



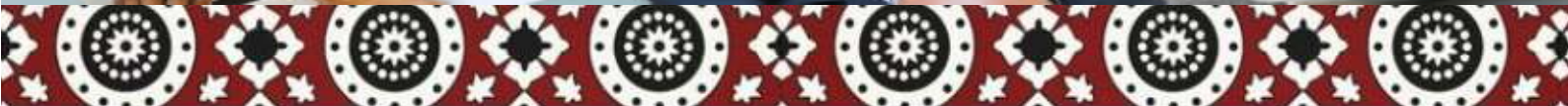
Sindh Technical Education &  
Vocational Training Authority (STEVTA)  
Government of Sindh



# PROSPECTUS

## 2023-24

### Two-Year Diploma in Commerce (D.COM)



## QUAID-E-AZAM MUHAMMAD ALI JINNAH MESSAGE ON REORIENTATION OF EDUCATION

*(An Extract from message to All Pakistan Educational Conference, Karachi, November 27, 1947)*



“.. if we are to make any real, speedy and substantial progress, we must earnestly tackle this question and bring our educational policy and program on the lines suited to the genius of our people, consonant with our history and culture, and having regard to the modern conditions and vast developments that have taken place all over the world.

There is no doubt that the future of our State will and must greatly depend upon the type of education and the way in which we bring up our children as the future servants of Pakistan.

Education does not merely mean academic education, and even that appears to be of a very poor type. What we have to do is to mobilize our people and build up the character of our future generations.

There is immediate and urgent need for training our people in the scientific and technical education in order to build up future economic life, and we should see that our people undertake scientific commerce, trade and particularly, well-planned industries.

But do not forget that we have to compete with the world, which is moving very fast in this direction.

Also I must emphasize that greater attention should be paid to technical and vocational education.

In short, we have to build up the character of our future generations which means highest sense of honour, integrity, selfless service to the nation, and sense of responsibility, and we have to see that they are fully qualified or equipped to play their part in the various branches of economic life in a manner which will do honour to Pakistan.”







**SALEEM RAZA JALBANI**  
Chairperson

industry, contributed in lowering the unemployment and add value to uplift the socio-economic development in the Province in particular and the country in general of Pakistan.”

### **CHAIRPERSON’S MESSAGE**

“It is an admitted fact that the unemployment and poverty is the foremost challenge of the country, whereas, the rapid development in the technologies and skills have re-shaped the world of work. Accordingly, several windows in the local and international labour market have opened leading to increase in demand & scope of skilled workforce.

In fact, the competitive environment demands the high skilled workforce and confidently I can say that STEVTA having the experienced faculties and the infrastructure is equipping the thousands of youth of the Province with employable and competency-based skills to fulfil the employment needs of the



**DR SHEREEN MUSTAFA**  
Managing Director

### **MANAGING DIRECTOR’ MESSAGE**

“In the exiting socioeconomic conditions, especially the poverty & unemployment outbreak due to pandemic situation has realised the nations to equipped, themselves with survival skills to be developed for economic wellbeing of country that largely depends upon the level of human resources development and mainly on level of technically trained labour specially the middle career management. Our country supposedly is considered as a labour surplus economy with a dilemma that number of unemployed youth increasing day in and day out. On the other side of the problem public and private sector, enterprises and employers have been desperately looking for technically educated and trained workforce.

The shortage of skilled labour can be attributed to mismatch between academic curricula, market-oriented skills and trainings and lack of the capability of our technical institution to produce such work force. To encounter these challenges, STEVTA is feeling obliged to attend the best global practices intends to coup up these issues through improving efficiency of TVET administration and introducing market oriented academic Programs, trainings, and developing industrial linkages.

It is a matter of fact that globally Technical & Vocational Training and Education (TVET) is considered to be a major source of reducing unemployment and poverty. But it is also a world-wide trend that people prefer formal education as their first choice and join TVET as their last option. There is greater need to change this perception, encourage, and promote technical and vocational training.

STEVTA is committed to increase the awareness level to attract more of our youth towards Technical Education and Vocational Training. This is being done by envisaging to improve our academic programs, strengthening institutional infrastructure, ensuring the transparency in admission process and imparting quality education and training.

STEVTA believe on support & services for TVET aspirant, that would be enhanced during Admissions specially the tail effect of pandemic situations to make admission process a one-window operation so that the access of youth from different strata including poor communities of Sindh province in TVET sector be ensured with equity. STEVTA has been incorporating the modern training deliveries and trends of the world and will continue with two-fold efforts.”

## 1. INTRODUCTION

### 1.1 BRIEF HISTORY

Globalization generates new demands, structures, and systems requiring new skills and knowledge. In today's global economy driven by knowledge, the foremost wealth of a firm is its human capital. Therefore, the Economic Development of a country strongly depends on the level of Human Development that in turn depends on the level of technically trained labour. Skilled labour results in improved productivity for Industry. A country with wide ranging Industrial base generates greater employment opportunities and reduces un-employment and poverty. For optimum performance by Industry, productive workforce is needed to meet economic and social objectives.

Pakistan with a labour surplus economy, on one side has rapidly increasing unemployed youth while on the other end its public and private sector employers desperately look for technically educated and trained workforce. The shortage of skilled labour is due to a mismatch between academic Programmes and market-oriented skills and trainings.

Keeping in view the changing domestic and international labour market requirements and in line with the scheme of reorganization of TVET Institutions adopted by other provinces, Sindh Technical Education and Vocational Training Authority (STEVTA) was established through the STEVTA Ordinance, 2007 (Ordinance XVII of 2007) to streamline the Technical Education and Vocational Training in the province.

After the approval of the Sindh Cabinet in its meeting held on February 28, 2009, the administrative control of all TVET Institutions have been entrusted to STEVTA and subsequently in 2009, the Sindh Assembly passed the STEVTA Bill, 2009 on March 29, 2010, and enacted as The Sindh Technical Education & Vocational Training Authority Act, 2009 on April 20, 2010.

In order to extend complete autonomy for reorganization and effective management, the policy making task has been entrusted to the STEVTA Board of Governors (BoG). The BoG comprises of 20 members, with representation from the Provincial Government (20%), Provincial Departments (50%), and Private Sector (30%).

### 1.2 PURPOSE

To streamline, strengthen and regulate Technical & Vocational Education and Training (TVET), in line with domestic and international job market requirements, for greater employability of youth of Sindh.

### 1.3 FUNCTIONS

- Policy Making
- Standardization & Regulation
- Coordination & International Collaboration
- Introduction and Execution of TVET Programmes
- Assessment & Certification

- Engage in Public Private Partnership (PPP)

#### 1.4 VISION

Skills for sustainable socio-economic development.

#### 1.5 MISSION

Provide demand driven skills training to prepare workforce for local and international labour market.

#### 1.6 OBJECTIVES

- Provide quality training and lifelong flexible learning for employability.
- Develop and strengthen Institute-Industrial Linkages (IIL) and Public-Private Partnership (PPP).
- Provide access and equity for informal economy & rural areas.

## 2. PROGRAMMES / COURSES

#	Category	Duration	Offered In
1	BS Engineering Technology	4-Year	Government College of Technology (GCT)
2	Diploma of Associate of Engineering (DAE)	3-Year	Government College of Technology (GCT) Government Polytechnics Institute (GPI) Government Monotechnic Institute (GMI)
3	Matric (Technical) / Technical School Certificate (TSC)	2-Year	Government Vocational Institute (GVI)
4	Diploma in Commerce (D.Com)	2-Year	Government Institute of Business & Commercial Education (GIBCEs)
5	Diploma in Information Technology (DIT)	1-Year	
6	Vocational Diploma (G-II & G-III)	1-Year	Government Vocational Training Institute (GVTI) Government Vocational Training Centre (GVTC) Government Vocational Training School (GVS)
7	Competency-Based Training & Assessment (CBT&A)	Level 1 to 4 (6-Month to 2-Year)	Government College of Technology (GCT) Government Polytechnics Institute (GPI) Government Monotechnic Institute (GMI) Government Institute of Business & Commercial Education (GIBCEs)
8	Short Courses	3-Month to 6-Month	Government Vocational Training Institute (GVTI) Government Vocational Training Centre (GVTC) Government Vocational Institute (GVI) Government Vocational Training School (GVS)

For detail of Programmes and courses, please visit our website at [www.stevta.gos.pk](http://www.stevta.gos.pk)

### **3. STUDENT AFFAIRS**

#### **3.1 DISCIPLINE**

Trainees are bound for maintaining proper discipline in the institutions as well its surroundings. Any breach of discipline will render the trainee liable to expulsion after due course of procedure.

The Disciplinary Committee shall be the final authority in the matters pertaining to disciplinary action / expulsion, imposition of specific fines, interpretation of rules and all such matters relevant thereto.

#### **3.2 RULES AND REGULATIONS**

Trainees are required to abide by the rules and regulations in force. The decision of the Institute Management Committee (IMC) regarding matters pertaining to Trainee affairs shall be final binding on all concerned.

The timetable, as well as the Academic Programme of the institute, may be altered as per requirement at any time, without assigning any reason.

#### **3.3 LEAVE**

Prior permission / sanction for Leave shall be mandatory to be obtained from the concerned Head of Institute / Head of the Department, as the case may be, except in cases of an emergency, such as, sickness etc. subject to produce medical certificate from a registered medical practitioner by the concerned trainee.

Leave, even if granted shall not be exempted from any test, examination or other specific assigned task, laboratory or workshop assignment or fulfilment of mandatory attendance as per requirement of the Examination Board.

#### **3.4 ATTENDANCE**

The trainee shall be liable to maintain regular attendance. The Head of the Institute shall submit a Monthly Attendance Report to the Regional Director, STEVTA. Admission of the trainee having less than 75% attendance shall be liable for termination / not allowed to sit in examination as per SBTE Attendance Promotion Rule.

#### **3.5 BOOKS AND INSTRUMENTS**

Every Trainee shall be required to purchase necessary books, stationery, and instruments at his / her own expenses. The list of books shall be obtained from the concerned subject faculty. Reference books and lending facility are available in library of the respective Institutes.

### **3.6 INSTITUTE UNIFORM & PROTECTIVE CLOTHING IN LABORATORIES / WORKSHOPS**

Trainees are required to wear the prescribed Institute uniform and strictly observe the dressing code.

While working in workshops and laboratories, all trainees shall be required to wear protective clothes, safety goggles and clothing (i.e. Apron of grey colour for both Boys and Girls). Trainees are required to purchase Apron and Safety Goggles at their own expenses.

### **3.7 ASSESSMENT AND PROMOTION RULES**

Assessment and Promotion Rules, 2009 of the Sindh Board of Technical Education are applicable.

### **3.8 REFUND OF SECURITY DEPOSIT**

Application for refund of security deposit along-with clearance certificate maybe submitted within a year from the date the trainee discontinued or pass out his / her training programme.

The claim shall be forfeited, if the trainees does not claim the refund within the prescribed time.

### **3.9 POWERS OF THE HEAD OF THE INSTITUTION**

The Head of Institute, on the recommendation of Disciplinary Committee, shall have absolute power to expel any trainee from the institute or reject his / her Examination Form on disciplinary / misconduct grounds.

## **4. SCHOLARSHIP / FEE CONCESSION FOR DESERVING / MERITORIOUS TRAINEES**

Fee concession of Full and Half Free-ship in Tuition fee, **for morning programme only**, may be available up to 10% of total enrolment for the deserving / meritorious Trainees, as per policy approved by the Government of Sindh from time to time.

## **DIPLOMA IN COMMERCE (D.COM)**

### **5. SCOPE OF DIPLOMA IN COMMERCE (D.COM)**

The economic development mechanism of a country is based upon three fields, i.e. commerce, industry and agriculture. The complete success in these fields can be achieved with the help of efficient, educated and properly trained Business / office managers. The field of business / office management and commerce requires the services of administrators, managers, accountants, secretaries, Junior Executives, and sales managers / Executives. There is a dearth of these qualified and trained professionals in our society / corporate sector. Diploma in Commerce (D. Com) is equivalent to Intermediate (Commerce), is filling the gap / shortage presently, the relevant sector is experiencing.

#### **5.1 JOB OPPORTUNITIES**

The D.Com pass-outs can either proceed for further studies or get employment as Accounts Clerk, Cashier, Accounts Assistant, Computer operator, Steno typist / Stenographer, Personal Assistant, Private Secretary, Sales Representative etc.

#### **5.2 HIGHER EDUCATION OPPORTUNITIES**

Diploma holders are eligible for following opportunities of further education:

- Bachelor of Commerce (B.Com)
- Bachelor of Business Administration (BBA)
- Bachelor of Arts (BA)

### **6. ADMISSION POLICY OF DIPLOMA IN COMMERCE (D.COM)**

#### **6.1 ADMISSION PROCEDURE**

The admission shall be offered on merit / quota / allocation basis policy basis at respective Institutes.

#### **6.2 ELIGIBILITY FOR ADMISSION**

##### **6.2.1 ENTRY QUALIFICATION**

- Secondary School Certificate (SSC) / Matric (all) or Equivalent with minimum 40% Marks
- Technical School Certificate (TSC) / Matric (Technical) with minimum 40% Marks

##### **6.2.2 INELIGIBILITY / DISQUALIFICATION**

- Less than 40% marks in SSC / TSC
- Failing in any Subject of SSC / TSC



- Not within Age brackets as specified below.
- ***In case of overage***, failure to submit request for upper age relaxation with Admission Form.
- ***In case of overage***, if the relaxation in upper age limit is not granted by the authority concerned within 30 days of making such a request.
- Any form without attachment of deposit voucher / slip.
- Any attempt directly or indirectly to influence / intimidate Admission authorities.
- In case of any entry in the Admission Form found incorrect, incomplete, or illegible.
- Any alteration or manipulation in the Admission Form / Documents.
- Parallel admission in any other educational institution or Board in the same shift.

**6.2.3 UPPER AGE LIMIT**

Programme	Upper Age Limit
Morning Programme (MP)	22 Years
Double Shift Programme (DSP)	

**6.2.4 UPPER AGE LIMIT RELAXATION PROCESS**

- i. Overage Candidates may apply for relaxation in the upper age limit by submitting an application for Age Relaxation along with attested Computerized National Identity Card (CNIC) / Child Registration Certificate (CRC) or B-Form and Matric or Equivalent Educational Certificate in the desired Institute.
- ii. Overage Candidates must submit the Application for relaxation in the upper age limit along with the duly-filled Admission Form **before or by last Date of submission of Admission Form.**
- iii. The concerned Head of Institute is responsible for processing of all applications for relaxation in the upper age limits of the Candidates, as per Admission Policy.
- iv. **The provisional admission shall stand cancelled if the relaxation in upper age limit is not granted by the authority concerned within 30 days of making such a request.**

**NB:**

The Privately Managed Institutes (PMIs) may forward all Overage cases directly to the Director (Academics & Training), STEVTA HQ, Karachi along with Age proofing document (i.e. attested Computerized National Identity Card (CNIC) / Child Registration Certificate (CRC) or B-Form and Matric or Equivalent Educational Certificate), and the copy of STEVTA Registration / Renewal Certificate of such programme **before or by last Date of submission of Admission Form.**

**6.3 AUTHORITIES OF UPPER AGE RELAXATION**

Age Relaxation	Programme	Responsibility
Up to 02 Years	Morning Programme (MP)	Head of Institute
	Double Shift Programme (DSP)	

02 to 05 Years	Morning Programme (MP)	Regional Director, STEVTA
	Double Shift Programme (DSP)	

#### 6.4 GENDER MAINSTREAMING POLICY

To promote gender equality and equity, female Candidates are allowed to take admissions in male institutes, as per merit / policy.

### 7. ALLOCATION OF SEATS

#### 7.1 ALLOCATION

#	Category	Percentage Distribution		Distribution of 50 seats
		Percentage	Detailed Breakup	
1	Open merit (District of Admission)	60%	a) Technical School Certificate (TSC) / Matric (Technical) b) Secondary School Certificate (SSC) / Matric (Science)	30
2	All Sindh basis (excluding District of Admission)	30%	a) Technical School Certificate (TSC) / Matric (Technical) b) Secondary School Certificate (SSC) / Matric (Science)	15
3	Reserved Seats	10%	<b>For distribution of seats please see 7.2</b>	05

**NB:**

In case, any seat from the **All Sindh Basis & Reserved Seats** categories remains unutilized by the Final Merit List, it may be converted into **Open Merit Seats**.

#### 7.2 DISTRIBUTION OF 10% RESERVED SEATS

#	Percentage	Category / Group	Number of Seats
A	05%	Children of Defence Personnel	i. Army = 30 seats ii. Navy = 10 seats iii. Air Force = 10 seats
		Reserved seats for special zones	i. Makran Division, Baluchistan = 50 seats ii. Azad Jammu & Kashmir = 02 seats iii. ex-FATA = 02 seats iv. Northern Areas = 01 seat
		Reciprocal basis	i. Punjab = 22 seats (Boys = 20, Girls = 02) ii. KPK = 12 seats (Boys = 10, Girls = 02) iii. Baluchistan = 12 seats (Boys = 10, Girls = 02)
		Candidates with Disability	01% of the total 05% of reserved seats
B	03%	Real Sons / Daughters / Sisters / Brothers of the Employees of STEVTA, Sindh Board of Technical Education (SBTE) and Sindh Trade Testing Board (STTB)	03% of the total seats
C	02%	Transgender Person	02% of the total seats

**NB:**

- All applicants for admission on reserved seats should apply through their respective Agency / Department / Provincial Technical Education & Vocational Training Authorities (TEVTAs).
- In each class, not more than one Candidate shall be allowed admission from each category.

- c. The admission to nominated Candidates shall be allowed purely on merit within category / group.

## 8. ADMISSION PROCESS

### 7.1 PURCHASE & SUBMISSION OF ADMISSION FORMS

Prospective Candidates may obtain Admission Forms and Prospectus from STEVTA Website ([www.stevta.gos.pk](http://www.stevta.gos.pk)) for **FREE**. Moreover, prospective Candidates may also obtain the Admission Form in Hard Copy against prescribed Fee (**PKR 100/-**) from any Commercial Institutes i.e. Government Institute of Business & Commercial Education (GIBCE), all over the province.

The prospective Candidate shall submit the duly-filled Admission Form, along with all requisite documents, in the desired STEVTA Institutes for admission within due date. No form shall be accepted after the due date mentioned below.

### 7.2 MERIT ORDER

Admission is granted as per allocation according to merit determined by the Institute Admission Committee on the basis of Percentage of Marks obtained in Secondary School Certificate (SSC) / Matric (all) or Equivalent. In case of tie, the Candidate older in age shall be given preference in admission.

### 7.3 DOCUMENTS SCRUTINY & VERIFICATION BY THE INSTITUTE

The Provisional Selection of the prospective Candidates shall be subject to verification of Documents from the respective Boards of Education or Certificate issuing authority. The cost incurred on the verification of certificate(s) shall be borne by the Candidate at his / her end. However, **PKR 150/-** shall be paid by the Candidate at the time of admission for Document Scrutiny fee / services provided by the Institute during the admission process.

## 9. TIMINGS OF THE CLASSES

Working Days	Contact Hour / Period Duration	# of Periods	Morning	Evening
Monday to Thursday & Saturday	45 Minutes	07	8:30 AM - 1:45 PM	2:00 PM - 7:15 PM
Friday		06	8:30 AM - 1:00 PM	2:30 PM - 7:00 PM

## 10. FEE STRUCTURE

#	Fee Heads	Morning Programme		Double Shift Programme (DSP)	
		1st Year	2nd Year	1st Year	2nd Year
1	Admission Fee	50	--	50	--
2	Tuition Fee	200	200	200	200
3	Computerised Identity Card	150	--	150	--

4	Security Deposit ( <b>Refundable</b> )	100	--	100	--
5	Institute Development Fund	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
6	Co-Curricular Activities / Sports Fund	100	100	100	100
7	Computer Repair & Maintenance	100	100	100	100
8	Institute Management Committee & Parent-Teacher Meeting (PTM) Funds	100	100	100	100
9	Utilities Service Charges	50	50	50	50
10	Library Fund	100	100	100	100
11	Institute Affiliation / Registration Fee	100	--	100	--
12	Medical Fund (First Aid)	100	100	100	100
13	Academic Documents Scrutiny Charges ( <b>only charged after confirmation of admission</b> )	150	--	150	--
<b>Total Fee</b>		<b>1,400</b>	<b>850</b>	<b>1,400</b>	<b>850</b>

**NB:**

- a) Fee & Funds shall only be deposited through Pay order / Challan into the Bank Accounts of respective Institute.
- b) All Fees / Funds are payable to the institution before the commencement of the Academic Year.
- c) Other Charges are as under:

- |  |   |
|--|---|
| i. Transportation charges                  | <b>Where transport available, as per Policy</b> |
| ii. Duplicate Identity Card                | <b>PKR 150/-</b>                                |
| iii. Provisional / Leaving Certificate     | <b>PKR 100/-</b>                                |
| iv. Appearance Certificate                 | <b>Free</b>                                     |
| v. Bona fide / Character Certificate       | <b>Free</b>                                     |
| vi. Student Registration & Examination fee | <b>as prescribed by SBTE</b>                    |

**11. ADMISSION SCHEDULE**

ACTIVITIES	DATE
Career Counselling and Vocational Guidance	<b>August 21, 2023 (Monday)</b>
Advertisement / Admission Announcement	<b>August 27, 2023 (Sunday)</b>
Open House Activities shall start from	<b>August 28, 2023 (Monday)</b>
Last date for submission of Admission Forms	<b>September 30, 2023 (Saturday)</b>
Date of Merit List to be displayed	<b>October 05, 2023 (Thursday)</b>
Last date of Fee Deposit	<b>October 10, 2023 (Tuesday)</b>
orientation & Commencement of Classes	<b>October 16, 2023 (Monday)</b>

**12. INSTITUTE LIST (DISTRICT-WISE)**

Institution	Intake Capacity	
	Morning	Double Shift
<b>REGION KARACHI</b>		
<b>KARACHI CENTRAL</b>		
Government Institute of Business & Commercial Education, Azizabad, Karachi	150	200
<b>KARACHI EAST</b>		



Government Institute of Business & Commercial Education, Gulistan-E-Jauhar, Karachi @ Government Polytechnic Institute (Boys), Sachal Baloch Goth, Karachi	100	--
<b>KARACHI SOUTH</b>		
Government Institute of Business & Commercial Education, Lyari, Karachi	100	--
<b>KARACHI WEST</b>		
Government Institute of Business & Commercial Education, Sector 11 1/2, Orangi Town, Karachi	50	--
<b>MALIR</b>		
Government Institute of Business & Commercial Education, Saudabad, Malir, Karachi	100	--

<b>REGION HYDERABAD</b>		
<b>BADIN</b>		
Government Institute of Business & Commercial Education, Badin	50	--
<b>DADU</b>		
Government Institute of Business & Commercial Education, Dadu	50	--
Government Institute of Business & Commercial Education, Mehar, Dadu	50	--
<b>HYDERABAD</b>		
Government Institute of Business & Commercial Education, Latifabad, Hyderabad	100	--
Government Institute of Business & Commercial Education, Qasimabad, Hyderabad	50	--
<b>JAMSHORO</b>		
Government Institute of Business & Commercial Education, Sehwan Sharif	50	--
<b>MATIARI</b>		
Government Institute of Business & Commercial Education, Hala, Matiari	50	--
<b>SUJAWAL</b>		
Government Institute of Business & Commercial Education, Mirpur Bathoro, Sujawal	50	--
<b>TANDO ALLAHYAR</b>		
Government Institute of Business & Commercial Education, Tando Allahyar	50	--
<b>THATTO</b>		
Government Institute of Business & Commercial Education, Gharo	50	--
Government Institute of Business & Commercial Education, Makli, Thatto	50	--

<b>REGION SUKKUR</b>		
<b>GHOTKI</b>		
Government Institute of Business & Commercial Education, Ghotki	50	--
<b>KHAIRPUR</b>		
Government Institute of Business & Commercial Education, Khairpur	50	--
Government Institute of Business & Commercial Education, Pir Jo Goth	50	--
Government Institute of Business & Commercial Education, Thari Mirwah	50	--
<b>SUKKUR</b>		
Government Institute of Business & Commercial Education, Rohri	50	--
Government Institute of Business & Commercial Education, Sukkur	50	--

<b>REGION SHAHEED BENAZIRABAD</b>		
<b>NAUSHAHRO FEROZE</b>		
Government Institute of Business & Commercial Education, Kandiaro	50	--
Government Institute of Business & Commercial Education, Naushahro Feroze	50	--

<b>SANGHAR</b>		
Government Institute of Business & Commercial Education, Khipro, Sanghar	50	--
Government Institute of Business & Commercial Education, Sanghar	50	--
Government Institute of Business & Commercial Education, Tando Adam	50	--
<b>SHAHEED BENAZIRABAD</b>		
Government Institute of Business & Commercial Education, Kazi Ahmed	50	--
Government Institute of Business & Commercial Education, Nawabshah	50	--

<b>REGION LARKANO</b>		
<b>JACOBABAD</b>		
Government Institute of Business & Commercial Education, Jacobabad	50	--
<b>KASHMORE</b>		
Government Institute of Business & Commercial Education, Kandhkot	50	--
<b>LARKANO</b>		
Government Institute of Business & Commercial Education, Larkano	50	--
<b>QAMBAR SHAHDADKOT</b>		
Government Institute of Business & Commercial Education, Miro Khan	50	--
Government Institute of Business & Commercial Education, Shahdadkot	50	--
<b>SHIKARPUR</b>		
Government Institute of Business & Commercial Education, Ghulam Shah, Lakhi	50	--
Government Institute of Business & Commercial Education, Shikarpur	50	--

<b>REGION MIRPURKHAS</b>		
<b>MIRPURKHAS</b>		
Government Institute of Business & Commercial Education, Digri	50	--
Government Institute of Business & Commercial Education, Mirpurkhas	50	--
<b>THARPARKAR</b>		
Government Institute of Business & Commercial Education, Mithi	50	--
<b>UMERKOT</b>		
Government Institute of Business & Commercial Education, Umerkot	50	--

#### **GENERAL INSTRUCTIONS**

- Please fill in the Admission Form neatly and carefully in your own handwriting or typed.
- Please fill in your "CATEGORY" as per status of Domicile / Permanent Resident Certificate (PRC).
- Please attach the duly-filled Undertaking / Affidavit (given in Admission Form) on the stamp paper costing **PKR 50/-**, attested by the Oath Commissioner.
- Please attach the attested copies of all the following documents / certificates (in duplicate):
  - School / College Leaving Certificate, if applicable.
  - Matriculation Certificate showing the Date of Birth (original / Provisional).
  - Marks Sheet of Matric (Technical) / Matric (Science) / High School Certificate (Pre-Engineering) or Equivalent from the relevant Board.
  - Vocational Certificate, if mentioned as an additional qualification.
  - Six recent photographs duly-attested.
  - Domicile Certificate of the Candidate or his / her father (showing Candidate's name) and Permanent Residence Certificate (PRC).
  - Hafiz-e-Quran certificate, if applicable.
  - Migration Certificate (after admission).

- original deposit slips of Admission Form (**PKR 100/-**) and Prospectus (**PKR 120/-**), if purchased Admission Package in hard copy from institute. However, the fees does not apply on the candidates who have downloaded the Application Form and Prospectus from STEVTA website ([www.stevta.gos.pk](http://www.stevta.gos.pk)).