USER MANUAL

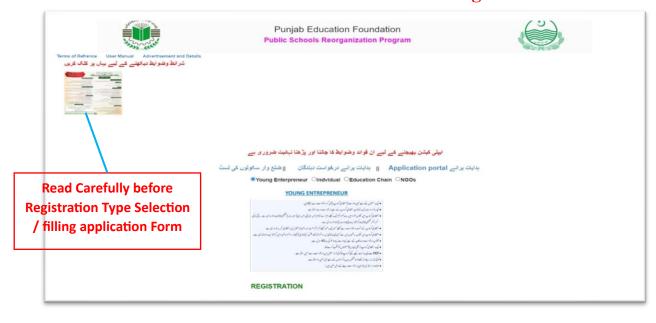
Punjab Schools Reorganization Program (PSRP)

- 1. Open a web browser, e.g. Google Chrome and paste the link https://psrp.pefsis.edu.pk/.
- 2. You will land on Login Page.

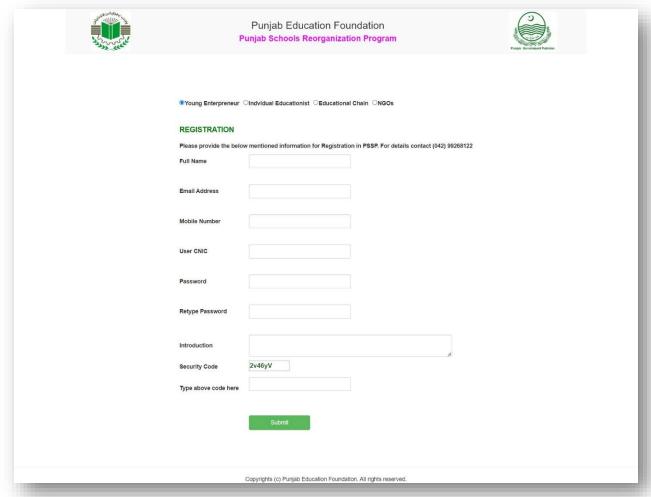


3. Click for New Registration and Select Type, for which you want to apply.

*Note: An applicant is not allowed to Register in more than one
Type / Category, so chose your type carefully. Read TORs, User
Manual and Advertisement Details before registration.

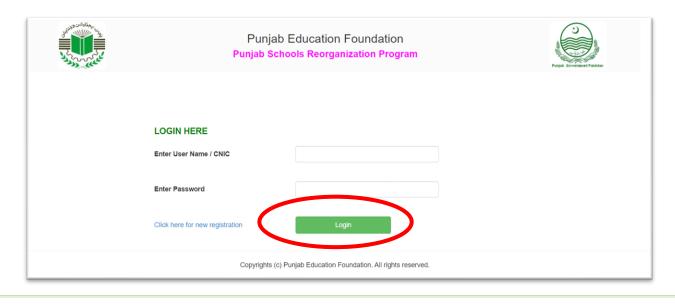


4. Register yourself through following Form



*Note: All the fields of Registration from are mandatory

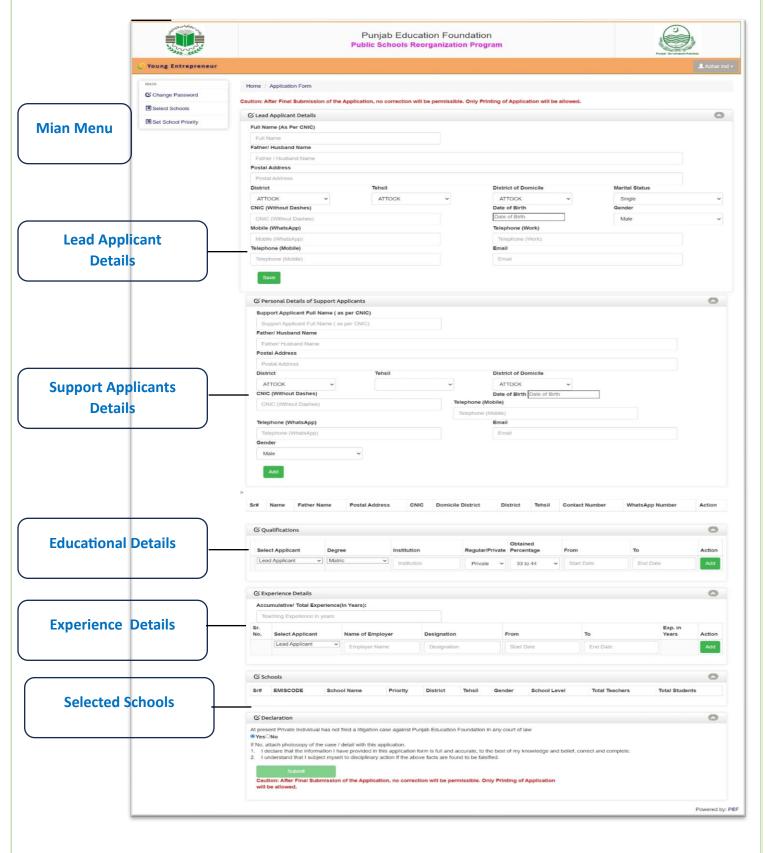
5. Upon successful Registration, go to Login Page again and enter your credentials



6. According to your selected type, the Application Form will Appear.

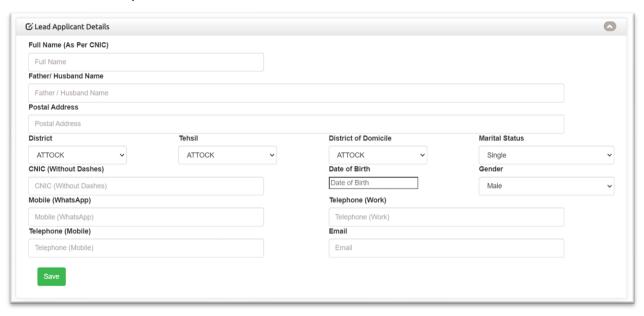
Application Form for Young Entrepreneur

Application Form View



Lead Applicant Details

- 1. Enter details of Lead Applicant in the following Form.
- 2. Please fill the form carefully , all fields are mandatory
- 3. Save your details



Support Applicants Details

Sr#

Name

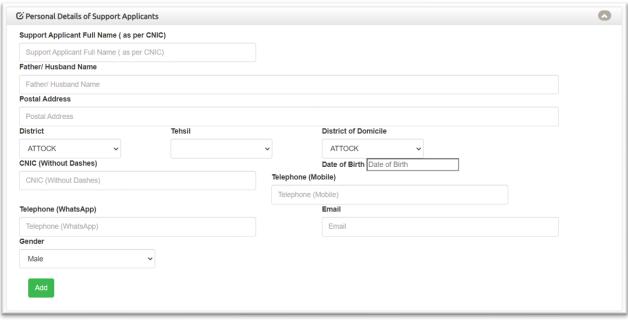
Father Name

Postal Address

CNIC

Domicile District

- 1. Enter First Support Applicant Details
- 2. Click on Add, to enter Second Support Applicant Details
- 3. You will not be able to add more than Two Support Applicant
- 4. Details of Added Support Applicant will display in a table shown bellow the Support Applicant Details Form , where you are allowed to remove any support applicant.



District

Tehsil

Contact Number

WhatsApp Number

Action

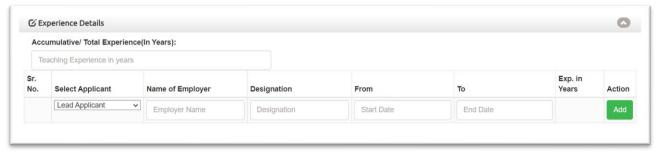
Add Qualification

- 1. In this section a user will add qualification of each applicant by selecting applicant from the "Select Applicant" dropdown.
- 2. Enter each level of qualification i.e. Matriculation , Intermediate , Graduation, etc.
- 3. Enter Professional Qualification, B.Ed, M.Ed.
- 4. Qualification Details, enter by the user will also be displayed in a table below the Qualification Form and a user is allowed to remove any details and re-enter new one.



Add Experience

- 1. In this section a user will add experience details of each applicant by selecting an applicant from "Select Applicant" dropdown.
- 2. Add your total experience in" Accumulative/ Total Experience (In Years)" field.
- 3. Experience Details, enter by the user will also be displayed in a table below the Experience Form and a user is allowed to remove any details and re-enter new one.

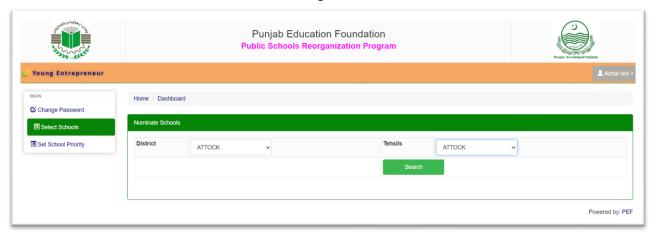


Select Schools

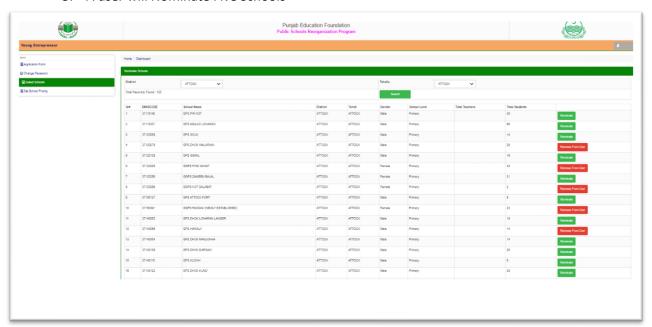
1. After entering all the details , a user will Select Schools from Main Menu.



2. You will redirect to School Selection Page



- 3. Select District, Select Tehsil and click on Search Button
- 4. Click on **Nominate** to Select the School and **Remove from the Cart** to deselect the School.
- 5. A user will Nominate Five Schools

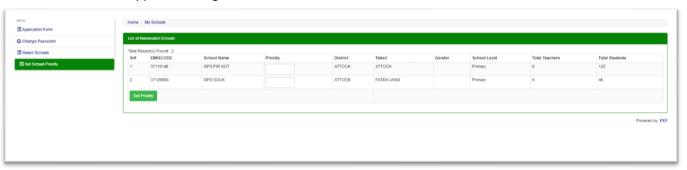


Set School Priority

1. User will again go to Main Menu and Set Priority of the Schools



- 2. Selected Schools will display here.
- 3. A user can select Priority against each school.
- 4. Be careful while entering School Priority, enter priority properly.
- 5. Save your Priority
- 6. Go to Main Application Page



7. Selected school will display on the Main Application Form, like this:

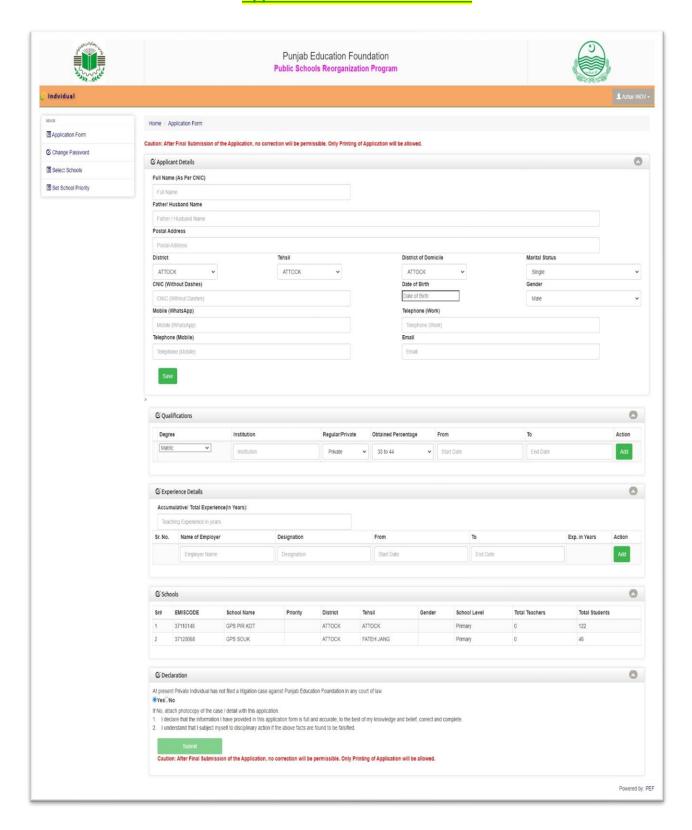


Submit Application

8. Now review your Application Form very carefully, check details and Submit your application by taking into consideration that you will not be able to update your application after submitting your application.

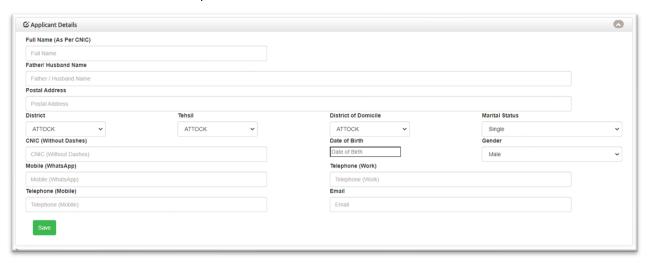


Application Form for Individuals



Applicant Details

- 1. Enter details of Applicant in the following Form.
- 2. Please fill the form carefully , all fields are mandatory
- 3. Save your details.
- 4. A User can also update its details



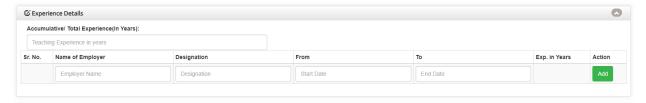
Add Qualification

- 1. In this section a user will add qualification
- 2. Enter each level of qualification i.e. Matriculation , Intermediate , Graduations, etc.
- 3. Enter Professional Qualification.
- 4. Qualification Details, enter by the user will also be displayed in a table below the Qualification Form and a user is allowed to remove any details and re-enter new one.



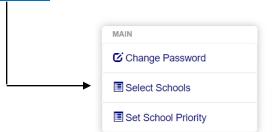
Add Experience

- 1. In this section a user will add experience details
- 2. Add your total experience in" Accumulative/ Total Experience (In Years)" field.
- 3. Experience Details, enter by the user will also be displayed in a table below the Experience Form and a user is allowed to remove any details and re-enter new one.



Select Schools

1. After entering all the details , a user will **Select Schools** from Main Menu.

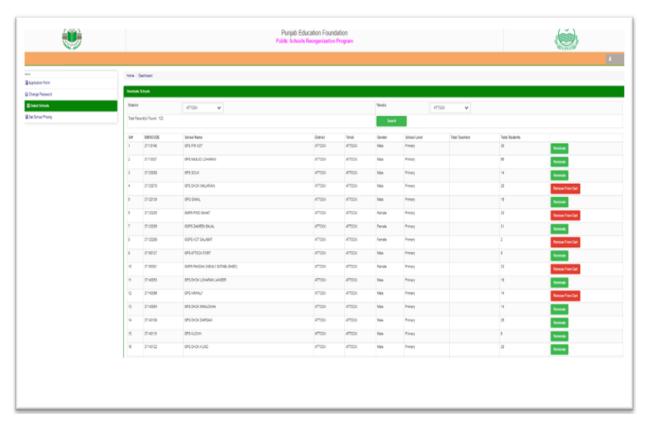


2. You will redirect to School Selection Page

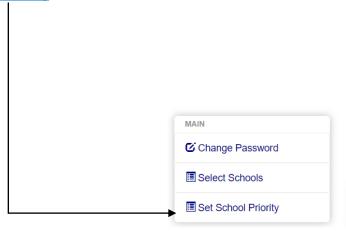


Powered by: PEF

- 3. Select District, Select Tehsil and click on Search Button
- 4. Click on Nominate to Select the School and Remove from the Cart to deselect the School.
- 5. A user will Nominate Five Schools

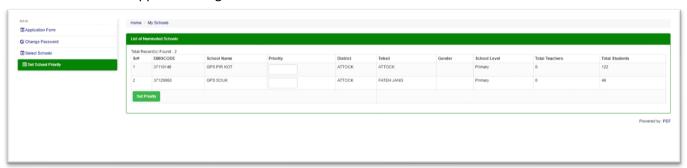


1. User will again go to Main Menu and Set Priority of the Schools



Selected Schools will display here.

- 2. A user can select Priority against each school.
- 3. Be careful while entering School Priority , enter priority properly.
- 4. Save your Priority
- 5. Go to Main Application Page

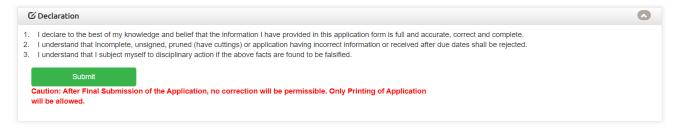


6. Selected school will display on the Main Application Form, like this:

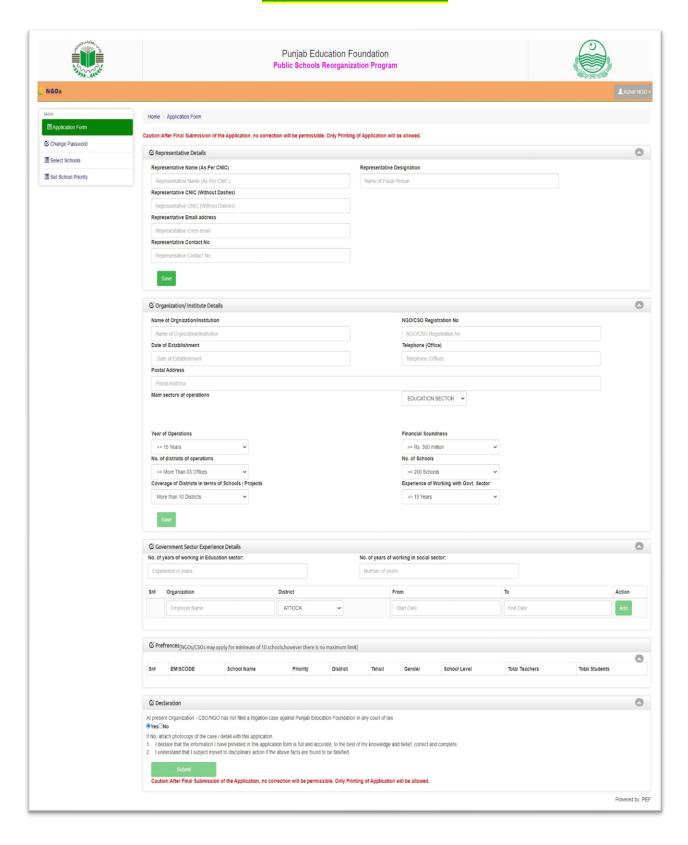


Submit Application

 Now review your Application Form very carefully, check details and Submit your application by taking into consideration that you will not be able to update your application after submitting your application.

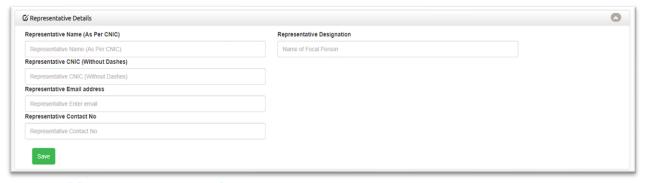


Application Form for NGO



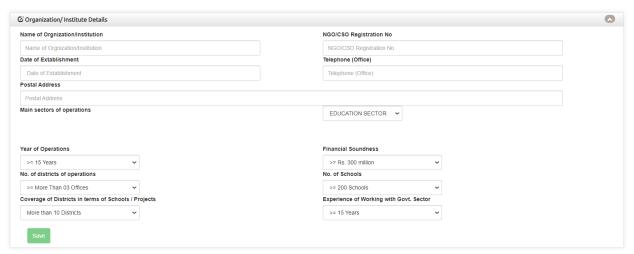
Applicant Details

- 1. Enter details of NGO Representative / Focal Person in the following Form.
- 2. Please fill the form carefully, all fields are mandatory
- 3. Save your details.
- 4. A User can also update its details



Add Organization Details

- 1. In this section a user will add details of NGO/CSO.
- 2. Please fill the form carefully , all fields are mandatory.
- 3. Save your details.
- 4. A user can also update its details.



Add Govt Sector Experience

- 1. In this section an NGO will add experience details
- 2. Add your total working experience with Government in" No. of years of working in Education sector" and "No. of years of working in social sector" field.
- 3. A user will also add District Wise Experience Details.
- 4. Details enter by the user will also be displayed in a table below the Experience Form and a user is allowed to remove any details and re-enter new one.



Select Schools

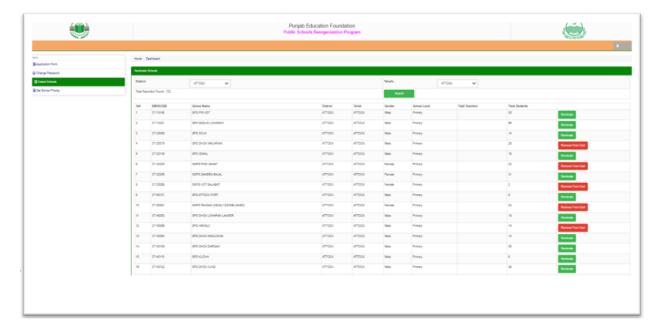
1. After entering all the details , an NGO will **Select Schools** from Main Menu.



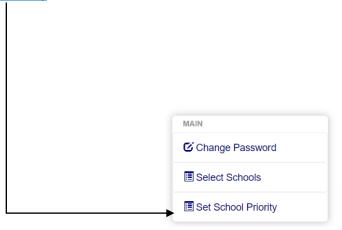
2. You will redirect to School Selection Page



- 3. Select District , Select Tehsil and click on Search Button
- 4. Click on Nominate to Select the School and Remove from the Cart to deselect the School.
- 5. If an NGO Selects a District, it will have to select at least Ten School from that District.



1. User will again go to Main Menu and Set Priority of the Schools



Selected Schools will display here.

- 2. A user can select Priority against each school.
- 3. Be careful while entering School Priority , enter priority properly.
- 4. Save your Priority
- 5. Go to Main Application Page

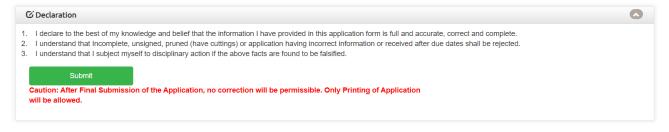


6. Selected school will display on the Main Application Form, like this:

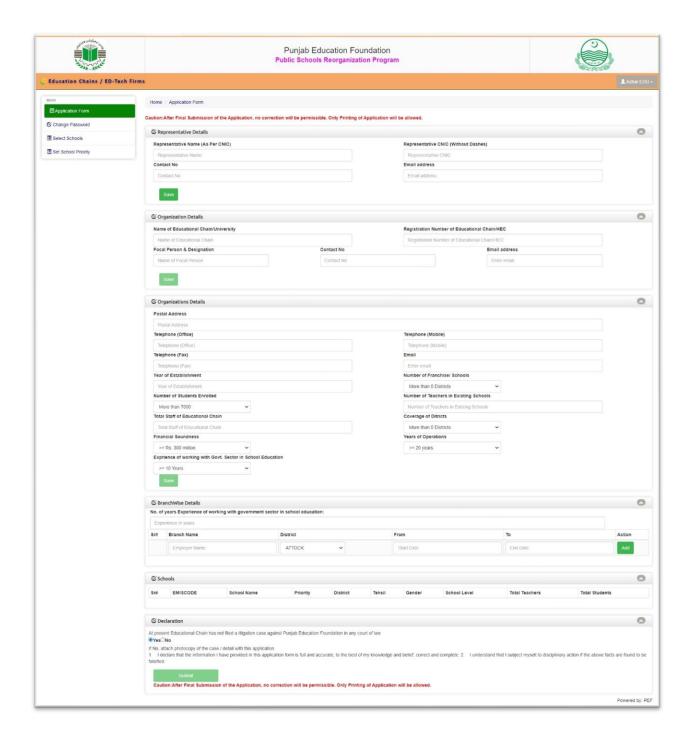


Submit Application

 Now review your Application Form very carefully, check details and Submit your application by taking into consideration that you will not be able to update your application after submitting your application.

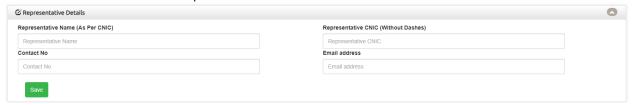


Application Form for Education Chains / ED-Tech Firm



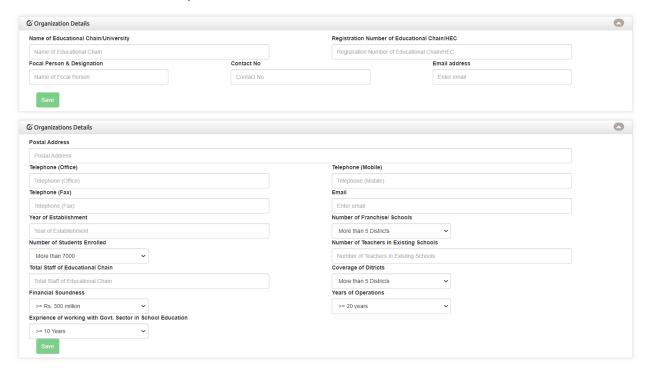
Education Chain / ED-Tech Firms Representative Details

- 1. Enter details of Education Chain / ED-Tech Firms Representative / Focal Person in the following Form.
- 2. Please fill the form carefully, all fields are mandatory
- 3. Save your details.
- 4. A User can also update its details



Add Education Chain / ED-Tech Firms Details

- 1. In this section a user will add details of Education Chain / ED-Tech Firms.
- 2. Please fill the form carefully, all fields are mandatory.
- 3. Save your details.
- 4. A user can also update its details.



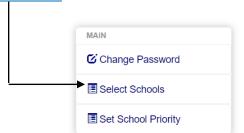
Add Govt Sector Experience (Branch Wise Details)

- 1. In this section an Education Chain / ED-Tech Firms. will add experience details
- 2. Add your total working experience with Government in" **No. of years Experience of working with government sector in school education**" field.
- 3. A user will also add Branch Wise Experience Details.
- 4. Details enter by the user will also be displayed in a table below the Experience Form and a user is allowed to remove any details and re-enter new one.



Select Schools

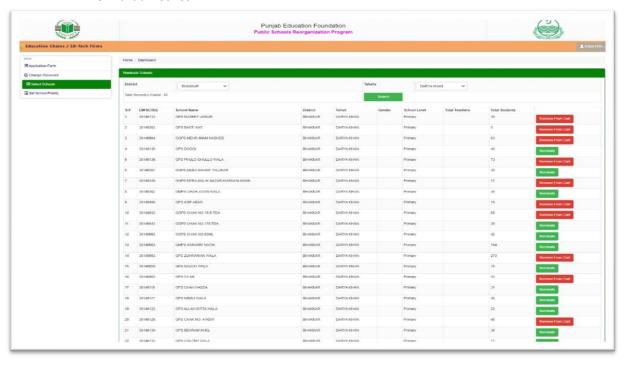
1. After entering all the details , an NGO will <u>Select Schools</u> from Main Menu.



2. You will redirect to School Selection Page

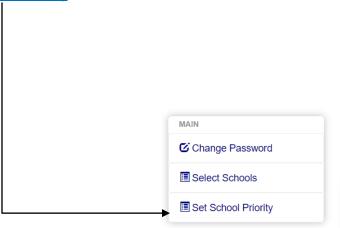


- 3. Select District, Select Tehsil and click on Search Button
- 4. Click on Nominate to Select the School and Remove from the Cart to deselect the School.
- 5. An.will have to Nominate at least Ten Schools from each District
- 6. If an Education Chain / ED-Tech Firms Selects a District , it will have to select at least Ten School from that District



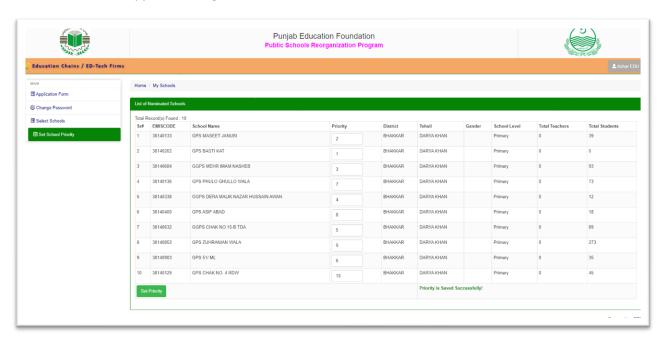
Set School Priority

1. User will again go to Main Menu and Set Priority of the Schools

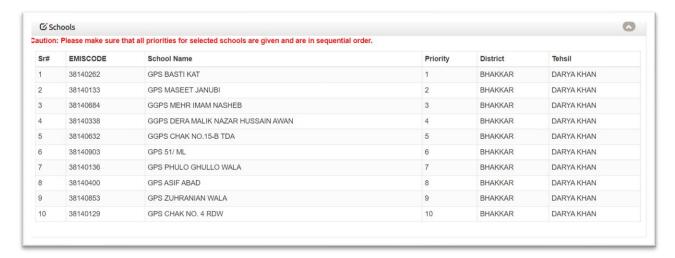


Selected Schools will display here.

- 2. A user can select Priority against each school.
- 3. Be careful while entering School Priority , enter priority properly.
- 4. Save your Priority
- 5. Go to Main Application Page

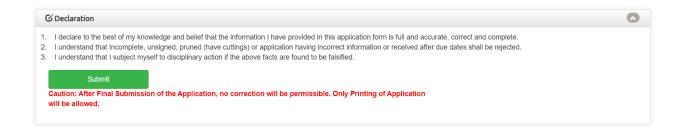


6. Selected school will display on the Main Application Form, like this:



Submit Application

7. Now review your Application Form very carefully, check details and Submit your application by taking into consideration that you will not be able to update your application after submitting your application.



Print Application

- 1. After submission of any type of Application , A user will only able to Print Application.
- 2. Click on "Print Application", to get Your submitted Application in PDF like this:

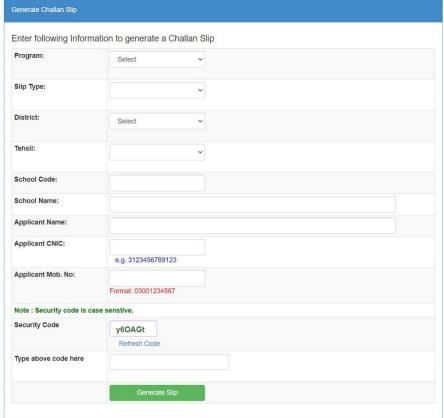




3. Print your application, sign it.

4. Generate Challan Form from link : https://www.pefsis.edu.pk/ViewChallanForm.aspx
Or Click on Generate Challan Slip Button





5. Attach required documents according to checklist and send to the prescribed postal address.

"Director PSRP, Punjab Education Foundation, 52-L, Gulberg III, Lahore"

Phone # 042-99232765, 042-99231696

UAN # 111-003-004