User Manual
PUNJAB NURSING ADMISSION SYSTEM

1. Introduction:

The user manual was created to assist Punjab Nursing Admission System (PNAS) candidates in using the Online PNAS Portal successfully by providing step-by-step instructions. On the http://pnas.phf.gov.pk website, the Policy and Procedure Manual (PNAS) explains the entire structure of the Punjab Nursing Admission System. This document should be studied in conjunction with the Policy and Procedure Manual Punjab Nursing Admission System (PNAS).

DISCLAIMER: This guide is solely for the purpose of completing the online application. The induction rules and regulations issued by SHC&ME Department must be observed.

Helpline:

For any inquiries and queries, please contact at:

Helpline: 042-9200965, 042-99200967, 042-99206256

2. Application Validity:

This application is valid for Punjab Nursing Admission System (PNAS) for the Current Session Only.

3. Online Portal and Web Browser:

http://pnas.phf.gop.pk

Use the latest **Chrome** for better performance.

4. Checklist for Candidates

- ✓ All the new applicants are to create their login

- ✓ Candidates can get print of their vouchers at any time during the application process and deposit the fee in any BOP branch before the closing date

- ✓ Candidate must have Punjab Domicile

5. Application Fill Up Process:

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.
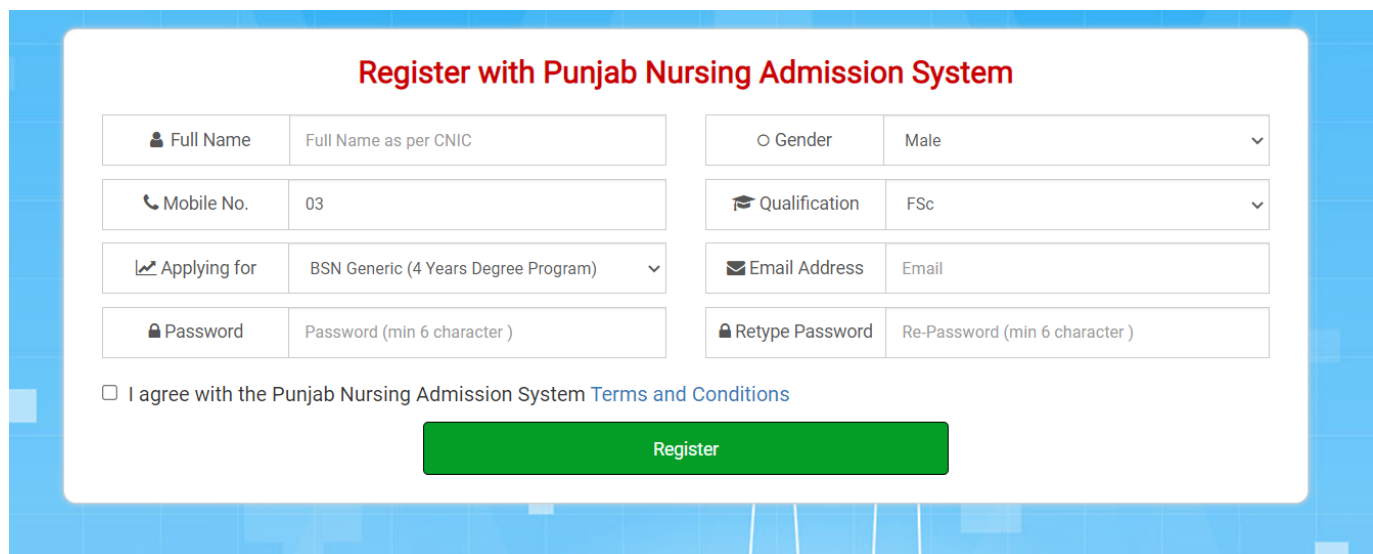
Please go http://pnas.phf.gop.pk/

On the welcome page, there are two options:

Register: For registration of new candidates.

Login: Already registered candidates to log in. Enter Email as login and Password.

For New Registration enter the following information:

Full Name: As per Matriculation.

Gender: Male

Mobile Number: Current active mobile number.

Qualification: Metric/ Fsc

Applying for: BSN Generic (4 Years Degree Program)

Email: Active email address.

Password: Minimum of 6 characters is required.

Activation: An email with a validation link will be sent to you. Once you click the validation link, your account will be activated.

Important: **Fill out the Registration Part carefully as the Full Name, Gender, PNC number, email address, and mobile number cannot be edited later.**

Logout:

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

> **Logout**

On your login for the very first time, you will see on the bottom,

> **Continue Your Application Process** ✐

Download Voucher:

Note: A fee voucher can be downloaded before completing the application. Please download the voucher and deposit Fee at the earliest to avoid any inconvenience of delay in application submission.

Punjab Nursing Admission System

Profile Builder ✐   Download Challan Form ⬇

☎ Help Line: +92 42-9200965

Profile Builder:

Use the "Profile Builder" button on top of the menu to complete your profile.

Step 1: Personal Information

Dates Entry:

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 you can select your year by clicking year on top of the calendar. By using the arrow keys on both sides, you can select your required month and then select the day. Upon clicking 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 on your computer as by clicking the Browse button, you be then required to click that file and select open.

Attachments/documents in JPG/PNG will be uploaded Max 500 kb in personal information. * is mandatory.

Note: Please note that the system will only accept a file size less than 500 KB. If you have a larger picture, Read the following note.

<u>Important Note:</u> 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 that is web-friendly. For this purpose, use https://compressjpeg.com/ to compress your picture into a web-friendly size.

Step 2: Education

Please fill all the Education Degree fields MATRIC, INTERMEDIATE, and attached the necessary documents against each Degree. All the Certificate Images should be reduced to 500KB otherwise system will not accept them and you will not be able to proceed further.

Step 5: Payment /Fee Deposit

The amount can be deposited by Cash only in any branch of Bank of Punjab across Pakistan and payment made through Demand Draft /Pay Order shall not be acceptable.

100%

Payment : Step 3 of 3

Payment Information

Upload Orignal Bank Deposit Receipt Picture

⬇ Generate & Download Challan Form

Fee should be submitted in Bank of the Punjab only

* Branch Code	* Submit Date	* Voucher Image
		Choose File No file chosen

Save

← Previous   Continue →

Proof Reading:

After clicking "Save & Proof Read" you will see the following window where all information of the applicant is displayed. If you want to change some information, click on the "Edit" button and you are able to edit all the screens data.

🖺 Print

✏ Edit

Uzair Jatoi

Form No: 12820530 : Application for BSN Generic (4 Years Degree Program)

Name	Uzair Jatoi	Father/Husband Name	Akram
Email	mruzairjatoi@gmail.com	Mobile No	03033307721
Date Of Birth	17 Jul 1997	Gender	Male
CNIC	3130172332255	CNIC Expiry Date	04 Jun 2022
CNIC Front	View	CNIC Back	View
Disability	None	Domicile	Punjab - Lahore - View
Address	Model town		

Education : 80.95 / 100   ✏ Edit

SR	Degree Type	Obtained Marks	Total Marks	Passing Institute/Board	Certificate Image
1	Matric (Science)	1500	20000	BISE Lahore	View
2	FSc	850	1050	BISE Lahore	View

Payment Information   ✏ Edit

Branch Code	Submitted Date	Image
1234	04 Jun 2022	View

Tentative Marks

FSc		Total Aggregate
Obtained	Total	
80.95	100	80.95

☐ I agree information are correct.

1. I, Uzair Jatoi, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
2. I am solely responsible for providing any of incorrect information supplied in the application form for registration.
3. If information submitted 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.
4. I will be liable to a disciplinary action may be initiated against me if any of the documents uploaded/attached/submitted found fake/ forged.

🖺 Accept & Submit

Edit Button:

✎ Edit   This button in each panel allows you to make changes to your profile before submitting it.

Accept and Submit:

> **Important Note: Please ensure the correctness of information before Accept and Submit and add readable Images. Applicant must Close & Submit application before the announced closing date and time. An open application will not be processed further by the system.**

Once an application is completed, an applicant has to submit an application. The following screen will appear.

Please ensure to Close and Submit your application before the closing date and time

Application Completed

ⓘ Congratulation your application process completed. Please visit site for merit list after few days.

Clcik button to view/print your application. **Click**