PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir block Allama Iqbal Town, Lahore.
Contact No: 042-99260194 Website: www.pbte.edu.pk Email: nsunvqf@gmail.com

No: - PBTE/NSU/2026/125 Date: 12-11-2026

DATESHEET FOR THE CONDUCT OF ONLINE EXAMINATION OF PUNJAB SKILL DEVELOPMENT FUND (PSDF) ONBOARDING OF BUSINESS SCHEME

Date	Day	Time	Group	Duration (One Month)	Exam ID	No. of Students	Trade
17/11/2026	Tuesday	10:00 A.M	I	06 July to 05 August 2026	1020	30	Customer Care
17/11/2026	Tuesday	12:00 P.M	II	17 August to 16 September 2026	1032	35	Customer Care

IMPORTANT INSTRUCTIONS

You are requested to read the following instructions carefully to avoid any complications:

1. Final Assessment shall be conducted according to the agreed marking scheme i.e. Formative Assessment 50 Marks, Integrated/Final Assessment 50 Marks and Total Marks 100.
2. The principal concerned is requested to intimate the students to be present 30 minutes before the conduct of examination.
3. The Passing Percentage for the Practical is 60% and Final Online Examination (Theory) would also be 60% and Every candidate would have to pass each component separately (Theory and Practical).
4. PSDF shall provide an access to official Mr. Imran (0324-4553415) of NSU Section of PBTE on Learning Management System (LMS) to monitor the Examination activities.
5. Each candidate will take the Online Examination at his own cite within the specified time frame and the date in this date sheet and no candidate shall be allowed to take examination after specified time frame.
6. The Online Examination will be conducted via ORBI Portal by PSDF.
7. The candidate shall login 30 minutes before the examination for verification and marking attendance.
8. Online question papers be made available to the candidates through online ORBI portal.
9. The examiner shall be appointed by PBTE and will take the online examination in the premises of parent institute into two groups as mentioned above.
10. The P&P-II Section will send email the question paper to the principal concerned and provide the password of e-mail for opening the question paper to the principal concerned 40 minutes before the commencement of online examination.
11. The examiner will arrive at the relevant institute one hour before the commencement of online examination and examiner will monitor the shifting process of 50 Marks question paper (composed in MS WORD) to ORBI Portal 40 minutes before the commencement of online examination.
12. The Examiner will mark the attendance of present candidates as P and absent candidates as A on Attendance sheet.
13. The Examiner will enter the online marks and absentee of candidates manually on Result Evaluation Sheets provided by NSU Section of PBTE to Principal concerned.
14. The Examiner is required to submit the soft copy through e-mail (nsunvqf@gmail.com) and hard copy of result evaluation sheets to Assistant Controller (NSU Section) in the room no. 35 of Punjab Board of Technical Education, 21-A Kashmir block Allama Iqbal Town Lahore by hand/by Dak or Courier.
15. In case of non-availability of Examiner please contact to Mr. Rizwan (Secrecy Section) on Cell no.0322-4200832 and contact to Mr. Safdar Saleem on Cell no. 0321-4519653, PTCL No. 04299260194 for the non-availability of Result Evaluation Sheets.
16. It is mandatory for the students to have PC/Laptop, microphone (Mic), uninterrupted electricity/UPS and internet connectivity.
17. In case of failure of electricity and internet connectivity or any circumstances, a candidate is not available in specific time frame, the responsibility shall be on the shoulder of candidate and to be considered as absent.
18. Local holiday will not affect the examination.
19. This methodology shall be implemented for the online assessment of the above scheme of PSDF project.

CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE.

Copy is forwarded for information to.

1. P.S to Chairman, PBTE, Lahore.
2. P.A to Secretary, PBTE, Lahore.
3. P.A to Controller of Examinations PBTE, Lahore.
4. Deputy Controller (Conduct/Secrecy), PBTE, Lahore.
5. All Concerned Branches of PBTE, Lahore.
6. Web Administrator for Uploading.
7. PRO, PBTE Lahore.
8. Principal KBM Institute of Vocational on boarding of business Customer Care Training Gulberg-III, Lahore
9. PSDF Management Associate| Program Operations 21-A, II Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.

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