



**Assistant Chief of Naval Staff (Edn)  
Naval Headquarters  
ISLAMABAD**

ED/0101/Policy/2903/2012

Tele: 051-20062925

See Distribution:

14 May 2012

**POLICY 01/2012 (EDUCATION) - RESERVED QUOTA SEATS FOR THE CHILDREN OF  
PN OFFICERS/CPOs/SAILORS/CIVILIANS IN PROFESSIONAL UNIVERSITIES/  
COLLEGES/INSTITUTIONS**

**GENERAL**

1. In order to facilitate the children of Officers, CPOs/Sailors and PN Civilians to pursue higher education, NES Dte continuously remains in contact with Educational Institutions of the country to acquire reserved quota seats for PN personnel. Detail of the reserved quota seats in various Universities/Colleges/Institutions is placed at Annex 'A' to this letter.

2. For admission against quota seats in the civil professional Universities/Colleges/Institutes, candidates should apply directly to the institution concerned under intimation to NHQ (NES Dte) by filling up the prescribed form placed at Annex 'B' to this letter (except for NUST constituent colleges for which application form is to be obtained from NHQ) (NES Dte) and if required, appear in the entry test of the University/College/Institution concerned.

3. The applications on the prescribed forms for reserved quota seats must reach NES Dte, NHQ as per schedule announced by NES Dte through signal/internet or, if not announced, at least 30 days prior to the last date promulgated by the respective institution for nomination against the quota seat. In such case, candidates are to inform NES Dte about the last date the nominations are required to reach the concerned University/College/Institution. **Applications received after due date will not be entertained.**

4. **Appearing for Open Merit – A pre-requisite.** Candidates seeking admission against reserved quota seats **must apply** to the respective Colleges/Universities/Institutions **for open merit** separately on admission form of the institutions. In case of non compliance candidature for quota seat would not be considered.

5. Since the entrance test has weightage in determining the merit, therefore, candidates are required to forward an attested copy of the entry test result, within 05 days of the announcement of result, to NES Dte at NHQ.

6. Candidates are to inform NES Dte at NHQ about their selection on open merit or otherwise within 7 days after declaration of open merit result, failing which the seat will be offered to the next standby candidate.

7. **Change in Postal Address and Contact Nos.**

Candidates/Parents/Guardians are required to immediately intimate change in postal address and contact number, if any. It becomes extremely difficult for NES Dte to locate those selectees whose addresses and contact numbers have been changed.

8. **Miscellaneous:**

a. **Equivalence Certificate.** The candidates with 'O'/'A' level/Senior Cambridge Examination etc must attach Equivalence Certificate obtained from Inter Board Committee of Chairmen (IBCC) with the application form. The percentage mentioned in this certificate will be taken into account. Application form received without Equivalence Certificate will not be entertained.

b. Any false entry/information in the application form may disqualify the candidate and no representation in this regard will be accepted by NHQ.

c. No amendment/change of any kind including change in subject/discipline will be made in the application form at any stage once application form is submitted to NHQ.

d. Candidates will only be considered for the disciplines they have applied for.

e. The candidate once nominated in any discipline against reserved quota seat will not be eligible for the same category for next years admissions. However, nomination cancelled by NHQ due to selection on open merit will be eligible.

f. No application form will be entertained without documents mentioned in the application form.

9. **ELIGIBILITY.** Following will be considered eligible for admission against PN reserved quota seats:

a. Children of serving PN Officers/CPOs/Sailors.

b. Children of retired PN Officers/CPOs/Sailors who have rendered pensionable service including those who died while in service or medically boarded out.

- c. Children of PN Civilian personnel, serving/retired (who have rendered pensionable service) and of those who died while in service or medically boarded out, for the seats allocated to them for specified disciplines at PNEC.
- d. Children of serving PN Civilians for the seat allocated to them for MBBS at Bahria University Medical & Dental College Karachi.
- e. A candidate who fulfills prerequisites and other eligibility conditions of the University/College/Institute he/she is applying for.
- f. For admission against seats for medical/engineering disciplines (i.e MBBS/BDS/BE degree courses), a candidate who has obtained a minimum of 60% marks in aggregate each, in Matric (SSC) and HSSC or equivalent examination.

10. **INELIGIBILITY.** Under-mentioned candidates will not be eligible for PN reserved quota seats:

- a. Candidates applying for MBBS/BDS and Engineering degree programme who fail to get 60% marks in aggregate each, in Matric (SSC) and HSSC (final) exam or Equivalent.
- b. Candidates failing to apply on open merit in the institution concerned.
- c. Candidates who qualify for admission on open merit in the institution concerned (however will be eligible for 50% subsidy in tuition fee in case of NUST Constituent Colleges).
- d. Candidates released/withdrawn on disciplinary grounds from any Defence Forces Training Institution or from where he/she was given admission against quota seat.
- e. Children of those PN personnel who have been weeded out from service on disciplinary grounds.
- f. Children of those ex-servicemen who have not rendered pensionable service.
- g. Adopted children and other relatives of serving/retired PN personnel.
- h. Children of Army/PAF personnel on secondment/deputation to PN are not eligible for PN reserved quota seats. They have to apply to their respective service headquarters for admission against reserved quota seats allocated to Army/PAF.
- j. **Suppression of Information.** In case any information about selection on open merit in any University/College/Institution and in defence forces is suppressed and is revealed later, at any stage, it will make the candidate liable for necessary disciplinary action/withdrawal from the University/College/Institution at any stage of the studies.

## **ADMISSION CRITERIA**

11. Admission criteria in the NUST Constituent Units/Colleges. NUST criteria in vogue will be followed which is presently as under:

| <u>Candidate who has passed HSSC</u> |     | <u>Candidate who has passed O/A Level</u> |     |
|--------------------------------------|-----|---|-----|
| SSC                                  | 10% | O-Level                                   | 25% |
| HSSC(Part-I)                         | 15% | Entrance Exam                             | 75% |
| Entrance Exam                        | 75% |   |     |

12. Admission criteria for Bahria University Medical and Dental College.(BUM&DC). BUM&DC criteria in vogue will be followed which is presently as under:

|                 |     |
|-----------------|-----|
| SSC/equivalent  | 10% |
| HSSC/equivalent | 40% |
| Entrance Exam   | 50% |

13. Admission criteria in the Medical/Engineering Colleges/ Universities/ Institutes for which prerequisite qualification is HSSC

| <u>Where Entrance Exam is conducted</u> |     | <u>Where Entrance Exam is not conducted</u> |     |
|---|-----|---|-----|
| SSC/equivalent exam                     | 10% | SSC/equivalent exam                         | 40% |
| HSSC/equivalent exam                    | 25% | HSSC/equivalent exam                        | 60% |
| Entrance Exam                           | 65% |   |     |

14. Admission criteria against the quota seats for which the prerequisite qualification is a Bachelor Degree

| <u>Where Entrance Exam is conducted</u> |     | <u>Where Entrance Exam is not conducted</u> |     |
|---|-----|---|-----|
| HSSC/equivalent                         | 10% | HSSC/equivalent                             | 40% |
| Bachelor Degree                         | 15% | Bachelor Degree                             | 60% |
| Entrance Test                           | 75% |   |     |

15. Admission criteria against the quota seats for which the prerequisite qualification is SSC

| <u>Where Entrance Exam is conducted</u> |     | <u>Where Entrance Exam is not conducted</u> |      |
|---|-----|---|------|
| SSC/equivalent                          | 25% | SSC/equivalent                              | 100% |
| Entrance Test                           | 75% |   |      |

16. Any candidate who is Hafiz-e-Quran shall have 20 marks added only for determination of merit and not towards eligibility. He/She shall have to provide the original sanad of Hafiz-e-Quran from Wafaq-ul-Madaris and be prepared to appear and qualify the test as notified by the University/College/Institution.

17. **Fee Contribution – NUST Constituent Colleges:** In order to accommodate maximum number of candidates at NUST Constituent Colleges, following conditions w.r.t fee contribution viz-a-viz subsidy/scholarship shall apply:

**OPEN MERIT**

- a. A candidate selected on open merit on his/her priority of choice will not be eligible for PN reserved quota seats in any other discipline.
- b. A candidate selected on open merit on his/her second or lower priority of choice will be eligible for quota seat in the discipline as per his/her first priority of choice.
- c. A candidate selected on open merit will have option to join on quota seat in the same discipline but different institute of his/her choice.
- d. All candidates admitted against open merit will be provided with subsidy of 50% of tuition fee by NES Dte.

**QUOTA SEATS**

- a. Candidates availing PN quota seats will be required to pay full fee as per NUST fee structure in vogue.
- b. PNEC will reimburse the difference of amount between the existing quota fee structure against NUST fee structure in vogue to NES Dte on quarterly basis.
- c. The amount refunded by W&R Dte (GHQ) in case of quota seats will be retained by NES Dte.
- d. The candidates admitted against reserved quota seats will be eligible for NES Dte scholarship of Rs 3000/- to Rs 5000/- provided they earn a GPA from 3.5 to 4.00 as per scholarship policy of NES Dte.

18. This policy letter will come into force with immediate effect and will be applicable on admission starting from session 2012. NHQ letter ED/0101/Policy/2902/2009 dated 13 May 2009 on the subject be treated as cancelled.

**Sd/xxxxxxxxxxxxx**  
**SYED HASAN MUSTAFA SI (M)**  
Commodore

Annexes:

- A. List of Reserved Quota Seats at Universities/Colleges/Institutes
- B. Application Form

**Distribution:**

External:

HQ Commander Karachi  
9 Liaquat Barracks  
KARACHI

HQ Commander Pakistan Fleet  
at PNS HAIDER  
KARACHI

HQ Commander Logistics  
11 Liaquat Barracks  
KARACHI

HQ Commander Coast  
10 Liaquat Barracks  
KARACHI

HQ Commander North  
St-15, Sector E-8, Naval Complex  
ISLAMABAD

HQ Flag Officer Sea Training  
at PN Dockyard  
KARACHI

HQ Maritime Security Agency  
PO Box No. 13333  
KARACHI

HQ Commander Central Punjab  
PN War College  
01 Bromhead Road  
LAHORE

The Drafting Authority  
10 Liaquat Barracks  
KARACHI

The Director General  
MTC  
ISLAMABAD

Joint Staff Headquarters  
Chaklala RAWALPINDI

The Director General ISI  
ISLAMABAD

wrt circulate among PN personnel

Bahria Foundation Bahria Complex  
M.T.Khan Road  
KARACHI

National Defence University  
Sector E-9, ISLAMABAD

wrt circulate among PN personnel

Inter Services Selection Boards  
KOHAT, GUJRANWALA and  
Malir, KARACHI

wrt circulate among PN personnel

All PNR & SCs

All DASBs

**Internal:**

PSC

PS to VCNS

All PSO's

All ACsNS

DGNI

wrt circulate amongst missions abroad  
(Naval Attaches)

JAG

DNT

wrt circulate amongst missions  
(for personnel on courses abroad)

MC Section

wrt circulate amongst missions  
(for personnel on deputation abroad)

All Dtes/Sections

**Annex 'A' To**  
**NHQ letter ED/0101/Policy/2903/2012**  
**Dated 14 May 12**

**LIST OF NAVAL RESERVED QUOTA SEATS AT CIVIL PROFESSIONAL INSTITUTES/  
COLLEGES/UNIVERSITIES FOR CHILDREN OF OFFICERS/CPOS/SAILORS/PN CIVILIANS**

**1. NUST CONSTITUENT COLLEGES**

| DISCIPLINE  | No. Seats |
|---|-----------|
| <b><u>Pakistan Navy Service Personnel (Uniform)</u></b> |           |
| • <b>Pakistan Navy Engineering College, Karachi</b>     |           |
| ○ BE (Electronics) – Fall Semester (September/October)  | 07        |
| ○ BE (Electrical) – Fall Semester (September/October)   | 07        |
| ○ BE (Mechanical) – Fall Semester (September/October)   | 07        |
| ○ BE (Mechanical) – Winter Semester (January/February)  | 05        |
| ○ BE (I & ME) – Fall Semester (September/October)       | 07        |
| • <b>College of E&amp;ME, Rawalpindi*</b>               |           |
| ○ BE (Mechatronics)                                     | 01        |
| • <b>Military College of Signals, Rawalpindi**</b>      |           |
| ○ BE (Software)   | 01        |
| • <b>Military College of Engineering, Risalpur</b>      |           |
| ○ BE (Civil)  | 01        |
| • <b>College of Aeronautical Engineering, Risalpur</b>  |           |
| ○ BE (Aerospace)  | 01        |
| • <b>Army Medical College, Rawalpindi</b>               |           |
| ○ MBBS (Paying Cadet Scheme)                            | 01        |
| ○ MBBS (Additional Selected Cadets)                     | 01        |
| ○ BDS (Additional Selected Cadets)                      | 01        |
| <b><u>Pakistan Navy Civilian Personnel</u></b>          |           |
| • <b>Pakistan Navy Engineering College, Karachi</b>     |           |
| ○ BE (Electronics) – Fall Semester (September/October)  | 01        |
| ○ BE (Electrical) – Fall Semester (September/October)   | 01        |
| ○ BE (Mechanical) – Fall Semester (September/October)   | 01        |
| ○ BE (Mechanical) – Winter Semester (January/February)  | 01        |

\*For 2012    Mechatronics  
2013    Mechanical Engg  
2014    Computer Engg

\*\*For 2012    Software Engg  
2013    Telecomm Engg  
2014    Software Engg

**2. MEDICAL**

- a. Altamash Institute of Dental Medicine, Karachi (BDS)
- |                              |   |    |
|------------------------------|---|----|
| 50% tuition fee concession   | - | 02 |
| Full tuition fee (All ranks) | - | 01 |
- b. Bahria University Medical & Dental College Karachi
- (1). **MBBS**
- |   |   |    |
|---|---|----|
| Gratis basis for children of CPOs/Sailors | - | 02 |
| 50% tuition fee (All ranks)               | - | 08 |
- (2). **BDS (on commencement)**
- |   |   |    |
|---|---|----|
| Gratis basis for children of CPOs/Sailors | - | 01 |
| 50% tuition fee (All ranks)               | - | 04 |



3. **ENGINEERING**
- a. University of Engg & Tech Lahore - BSc(Mech) - 01
- b. University of Engg & Tech Lahore - BSc (CSE) - 01
- c. University of Engg & Tech Taxila - BSc(Elect) - 01
- d. NED University of Engg & Tech Karachi - BE(Civil) - 01
4. **B.ED COURSES**
- a. Govt College of Education for Women, Lahore - 01
- b. Govt College of Education for Men, Lahore - 01
- c. Govt College of Education, Multan - 02  
(one each for Male and Female)
- d. Govt College of Education F B Area, Karachi - 01
5. **AGRICULTURE**
- a. NWFP University of Agriculture, Peshawar - 01  
B Sc (Hons) Agriculture
- b. Sindh University of Agriculture ,Tando Jam - 02  
BE (Agriculture) and BE (Agriculture Social Science) (Each)
6. **POLYTECHNIC**
- a. Govt College of Technology SITE, Karachi - 01
- b. Sweedish Pakistani Polytechnic Institute, Karachi - 01
- c. Govt Jamia Millia Polytechnic Institute, Karachi - 01
- d. Govt Saifee Eide Zahabi Institute of Technology, Karachi - 01
- e. Govt Polytechnic Institute (For Women) Karachi - 01
- f. Govt College of Technology, Hyderabad - 01
- g. Govt College of Technology, Khairpur - 01
- h. Govt College of Technology, Multan - 02
- j. Govt College of Technology, Lahore - 01
- k. Govt College of Technology, Rasul - 01
- l. Govt College of Technology, Faisalabad - 01
- m. Govt Polytechnic Institute, Kohat - 01  
(For 2009 alternate year onward)
- n. Govt Polytechnic Institute Mingora, Swat - 01  
(For 2010 and alternate year onward)
- p. Govt Polytechnic Institute, Attock - 01  
(For 2009 and alternate year onward)
- q. Tameer-e-Millat Institute of Technology,Fateh Jang - 10  
(05 For Boys and 05 For Girls)
7. **B.TECH**
- Govt College of Technology SITE, Karachi - 01
8. **BBA**
- Gomal University, D I Khan - 01

|                            |  |       |   |
|----------------------------|--|-------|---|
| 9.                         | <b><u>D.PHARMACY</u></b>   |       |   |
|                            | Bahauddin Zakariya University, Multan  | -     | 01  |
| 10.                        | <b><u>DVM</u></b>  |       |   |
|                            | University of Veterinary Sciences, Lahore  | -     | 01  |
|                            | Sindh University of Agriculture, Tando Jam   | -     | 01  |
| 11.                        | <b><u>B.COM</u></b>  |       |   |
|                            | Govt Commerce College, Multan  | -     | 01  |
| 12.                        | <b><u>COMPUTER SYSTEM ENGG</u></b>   |       |   |
|                            | NFC Institute of Engg & Technology Training, Multan<br>(For 2010 and alternate years onward) | -     | 01  |
| 13.                        | <b><u>M.Sc(CHEMISTRY)</u></b>  |       |   |
|                            | Sargodha University, Sargodha<br>(For 2010 and alternate years onward)                       | -     | 01  |
| 14.                        | <b><u>MA (HISTORY)</u></b>   |       |   |
|                            | Sargodha University, Sargodha<br>(For 2009 and alternate years onward)                       | -     | 01  |
| 15.                        | <b><u>B.Sc (Hons) PHYSICS</u></b>  |       |   |
|                            | Karachi University, Karachi  | -     | 01  |
| 16.                        | <b><u>B.Sc (Hons) ECONOMICS</u></b>  |       |   |
|                            | Karachi University, Karachi  | -     | 01  |
| 17.                        | <b><u>MBA</u></b>  |       |   |
|                            | NWFP University of Agriculture, Peshawar   | -     | 01  |
| 18.                        | <b><u>CADET COLLEGES</u></b>   |       |   |
|                            | Pakistan Steel Cadet College, Karachi  | -     | 02 in Class VIII                                    |
|                            | Cadet College Jajja Distt, Rawalpindi  | -     | 01 in Class in VI                                   |
|                            | Baqai Cadet College, Karachi   | -     | 10 - 15% in Class<br>VIII (Approx10 Seats)          |
|                            | Cadet College, Rawalpindi  | -     | 10% in Class<br>VII to IX & XI<br>(Approx 10 Seats) |
|                            |  | <hr/> |   |
| Total reserved quota seats |  | -     | 134   |



Entry Test Roll No. \_\_\_\_\_  
 Application No \_\_\_\_\_

**PAKISTAN NAVY**

Paste Attested  
 Photograph  
 (3.5 x 3.5 cm)

**APPLICATION FORM FOR RESERVED QUOTA SEATS (EXCEPT NUST  
 CONSTITUTION COLLEGES) PN PERSONNEL CHILDREN**

**Note :** Please read the instructions given overleaf carefully before filling this Form.

**1. CANDIDATE'S PARTICULARS:**

Name: \_\_\_\_\_ Sex : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NIC/Form 'B' No: \_\_\_\_\_

Tele No: \_\_\_\_\_ Cell No: \_\_\_\_\_

**2. FATHER'S/MOTHER'S PARTICULARS:**

Name : \_\_\_\_\_ Rank/Rate: \_\_\_\_\_ Service No: \_\_\_\_\_

Serving/Retired: \_\_\_\_\_ Unit Borne: \_\_\_\_\_ Total Service: \_\_\_\_\_

**3. ADDRESS:** (If permanent and present addresses are same, write only permanent address)

**Present** \_\_\_\_\_

Tele No (Res): \_\_\_\_\_ Tele (Off) \_\_\_\_\_ Cell No: \_\_\_\_\_

**Permanent** \_\_\_\_\_

**4. ACADEMIC QUALIFICATIONS:**

| Examination                        | Year of Passing | Total Marks | Marks Obtained | Percentage | Board/University Attended |
|------------------------------------|-----------------|-------------|----------------|------------|---------------------------|
| SSC/Equivalent                     |                 |             |                |            |                           |
| HSSC/Equivalent                    |                 |             |                |            |                           |
| BA/BSc/Equivalent                  |                 |             |                |            |                           |
| Diploma or any other Qualification |                 |             |                |            |                           |

**5. CHOICE OF INSTITUTION/DISCIPLINE:**

University/College/Institute \_\_\_\_\_

Discipline: Ist \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Note:** 1). Choices once entered will not be changed in any case at any stage.  
 2). Cutting/Over writing is not allowed

6. **UNDERTAKING FROM CANDIDATE**

I hereby certify that entries made by me in this Application Form are complete and correct to the best of my knowledge and that I agree to abide by the rules and regulations of the University/College/Institute and Pakistan Navy both. I understand and accept that failure to comply with the rules & regulations can disqualify me for the reserved quota seat.

Date.....

Signature of Applicant.....

7. **UNDERTAKING FROM FATHER/GUARDIAN**

a. I hereby certify that my son/daughter makes this application with my knowledge/consent and that I will be responsible for his/her conduct and other liabilities under the rules during the studies at the University/College/Institute.

b. Suitable arrangement for his/her accommodation will be made in case of his/her selection and non-availability of accommodation at the University/College/Institute concerned.

c. I undertake to bear all prescribed expenses of the course.

Date.....

Signature of Father/Mother/Guardian.....

8. **INSTRUCTIONS:**

a. Please fill in all entries in block letters in legible handwriting.

b. Overwriting/Cutting is not allowed.

c. Choice of preference and order of priority once filled in will not be changed in any case at any stage.

d. **Incomplete Application Form will not for the institution/discipline accepted.**

e. Candidates are also required to apply to the institution concerned on the prescribed Admission Form and, if required to appear in the entrance test.

f. Candidates are required to send attested photocopy of the entry test result to NHQ (NES Dte).

g. Candidates are to inform NES Dte about the last date the nominations required to reach the concerned University/College/Institute.

9. **DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM.** Attested photocopies of following documents are to be attached with the Application Form (otherwise incomplete form will be rejected)

a. SSC/Equivalent Certificate and Marks sheet.

b. HSSC/Equivalent Certificate and Marks sheet.

c. Candidate's NIC or Form 'B' (if NIC not issued).

d. Father's Service Certificate from Commanding Officer/Commandant of the Unit mentioning Rank/Rate, Name.

e. Father's/Guardian's Discharge Book (In case of Retired Service Personnel).

f. Character certificate from the last institution attended.

g. One latest coloured photograph.

h. Pay order/Demand Draft of Rs 100/- in favour of Directorate of Naval Educational Services (NES Dte) Naval Headquarters Islamabad.

