

Please go through the detailed instructions on the Homepage before proceeding with the application.

**Helpline: 0800 99 000**

## IMPORTANT NOTES ABOUT PLACEMENT ALGORITHM

1. The system is designed with an automated process to select the candidates based on merit with the following fundamentals:

94% seats are for Punjab.

6% seats are for other regions:

2% seats are for foreign candidates.

2% seats for AJK, GB, Baluchistan & FATA.

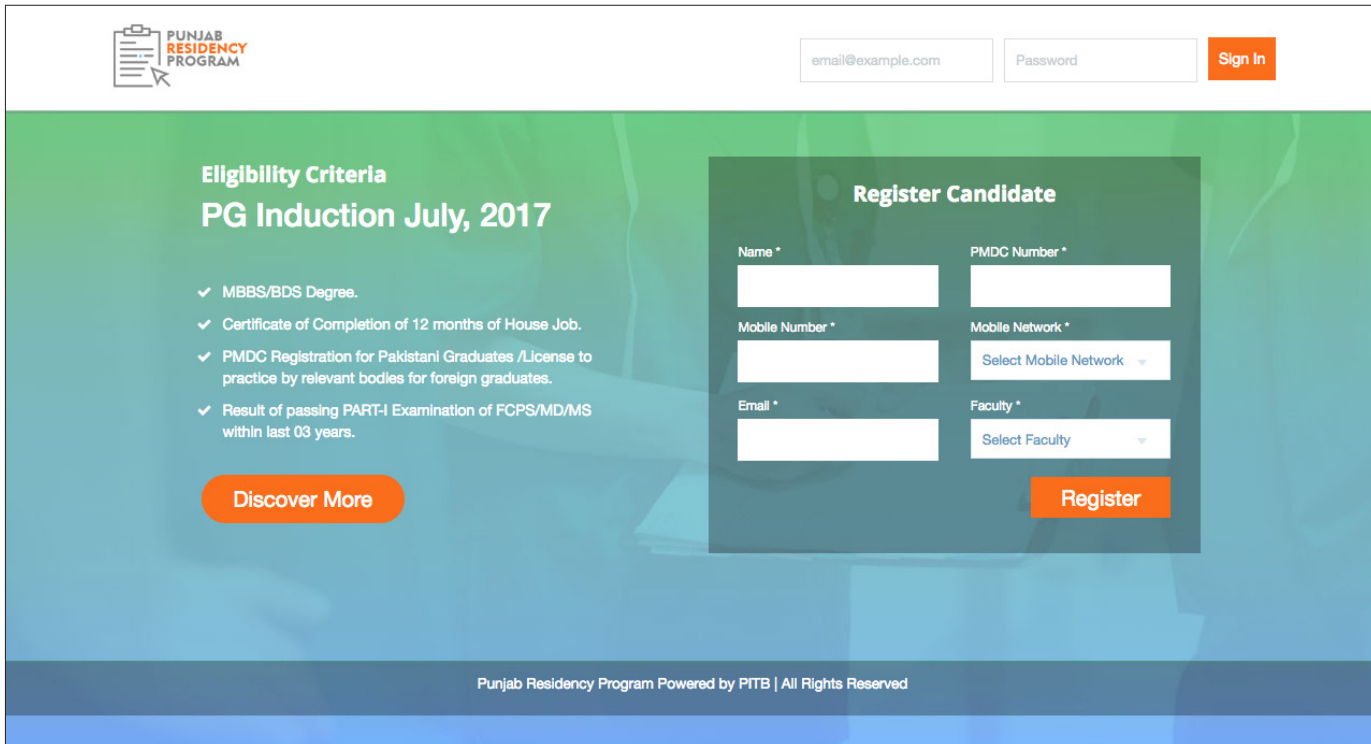
2% seats for Sindh, KPK and ICT.

Marks are inclusive of Islamiyat/Pak Studies.

Distinction Marks can be added in the EXPERIENCE section. Only Distinctions awarded by Universities are acceptable. Any mentioning of Position Holding/Gold Media etc. will not be considered as a distinction.

Candidates with Research Papers accepted but not published are eligible to submit their accepted Research Paper details to be counted for the merit.

## Login Page



The screenshot shows the Punjab Residency Program Login Page. At the top left is the logo. At the top right, there is a sign-in form with fields for 'email@example.com' and 'Password', and a 'Sign In' button. The main content area is split into two sections: 'Eligibility Criteria' and 'Register Candidate'. The 'Eligibility Criteria' section is titled 'PG Induction July, 2017' and lists four requirements: MBBS/BDS Degree, Certificate of Completion of 12 months of House Job, PMDC Registration for Pakistani Graduates /License to practice by relevant bodies for foreign graduates, and Result of passing PART-I Examination of FCPS/MD/MS within last 03 years. Below this is a 'Discover More' button. The 'Register Candidate' section is a form with fields for Name, PMDC Number, Mobile Number, Mobile Network (a dropdown menu), Email, and Faculty (a dropdown menu). A 'Register' button is at the bottom right of this form. At the bottom of the page, there is a footer: 'Punjab Residency Program Powered by PITB | All Rights Reserved'.

Please go to <http://prp.punjab.gov.pk>

On the welcome page, you will see the Registration Box on the right side and Sign-In on the top right side asking for an email and password to sign in. For this, you need to first register your self as per your desired preferences for Residency Program.

Please enter your Full Name followed by your PMDC Number, Your Mobile Number. It is important you mention your current Mobile Network, so that you can receive the SMS timely. After this, please enter an email address which is valid and you can access, because further details of your Sign-in will be sent to your given email address as well as your given mobile number.

It is very important to understand the next selection, Faculty.

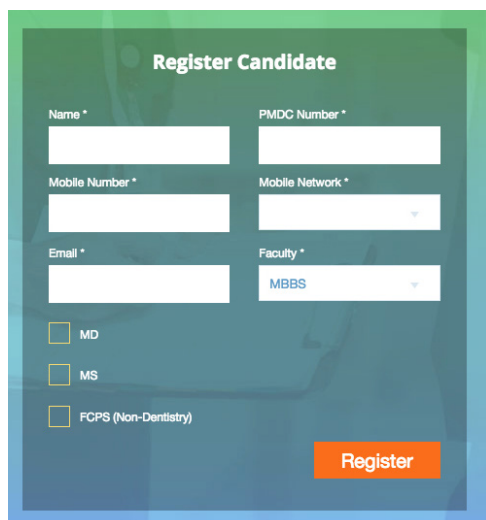
In this drop down, you will see multiple options and against each selection, there will appear different fields to select before proceeding to the register button.

On the next page, we will further explain the fields.

Please note that an (\*) mentioned against any field in this form, is mandatory and if not filled properly, the system will generate an error and you will not be able to proceed any further.

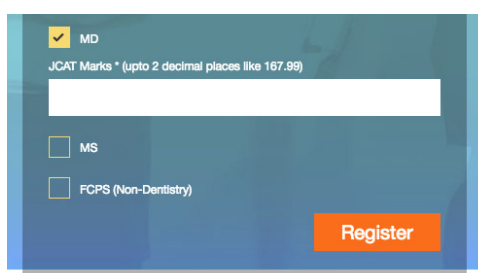
**IMPORTANT: You can only register once, so please make sure if you want to apply in more than one programs i.e. for MBBS, if you select, MD, MS and FCPS, you can do that only at time of registration. If you register with only one program, and then intend to add others, system will not allow it later. So it is very important to fill the Registration Part keeping in mind your options as this process cannot be edited later.**

## FACULTY SELECTION

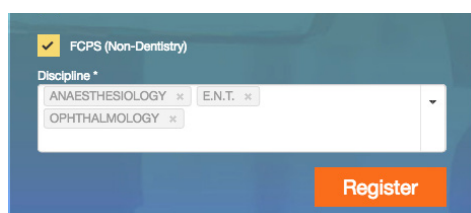


As you can see on the right side, if you select MBBS, system will automatically display the choices, including MD, MS, FCPS (Non-Dentistry). You can select any or all three provided you have passed FCPS Part 1, JCAT exam required to apply.

When you further select any of these choices, you will see another level appearing on the screen.

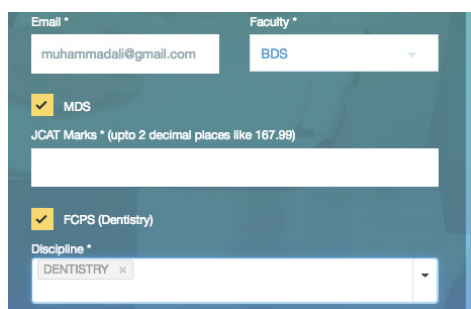


For example, when MD or MS is selected, you will be asked to write JCAT marks upto 2 decimal places like 167.99. Please note that any wrong information will result in the rejection of your application.



### FCPS (Non-Dentistry)

Here, you can select Disciplines that you have passed in Part 1 from the drop down, each time you select a discipline, it will appear in the list, you can go back to the right side drop down button and select more. Please note that any wrong information will result in the rejection of your application.



### BDS

Similarly, when you select BDS in Faculty, you will see related levels of MDS and FCPS(Dentistry) with available disciplines of choice.

After completing your Faculty selection and level details, Click the Register button. In case a required field is left blank, the system will not register you and an error will be displayed on the screen.

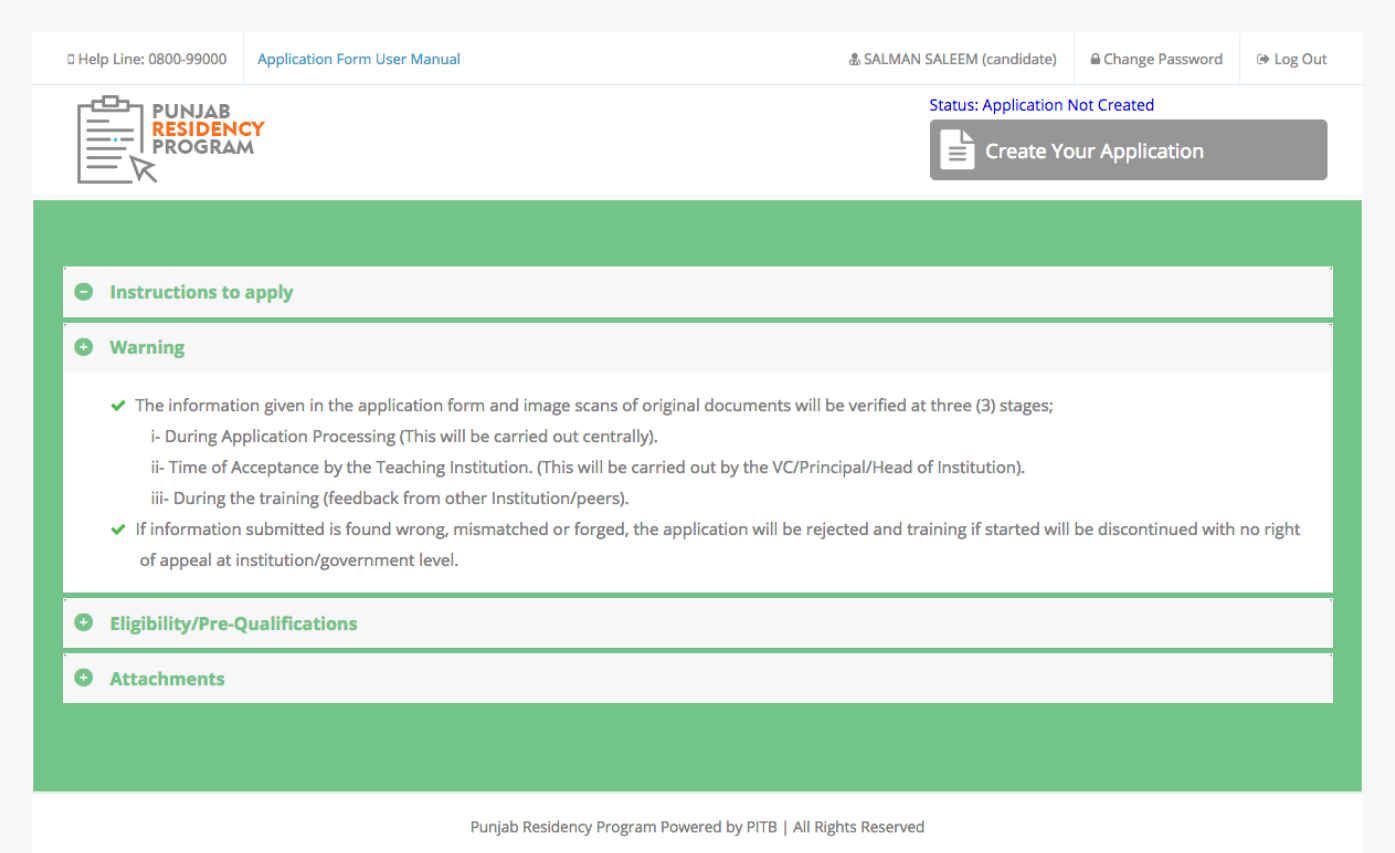
When your details are submitted successfully, you will receive password on your mobile phone and email address. That email address is equivalent of user-name for this site login.

Please enter the email address in the first field of the log in panel.

Please type or paste the password in the password area and proceed further with the Login button.

If system is rejecting your password, check your email spellings and password details and submit again by pressing Login button.

# Homepage



The screenshot shows the homepage of the Punjab Residency Program. At the top left, there is a help line (0800-99000) and a link to the Application Form User Manual. The user is logged in as SALMAN SALEEM (candidate) and has options to change their password or log out. A status message indicates "Application Not Created" with a "Create Your Application" button. The main content area is green and contains sections for "Instructions to apply", "Warning", "Eligibility/Pre-Qualifications", and "Attachments". The footer states "Punjab Residency Program Powered by PITB | All Rights Reserved".

Help Line: 0800-99000 | Application Form User Manual

SALMAN SALEEM (candidate) | Change Password | Log Out

Status: Application Not Created

Create Your Application

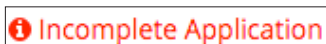
- Instructions to apply
- Warning
  - The information given in the application form and image scans of original documents will be verified at three (3) stages;
    - i- During Application Processing (This will be carried out centrally).
    - ii- Time of Acceptance by the Teaching Institution. (This will be carried out by the VC/Principal/Head of Institution).
    - iii- During the training (feedback from other Institution/peers).
  - If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.
- Eligibility/Pre-Qualifications
- Attachments

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 Log Out

If you want to sign out of the system, click the Log Out button.

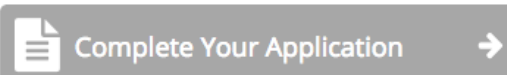
You will see the below notification, if you have application is not complete.

 Incomplete Application

When you login for the very first time, you will see on the top right side, Create Your Application Button and a status "Application Not Created".

Please go through all the instructions. It is very important to read all the information on this page to understand the Edibility criteria and necessary documentation required for this Application submission successfully.

Once you go through the guidelines, you can proceed further by Clicking the Complete your Application button.

 Complete Your Application →

# FCPS Application Form

Help Line: 0800-99000 [Application Form User Manual](#) SALMAN SALEEM (candidate) [Change Password](#) [Log Out](#)

PUNJAB  
RESIDENCY  
PROGRAM

## Application Form

- 1 Personal Info
- 2 Education
- 3 Work Experience
- 4 Research Paper
- 5 Speciality

Name	Father's Name	Email	Cell
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
PM & DC Number	Expiry Date of PM & DC Registration	Domicile	Date of Birth
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Gender			
<input checked="" type="radio"/> Male <input type="radio"/> Female			
Address			
<input type="text" value=""/>			
Profile Picture	Date of Passing MBBS/BDS	CNIC/Passport Number	CNIC Expiry Date
<input type="text" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
CNIC Front Image	CNIC Back Image	Domicile Front Image	Domicile Back Image
<input type="text" value="Browse..."/>	<input type="text" value="Browse..."/>	<input type="text" value="Browse..."/>	<input type="text" value="Browse..."/>
Country of Passing MBBS/BDS	Nationality		
<input type="text" value="Pakistan"/>	<input type="text" value="Pakistan"/>		

**SAVE & PROCEED**

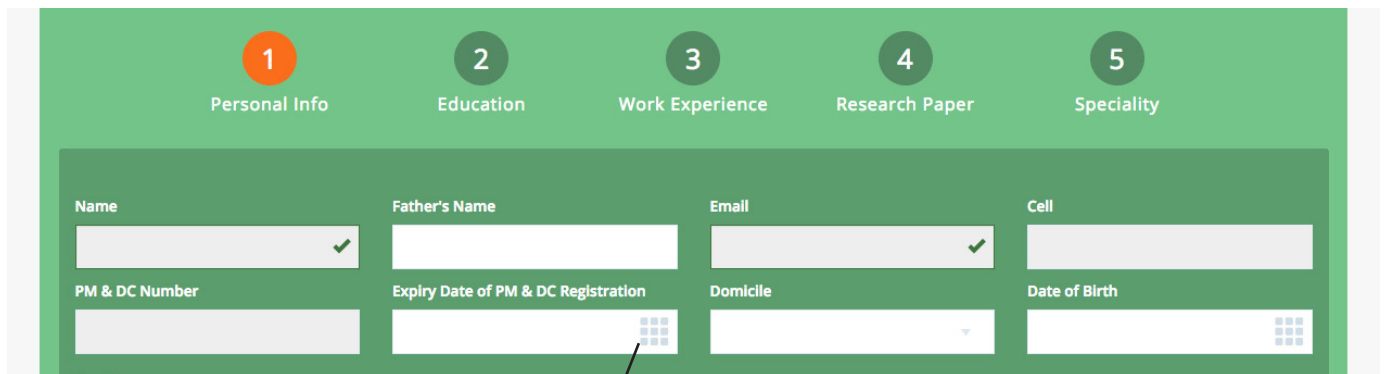
Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

Punjab Residency Program Powered by PITB | All Rights Reserved

This is the main area of the Application Form with different process in the headlines with section numbers.

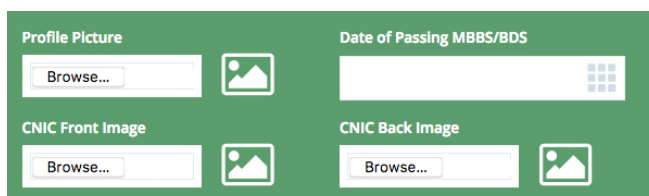
Please step further by filling up the Personal Information (1) as shown in the above picture.

## Personal Information Details




This is how the Dates are entered in the entire application process. When you click the button on the right of the date field, a calendar appears and by using the arrow keys on both sides, you can select your required month and then select the day. Upon click back at the same button the calendar will be closed and you will see the new inserted date in the date field.

When you are adding the Profile Picture, please make sure you have a digital file of your portrait picture in your computer as by clicking the Browse button, you be then required to click that file and select open.



Please note that system will only accept a file size not larger than 500KB. If you have a larger picture, please read the note on the right side.

### IMPORTANT NOTE:

Many users find it difficult to check the size of their portrait pictures and large scanned pictures are not accepted by the system, so it is important to have a portrait picture which is web-friendly.

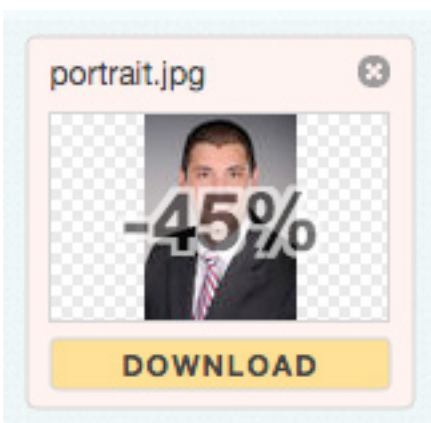
For this purpose, please use <http://compressjpeg.com> to compress your picture in a web-friendly size. On the next page the process will be explained.

## Compressing Large Picture Files



Click the Upload Files button.

Go to the directory where you have placed your picture file in your computer. Double click the file and you will see this file in the following manner on the website.




By clicking the Download All button, your file will be available to be downloaded in zip format. Please unzip it afterwards and use this file for the application process, if your picture is larger in size.

If your file is still larger than 500KB, please repeat the process again on the downloaded picture.

## Education Details

### Application Form

1  
 Personal Info

2  
**Education**

3  
 Work Experience

4  
 Research Paper

5  
 Speciality

Local University Graduate
  Foreign University Graduate

Degree \*

Institute Type \*

Institute

House Job In public Institute?

\* Please select 'Yes', if you have done your house job from a public institution under The Health Department of Punjab Government.

Yes
  No

\*Obtained marks and Total marks are inclusive of Pakistan Studies and Islamiat marks.

Year	Obtained Marks	Total Marks	Attempt	DMC Image
1	1200	1400	1	Browse...
2	1200	1400	1	Browse...
3	1200	1400	1	Browse...
4	1100	1400	1	Browse...
5	1100	1400	1	Browse...

Matric DMC Image

MBBS/BDS Degree Image

House Job Certificate Image

PREVIOUS
SAVE & PROCEED

Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

Please note that throughout the application process, all the required digital documents should not exceed 500KB per file. As explained on the previous page, please use the process to reduce the file size of your documents before submitting, otherwise you will get an error notification.

If you have Local/Recognized education please select that option, and in case of education from any foreign country, kindly select the Foreign from the radio buttons as show below.


**Please fill all the fields and attached necessary documents against each year. A House job from Public Institute is compulsory. All the DMC Images should be reduced to 500KB otherwise system will not accept it and you will not be able to proceed further.**

## Education Details

If you are a Foreign University Graduate, you will see the following form. You will have to submit PMDC Equivalent Result document as a proof. Kindly make sure to fill all the fields with the exact information as the system can reject your entry after verifications.

**A House job from Public Institute under the Health Department of Punjab Government is compulsory.**

☐ Help Line: 0800-99000
[Application Form User Manual](#)
SALMAN SALEEM (candidate)
🔒 Change Password
🚪 Log Out



### Application Form

1  
Personal Info

3  
Work Experience

4  
Research Paper

5  
Speciality

Local University Graduate
  Foreign University Graduate

Degree \*

MBBS

House Job in public Institute?

\* Please select 'Yes', if you have done your house job from a public institution under The Health Department of Punjab Government.


Yes
  No

<b>Obtained Marks</b>	<b>Total Marks</b>	<b>DMC Image</b>	<b>DMC Back Side Image</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
<b>NEB</b>	<b>Attempts</b>	<b>PMDC Equivalence Result</b>	
1	<input type="text" value="Select your attempts"/>	<input type="button" value="Browse..."/> No file selected.	
2	<input type="text" value="Select your attempts"/>		
3	<input type="text" value="Select your attempts"/>		
<b>Matric DMC Image</b>		<b>MBBS/BDS Degree Image</b>	<b>House Job Certificate Image</b>
<input type="button" value="Browse..."/> No file selected.		<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.

PREVIOUS

SAVE & PROCEED

Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.



**Punjab Information  
Technology Board**

Government of the Punjab

# Education Details

If you are a Foreign University Graduate, you will see the following form. You will have to submit PMDC Equivalent Result document as a proof. Kindly make sure to fill all the fields with the exact information as the system can reject your entry after verifications.

Local University Graduate
 Foreign University Graduate

**Degree \***

MBBS

**House Job in public institute?**

\* Please select 'Yes', if you have done your house job from a public institution under The Health Department of Punjab Government.

Yes
 No

**Obtained Marks**

**Total Marks**

**DMC Image**

Browse...
No file se

**DMC Back Side Image**

Browse...
No file se

**NEB**

1

**Attempts**

Select your attempts

**PMDC Equivalence Result**

Browse...
No file selected.

**Matric DMC Image**

Browse...
No file selected.

**MBBS/BDS Degree Image**

Browse...
No file selected.

**House Job Certificate Image**

Browse...
No file selected.

PREVIOUS

SAVE & PROCEED

Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

After completing the first two steps: 1. Personal Data and 2. Education, the user can then go to any step from Step 1 to Step 5 for quick editing by clicking the Top Navigation buttons shown below:



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## Marks Criteria

Please note that Marks Criteria is automatically incorporated in this system to evaluate your application against the set parameters

40 marks for FCPS part1 and JCAT.

20 marks for degree and 5 marks for attempts.

5 marks for studying in a public institute. 2.5 marks for House Job from a Public Institution under the Health Department, Government of the Punjab. 2.5 marks for the Parent Institution e.g. If a student has studied at King Edward and is applying at the same institute, he will get 2.5 marks, but if the same candidate is applying to another Institute, he will not get the 2.5 marks.

20 marks for experience.

5 marks for research papers.

Maximum marks for experience: 20

Minimum experience is 6 months.

No marks for experience less than 6 months.

In experience more than 6 months, every single month is calculated to give benefit to everyone who has a month's edge in the experience.

If you have experience of 6 months, Marks for Secondary would be 2.5 and Marks for Primary would be 5.

If you have experience of 7 months, Marks of Secondary would be 2.916666667 and Marks for Primary would be 5.833333333.

Similarly every single month after 6th Months experience will be counted in and given marks accordingly.

## Work Experience

### EXPERIENCES

\* Add experiences of public institution under punjab health department only. All other public institution experiences are not valid.

**Primary \***

RHCs     BHUs

Date From:

Date To:

Remove Experience    Add Experience

**Secondary \***

THQs     DHQs (Non-teaching)     Urban Dispensary

Certificate:

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### DISTINCTIONS (MAX: 3)

Add Distinction

PREVIOUS
SAVE & PROCEED

Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

This is the third tab and here you will have to enter the work experience along with the digital copy of the experience certificate.

You can add Experience and Distinction by clicking the Add button in green colour. If you want to remove any experience, you can select Remove Experience red button. Once you are done with the experience details, please proceed to Distinctions.

### DISTINCTIONS:

Please select your Year, Subject and attached the document as shown below. Once you are done, please click Save and Proceed.

### DISTINCTIONS (MAX: 3)

**Year**

**Subject**

**Distinction Attachment**

Remove Distinction    Add Distinction

PREVIOUS
SAVE & PROCEED


## Research Paper

### Application Form

- 1 Personal Info
- 2 Education
- 3 Work Experience
- 4 Research Paper
- 5 Speciality

Title	Author *	Status *	Reference Link of Acceptance
<input type="text" value="Preventive Medicine"/>	<input type="text" value="1st 2nd or 3rd"/>	<input type="text" value="Accepted but not published"/>	<input type="text"/>

Acceptance Letter



Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

If you written any Research Papers, please add the details by clicking the green Add button. You will see this form in which you will be required to enter the Title of the Research Paper, Name of the authors in First, Second and Third order, and a url to the Reference Link. In the Status field, please mention whether your research paper is published or accepted. Candidates who have yet to publish their papers but have acceptance are also eligible to add in the research papers.

If you need to add another Research Paper, please click the green Add button, otherwise click NEXT to proceed further or click PREVIOUS to go to the previous tab.

## Specialty

### Application Form

- 1 Personal Info
- 2 Education
- 3 Work Experience
- 4 Research Paper
- 5 **Specialty**

#### FCPS PREFERENCES

[Add FCPS Preference](#)

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#### MD PREFERENCES

[Add MD Preference](#)

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#### MS PREFERENCES

[Add MS Preference](#)

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[PREVIOUS](#) [PROOFREAD](#)

Note: If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution/government level.

Here you can add in details for FCPS, MD, MS by clicking the Add button in green color.

Please note that information displayed here will be shown depending upon your preferences at the time of registration. For example, If user has selected FCPS in the registration process, the user will only see form related to FCPS only here.

You will be asked to mention your speciality area from drop down and as per your choice, the selected institutes will appear in the next drop down of Institute. Please select the institute of your choice. Same procedure applies for FCPS, MD and MS.

You can remove any entry by Red Remove button available against every single addition.

Once you are done please click Proofread to see your submission or click Previous to go to the previous tabs.

# Proofreading Of Application

By clicking the PROOFREAD button, you will see the entire application fields in the form filled on a page. You can take the printout of the Application form and proofread it and in case of changes, you can go to the section and change the details.

PRINT

**Salman Saleem**

Form #: 3127

Name	Salman Saleem	Father's Name	Muhammad Saleem
Email	salman1@abc.com	Mobile Number	03454687268
PMDC Number	33485-P	Domicile	Punjab
Date of Birth	1988-03-01	Gender	Male
Address	439 E Block C Main Boulevard, Gulberg III Lahore.		Last Date of PMDC
CNIC	352028871231	CNIC Expiry Date	2020-03-04
Country of Passing MBBS/BDS	Pakistan		
CNIC Front Image	<a href="#">View Image</a>	CNIC Back Image	<a href="#">View Image</a>
Domicile Front Image	<a href="#">View Image</a>	Domicile Back Image	<a href="#">View Image</a>

**EDUCATION (Degree Aggregate: 16.571429, Attempts Aggregate: 5.0, Housejob from Public Teaching Institutions: 7.5)**

AIMH Shaikot (MBBS)  
View Islamic DMC  
View House Job Certificate  
View MBBS/BDS Degree

Year	Obtained Marks	Total Marks	Attempts	Certificate
1	1200.0	1400.0	1	Yes   <a href="#">View Image</a>
2	1200.0	1400.0	1	Yes   <a href="#">View Image</a>
3	1200.0	1400.0	1	Yes   <a href="#">View Image</a>
4	1100.0	1400.0	1	Yes   <a href="#">View Image</a>
5	1100.0	1400.0	1	Yes   <a href="#">View Image</a>

**WORK EXPERIENCE (Aggregate including distinctions: 6.25)**

Institute	Duration	Certificate
thq	15 Months	<a href="#">View Certificate</a>

**RESEARCH PAPERS (Aggregate: 5.0)**

Title	Author	Status	Reference Link	Attachment
Preventive Medicine	1st 2nd or 3rd	Accepted	preventive.org	<a href="#">View Attachment</a>
Preventive Medicine	1st 2nd or 3rd	Accepted	preventive.org	<a href="#">View Attachment</a>

**FCPS SPECIALITIES**

No.	Speciality	Institute

**MD SPECIALITIES**

No.	Speciality	Institute
1	Cardiology	DHQ Teaching Hospital, Sahiwal

**MS SPECIALITIES**

No.	Speciality	Institute
1	Neuro Surgery	ABSTH Gujrat

FCPS Weightage	Bands Awaited from CPSP	FCPS Aggregate	40.321429
MD JCAT Weightage	32.16	MD Aggregate	72.481429
MS JCAT Weightage	33.28	MS Aggregate	73.601429

CONTINUE
EDIT

Once you are totally satisfied with the details in the proof document, you can click the Accept and Submit button.

✓ ACCEPT AND SUBMIT

Once you Accept and Submit the application, you can only view the application and will not be able to modify or correct it any further, so please take time to proof read it.