University of Karachi

Guidelines for Filling PhD Country Directory (PCD) Proforma Through HEC E-Services Portal

1. Create an account on HEC – E Services Portal using your CNIC number (without dashes) as login name. Also, do remember your Password. HEC E-Services portal can be reached at:

   https://www.eservices.gov.pk

2. Click on Ph. D Country Directory button in left menu. Check Confirmation box and press NEXT.

3. Now you can add Education details, Scholar's details, Examinations details, Research publication and Documents attachments etc.

4. Enter your particulars in Scholar's Details correctly as university focal person is not allowed do any corrections in these entries. Your name must be same as given in PhD final notification.

5. For Date of Enrolment, enter the Date of Admission as given on Form PhD-2A.

6. For both, Date of Comprehensive Examination and Date of Approval of Synopsis/Research Proposal, enter date on which Form PhD-5 was countersigned by Dean/Principal/Comdt.

7. For Date of Submission of PhD Dissertation, enter date on which your case was sent to Main Office NUST for evaluation of thesis by local/foreign evaluators.

7. For Date of Notification, enter Date on which Form PhD-7 was countersigned by Dean/Principal/ Comdt.

8. Supervisor Details. Shall be filled by university focal person and then sent back to student. Scholar to get the details verified by his/her supervisor and resubmit PCD to university focal person.

9. Foreign Evaluators' particulars. Shall be filled by University focal person at Main Office, NUST.

10. Enter correct & complete details of only **one journal Research Publication** that best describes your PhD research and is mentioned on your PhD final notification also.

11. Documents Attachments:

    a. Serial 1. Attach PhD final notification duly signed by Controller of Examinations.

    b. Serial 2. Attach **soft copy of your PhD Thesis in PDF format duly checked/approved by Dy Controller of Examinations**. Only signed pages can be scanned. Non of other pages should be scanned.

    c. Serial 3. Attach Letter of Acceptance received from the office of editor of Journal.

    c. Serial 4. For approval of Supervisor from BASR or ASRB, attach **Form PhD-3A.**

d. Serial 5. Attached **only first page of Plagiarism Report** on which overall similarity index is given. This page must be attested by your supervisor with signature and stamp.

e. Serial 6. Attach **PhD Transcript duly issued /signed by Registrar.** Qalam System generated transcript is not acceptable.

f. Serial 7. Do attach **MS/M Phil Transcript** on the basis of which admission in PhD was granted.

g. Serial 8. Do attach copy of **GAT/GRE/GRE Type Test score card OR University Own Test** on the basis of which admission in PhD was granted.

h. Serial 9. Do attach **soft copy of the Journal Research publication**.

12. The Check List shall be completed by university focal person at Main Office. Also, submission of PCD Proforma to HEC shall be done by University of Karachi Focal Person (In-Charge, ASRB). However, applicant can see progress of his/her case through his/her account.