User Manual
Punjab Residency Program

1. Introduction:

The user manual has been designed/developed to help the candidates of Punjab Residency Program through step-by-step guidance to effectively use the Online PRP Portal. The Policy and Procedure Manual (PPM) elaborating the complete framework of Punjab Residency Program level-III is available on the https://prp.phf.gop.pk/ and https://health.punjab.gov.pk/Notifications.aspx. Please read this manual along with the Policy and Procedure Manual (PPM).

DISCLAIMER: This manual is just to fill up the online application. The rules and regulations of inductions are to be followed as per the PPM.

2. Helpline:

For any inquiries and queries, please contact at:

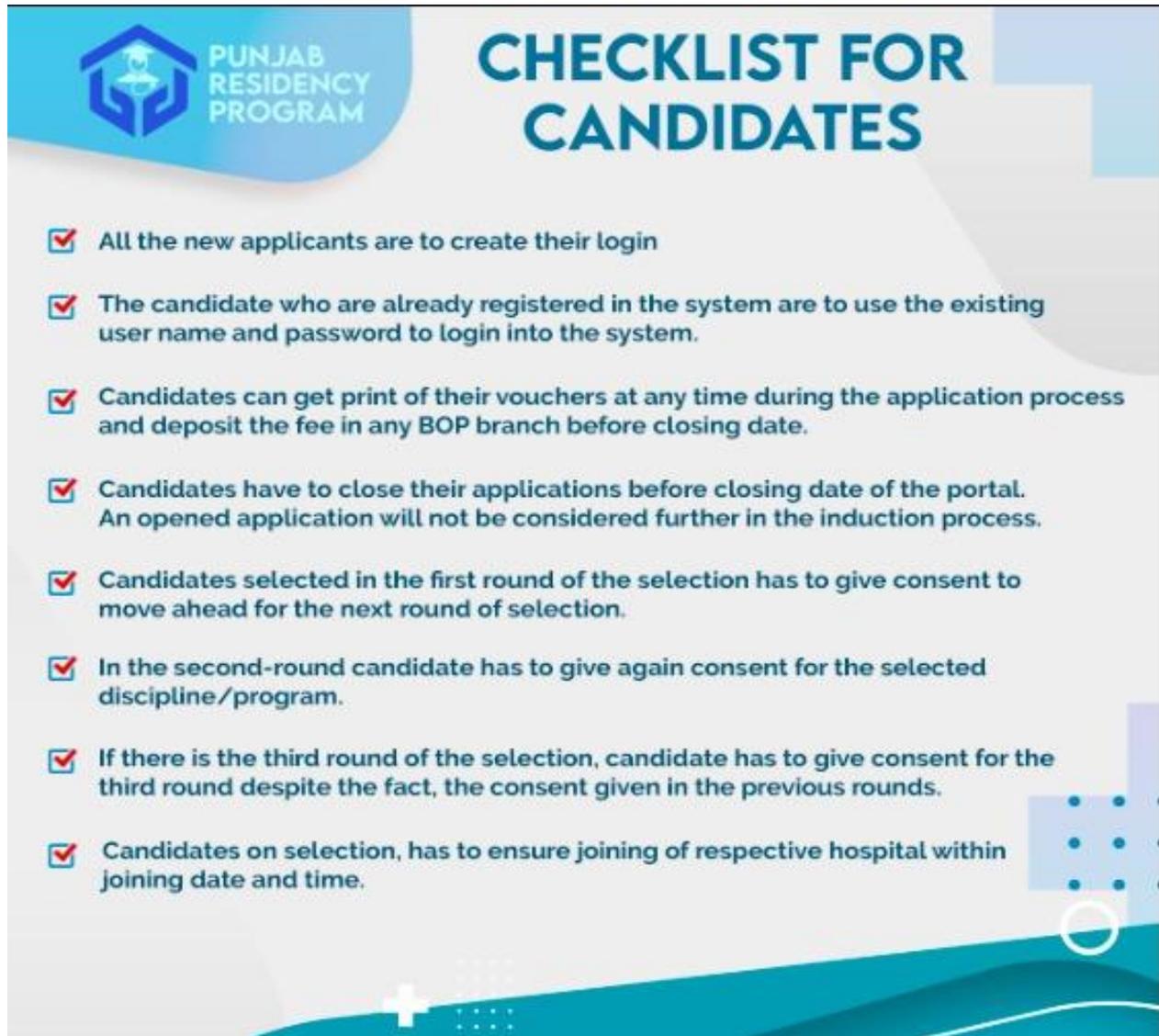**Helpline: +92 304 1111972, support@phf.gop.pk**

3. Application Validity:

This application is valid for Residency Program for the Current Session Only.

4. Online Portal and Web Browser:

https://prp.phf.gop.pk/

Use latest **Chrome** for better performance.

5. Checklist for Candidates

CHECKLIST FOR CANDIDATES

☑ All the new applicants are to create their login

☑ The candidate who are already registered in the system are to use the existing user name and password to login into the system.

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

☑ Candidates have to close their applications before closing date of the portal. An opened application will not be considered further in the induction process.

☑ Candidates selected in the first round of the selection has to give consent to move ahead for the next round of selection.

☑ In the second-round candidate has to give again consent for the selected discipline/program.

☑ If there is the third round of the selection, candidate has to give consent for the third round despite the fact, the consent given in the previous rounds.

☑ Candidates on selection, has to ensure joining of respective hospital within joining date and time.

6. 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 https://prp.phf.gop.pk/

On the welcome page, there are two options:

Register : For registration of new candidates.

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

For New Registration enter following information:

Register with Punjab Residency Portal

👤 Full Name	👤 PMDC Number
📞 Contact 03xxxxxxxxx	📈 Level 3 Year-1 ⌄
🎓 MBBS ⌄	✉ Email
🔒 Password (min 6 character)	🔒 Re-Password (min 6 character)

☐ I agree with the Punjab Residency Program Terms & Condition

Register

Full Name:	As per Matriculation.
PMDC Number:	As per PMDC certificate
Mobile Number:	Current active mobile number.
Faculty:	MBBS / BDS
Level:	III (Default selection for this program)
Email:	Active email address.
Password:	Minimum 6 characters are required.

Activation: A validation link will be sent to you via email. Your account will be activated once you will click on validation link.

Important: Fill the Registration Part carefully as PMDC number, email address and mobile number cannot be edited later.

Logout:

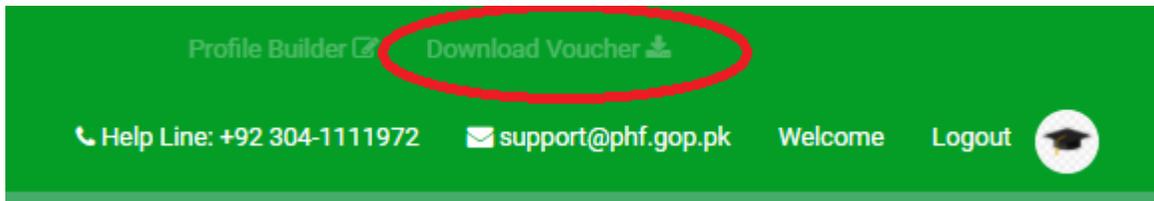If you want to logout of the system, click the Log Out button.

Logout

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

Continue Your Application Process ☑

Download Voucher:

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

Profile Builder ☑   Download Voucher ⬇

📞 Help Line: +92 304-1111972   ✉ support@phf.gop.pk   Welcome   Logout   🎓

Profile Builder:

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

Profile Builder ☑

Step 1: Personal Information

10%

Personal Information : Step 1 of 6

Full Name *	Father/Husband Name *	Gender *
Dr Farooq	ABC 123	Male

Date of Birth *	Date of Passing MBBS/BDS *	Country of Passing MBBS/BDS *
14/6/1993	13/5/2018	Pakistan

Email *	Contact *	PMDC Number *
y@phf.test.com	03124578969	444444

PMDC Expiry Date *	Natinality Type *	Nationality * *View Detail*
7/1/2022	● Single ○ Dual	Select Country

District of Resident *	Passport * (Without dashes)	Expiry on Passport *
District	Passport	2/12/2021

Address *

Important Note: Whenever Nationality/Domicile is changed, you should re-enter the preferences in Step 5 Specialty. Because provided preferences will be vanished by changing nationality/domicile

Dual Nationality:

In case of dual nationality applicant will select **"Nationality Type"** Dual and has to provide details of both Countries.

PMDC Expiry Date *	Natinality Type *	Nationality * *View Detail*
7/1/2022	○ Single ● Dual	Select Country

Nationality 2nd *	District of Resident *	Passport * (Without dashes)
Select Country	District	Passport

Expiry on Passport *
2/12/2021

Address *

Foreigners will upload these images of Max 500 kb in personal information. * is for mandatory.

Allowed Upload image types are jpg or png only with size less then 500 KB each.

Profile Picture *	Passport 1st Page *	Passport 2nd Page *
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Embassy Certificate	**Language Certificate**	**Police Certificate**
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Affidavit		
Choose File No file chosen		

Save & Continue →

Dates Entry:

«	August 2000					
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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 calendar. 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.

Upload the relevant documents:

Upload documents in jpg / jpeg format only (500KB Maximum)

Allowed Upload Image types are jpg or png only with size less then 500 KB each.

Profile Picture *

[Choose File] No file chosen

CNIC Front Picture *

[Choose File] No file chosen

CNIC Back Picture *

[Choose File] No file chosen

Domicile Front Picture *

[Choose File] No file chosen

Save & Continue →

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

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, use https://compressjpeg.com/ to compress your picture in a web-friendly size.

Disability Quota:

If you apply for disability quota then click on below radio button.

* Do you want to apply for disability quota?

○ Yes ● No

Important Note: If you select "Yes" you will only be considered for disable quota. That means you won't be able to apply in any other quota/general quota. Disable Quota Is Only for Candidates having Punjab Domicile (from the discipline of Anesthesia, Radiology and Pathology).

Step 2: Education

If you have Local/Recognized education, please select that option:

Education : Step 2 of 6

Degree:

Nationality	Graduate Country	Graduation	Degree	Duration
Pakistan	Pakistan	Local	MBBS	5

Province *	Institute Type *	Institute *
Punjab	Private	CMH Institute of Medical Sciences

Please fill all the fields and attached necessary documents against each year. Total marks and obtained marks should be inclusive of Pakistan Studies and Islamiyat marks. All the DMC Images should be reduced to 500KB otherwise system will not accept it and you will not be able to proceed further. *If Duration of your Degree is 4 years you can call or email PRP Support team to change your degree duration accordingly.*

Attempts Detail:

Note: Include Islamic studies and Pak Studies marks also in total Marks and Obtained marks in which year applicant studied these subjects.

Yearly Marks:

Please confirm that the marks entered in both Obtained Marks and Total Marks are inclusive of Islamiyat and Pak Studies Marks.

Year	Obtained Marks *	Total Marks *	Attempt *	DMC Image *	
1	500	1000	1st ⌄	Choose File low.jpg	☒ Remove
2	700	1000	1st ⌄	Choose File prp.jpg	☒ Remove
3	800	1000	1st ⌄	Choose File low.jpg	☒ Remove
4	900	1000	1st ⌄	Choose File prp.jpg	☒ Remove
5	1000	1000	1st ⌄	Choose File low.jpg	☒ Remove

Certificates:

Attempt Certificate *	☒ Remove	Matric DMC Image *	☒ Remove	MBBS/BDS Degree Image *	☒ Remove
Choose File low.jpg		Choose File prp.jpg		Choose File low.jpg	

Foreign Graduates:

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.

Degree:

Nationality	Graduate Country	Graduation	Degree	Duration
North Macedonia	North Macedonia	Foreign	MBBS	5

Institute Name *

[   ]

Foreign Degree:

Please confirm that the marks entered in both Obtained Marks and Total Marks.

Obtained Marks *	Total Marks *	DMC Front Image *	DMC Back Side Image *
[ ]	[ ]	Choose File No ...osen	Choose File No ...osen

Attempts Foreign Graduates:

Attempt:

Passed the NEB exam in single sitting, then it will be scored.

Attempt(NEB Exam) *	PMDC Result *
1st ▾	Choose File	No file chosen

FCPS (Part-I)/ MS /MD Marks:

☑ Part -1 FCPS Marks:

Discipline	Passing Date	Certificate Image *	☒ Remove
MEDICINE AND ALLIED ▾	23/06/2020	Choose File	prp.jpg	

☑ Part -1 FCPS Marks (2nd Optional):

Discipline	Passing Date	Certificate Image *	☒ Remove
E.N.T. ▾	09/02/2021	Choose File	low.jpg	

☑ MS Marks:

Obtained Marks *	Total Marks *

Passing Date *	Certificate Image *
	Choose File	No file chosen

☑ MD Marks:

Obtained Marks *	Total Marks *

Passing Date *	Certificate Image *
	Choose File	No file chosen

Step 3: House Job & Experience:

House Job:

A House job details have to be provided here:

House Job Information

Image	Type	Province	Hospital	From	To	Action
	Government	Punjab	ABS Teaching Hospital, Gujrat	12/7/2018	5/8/2019	✐ | 🗑

Province *
Punjab ▾

Type *
Government ▾

Hospital *
Select One ▾

Date From *
Date From

Date To *
Date To

Certificate *
Choose File | No file chosen

Save HouseJob

Experience:
The experience at various levels of hospitals is required to be entered here. Moreover, the 02

distinctions added. Please read the for description of experience and distinctions.

Experience Information

Image	Type	Name	From	To	Duration	Province	Employment Type	Action
	Primary, RHCs	Rural Health Center ,Taunsa Barradge, Kot Adu, Muzaffargarh	7/2/2017	12/7/2018	17	Punjab	Regular	✐ | 🗑
	Tertiary, Tertiary	Children Hospital, Lahore	3/6/2019	21/4/2021	22	Punjab	Contract	✐ | 🗑

Institute Level *
Primary ▾

Institute Type *
RHCs ▾

Name Of Hospital *
Select One ▾

Date From *
Date From

Date To *
Date To

Certificate *
Choose File | No file chosen

Province *
Punjab ▾

Type of Employment *
Regular ▾

Save Exprience

Distinction:

Distinctions Information

Image	Years	Subject	Action
	4	ENT	✎ | 🗑
	5	Medicine And Allied	✎ | 🗑

Distinctions (MAX:2)

Years	Subject *	Distinction Attachement *
4 ⌄	subject	Choose File No file chosen

← Previous   Continue →

Step 4: Research Papers:

Please enter the information of research paper(s). Select the journal from the given list. Also provide all other details.

78%

Research Paper : Step 4 of 6 Research Papers

Note:
i. Papers published in National and International impact factor journals shall be accepted.
ii. Active DOI link required.
iii. Publisher Web Link required.

Journal	Country	Displine	Title	Author	Status	DOI Link	Web Link	Action
JOURNAL OF INVESTIGATIVE MEDICINE	United Kingdom	Health Sciences	Human And Ecological Risk Assessment	1st, 2nd Or 3rd	Published	Doi/Abs/10.1080/10807039.2019.1601004	Https://Www.Tandfonline.Com/Loi/Bher20	✎ | 🗑

Journal

Select an Option ▾

DOI Link *	Publisher Web Link *

Title *	Author	Status	
	1st, 2nd or 3rd ⌄	Published ⌄	**Add Research Paper**

← Previous   Continue →

Note: Only published Research paper and valid link will be accepted.

Step 5: Specialty Preference

90%

Speciality : Step 5 of 6

FCPS

Speciality	Hospital	Preference No	Action
Medicine	Mayo Hospital, Lahore	1	✎ | 🗑

Preference

Type *	Speciality *	Hospital Name *	Preference No. *	
FCPS ⌄	Select One ⌄	Select One ⌄	Please Enter Preferenc	Save Preference

← Previous   Continue →

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. All attached images should be readable otherwise application form will be rejected.

Step 6: 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 6 of 6

Payment Information

Brach Code	Submitted Date	Voucher	Edit
012	10/5/2021		✎

⬇ Generate & Download Fee Voucher

☑ In Case you deposited(voucher) fee in Bank of punjab.

← Previous   Continue →

Proof Reading:

After clicking "Save & Proof Read" you will see following window where all information of applicant display. If you want change some information, click on "Edit" button. The "Edit" option is available before closing date.

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Farooq
Form No: 6363

Name	Farooq	Father/Husbadn Name	ABC 123
Email	a@phf.test.com	Mobile No	03124578969
Date Of Birth	14 Jun 1994	Gender	Male
PMDC Number	484646-p View	Last Date of PMDC	02 Mar 2023
Degree - Country	Pakistan	Nationality	Pakistan - Rawalpindi
CNIC	3446067878787	CNIC Expiry Date	22 Aug 2024
CNIC Front	View	CNIC Back	View
Disability	No	Domicile	Punjab - Faisalabad - View
Address	XYZ # 123 street		

Education (Degree Aggregate: 0, Attempts Aggregate: 0.00)   ✏ Edit

Graduation Detail : Punjab : Private : CMH Institute of Medical Sciences

Certificate :   View   Matric :   View   Degree :   View

Attempt Certified

Year	Obtained Marks	Total Marks	Attempts	Certificates
1	500	1000	1	View
2	700	1000	1	View
3	800	1000	1	View
4	900	1000	1	View
5	1000	1000	1	View

Certification Information

Type	Discipline	Obtain Marks	Total Marks	Passing Date	Certificates
FCPS	MEDICINE AND ALLIED	N/A	N/A	23 Jun 2020	View
FCPS	E.N.T.	N/A	N/A	09 Feb 2021	View

House Job Information : Makrs are : 0.00)   ✏ Edit

Province	Type	Hospital	Start Date	End Date	No Of Days	Certificates
Punjab	Government	ABS Teaching Hospital, Gujrat	12 Jul 2018	05 Aug 2019	-	View

Work Experience (Aggregate including Distinctions: 0.00)   ✏ Edit

Sr.#	From	To	Duration	Level	Institute	Province	Type of Employment	Certificate
1	07 Feb 2017	12 Jul 2018	17 Month	Primary	Rural Health Center ,Taunsa Barradge, Kot Adu, Muzaffargarh	Punjab	Regular	View
2	03 Jun 2019	21 Apr 2021	22 Month	Tertiary	Children Hospital, Lahore	Punjab	Contract	View

Distinction (Maximum Distinction are 2 Please confirm again brefore submit)

Sr.#	Subject	Year	Certificate
1	ENT	4	View
2	Medicine and allied	5	View

Research Paper (0.00)   ✏ Edit

Sr.#	Title	Author	Status	Link
1	Heavy metals in urban and peri-urban soils of a heavily-populated and industrialized city: Assessment of ecological risks and human health repercussions	1st, 2nd or 3rd	Published	doi/abs/10.1080/10807039.2019.1601004

FCPS Preference   ✏ Edit

Preference No.	Speciliaty	Institute	Institute Marks	Total Marks
1	Medicine	Mayo Hospital, Lahore	0.00	0.000000

Weightage Marks Claimed

Please note that the claimed marks are just provisional marks.

FCPS Weightage	0.000000	FCPS Aggregate	0.000000

Payment Information   ✏ Edit

Branch Code	Submitted Date	Image
012	08 May 2021	View

☐ it is certified that information are correct.

1. I, Farooq, 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 provides an opportunity to edit the 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 application. The following screen will appear.

Application Completed

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

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

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

🖫 Print

☐ Re-Open Application

Dear applicant you can re-open and edit your application till closing date and time. However , please ensure to Close and Submit your application before closing date and time (24-05-2021 11:00 pm)

☑ Re-Open Application

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