



# PUNJAB BOARD OF TECHNICAL EDUCATION

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No. PBTE/REG/2021/ 2077

Dated: 13-11-2021

To,

The Principals,

1. Govt. College of Technology,
2. Govt. Vocational Training Institute for Women,
3. All Private Institutes / Colleges affiliated with PBTE.

Subject: **ONLINE ADMISSION & REGISTRATION SCHEDULE FOR QUANTITY SURVEYOR / DIT/ COMPUTER OPERATOR / OFFICE MANAGEMENT ASSISTANT & DRAFTSMAN CIVIL ONE YEAR COURSES (1<sup>st</sup> BATCH) SESSION 2022.**

Please find enclosed herewith the Online Admission & Registration schedule of Quantity Surveyor / DIT / Computer Operator / Office Management Assistant & Draftsman Civil One Year Courses (1<sup>st</sup> Batch) for the academic Session 2022 along with important instructions, detail of fee etc.

  
**SECRETARY**

**Copy for information:**

1. PS to Minister, Industries, Commerce, Investment and Skills Development, Lahore.
2. PS to Secretary, Industries, Commerce, Investment and Skills Development Department, Lahore.
3. SA to Chairperson TEVTA, Lahore.
4. PS to Chief Operating Officer, TEVTA, Lahore.
5. PS to Secretary H.E.D Lahore.
6. GM (Operations), TEVTA, Lahore.
7. GM (F&A) TEVTA, Lahore.
8. GM (Academics), TEVTA, Lahore.
9. DGM (Academics), TEVTA, Lahore.
10. ZM (North / Central / South), TEVTA, Lahore.
11. PS to Chairman, PBTE, Lahore.
12. PA to Secretary, PBTE, Lahore.
13. PA to controller of Examinations, PBTE, Lahore.
14. All DMs TEVTA.
15. Deputy Controller of Exams Conduct / Deputy Controller of Exams Secrecy, PBTE, Lahore.
16. Deputy Secretary, PBTE, Lahore.
17. System Analyst, PBTE, Lahore.
18. All Assistant Controllers of Examinations, / Assistant Secretaries, PBTE, Lahore.
19. Public Relations Officer, PBTE, Lahore.
20. Web Administrator (for uploading of schedule on Board's Web Site).

## SECTION II

### IMPORTANT INSTRUCTIONS FOR ADMISSION & REGISTRATION OF STUDENTS OF Q.S, DIT, COMPUTER OPERATOR OFFICE MANAGEMENT AND DRAFTSMAN CIVIL COURSES


The Punjab Board of Technical Education, Lahore has introduced a computerized **online** student Registration system. For this purpose a **user manual** alongwith **process flow diagram** of Registration is being forwarded herewith. You are requested to follow the instructions as mentioned in user manual attached herewith.

- 1) The Principal of the institute is required to read the Assessment and Promotion rules of each course carefully before admission to avoid future inconvenience. The Assessment & Promotion Rules are available at Board's Website.
- 2) The students who have passed Matriculation Examination from other than "Board of Intermediate & Secondary Education" must provide the Matric equivalent certificate from IBCC. Otherwise Registration Cards will not be issued.
- 3) The Board allowed the affiliated institutions to admit the Matric Failed students provisionally in Quantity Surveyor, DIT, Computer Operator, Office Management and Draftsman Civil courses. The Institutions would **send manual lists of such students on College Letter Head separately** to the Board and the Board would register them only after they have passed the subsequent Matric Supplementary Examinations.
- 4) If a student got admission in more than one course / institute; he / she will only be Registered with PBTE after sending undertaking (on stamp paper) through institute, confirming that he is attending regular classes in only one respective course in one Institute / College.
- 5) It is mandatory on part of the institutions to get verified the Matric Certificate of the admitted students from the respective Boards. The responsibility of admission of any student on basis of fake or bogus Matric Certificate will lie with the institute. Such cases must be sent to the PBTE office immediately for cancellation of Registration of such students.
- 6) Online feeding of the enrolled students do not create a right for registration. The pre-requisites such as affiliation of institute, eligibility of students etc. should be completed and intact for registration and issuance of registration card thereafter.

**The Instructions for Registration must be displayed on the Notice Board of the Institute.**

**Note:-** In case of any query please contact the following.

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| a. Superintendent (Registration)       | 04299260276 |
| b. Dealing Assistant (Registration)    | 04299260276 |
| c. Web Administrator/ Computer Section | 04299260284 |
| d. Assistant Secretary (Affiliation)   | 04299260283 |

  
**SECRETARY**