

Instructions for Students



1. Exam Forms are required to be filled by the Examinee himself/herself with his/her own Login Area on Student Portal at PIPFA website.
2. **Students must sign the printout of the Examination Forms and submit at any PIPFA office or approved Coaching centers along with the paid fee voucher; otherwise forms will not be processed.**
3. Examinees are advised to read the unfair means policies posted on PIPFA's website news section.
4. Students are advised to enter correct addresses, complete in all respect for in time dispatch of Admit Cards/Grade sheets. (In case of incomplete/wrong address PIPFA is not responsible for timely communication). Students are advised **not to provide** their College/Coaching Centers' addresses or contact number.
5. Students must insure that the fee is being paid as per the submission schedule of Examination form (Exam Forms with partial fee will be rejected).
6. Students must pay Annual Subscription Fee (If Due) before submitting Examination Forms otherwise their forms will not be processed for Admit Cards.
7. Newly registered Students are advised to send in their Documents which they had not submitted with registration form. (Example: B.com part I/II marks sheets)
8. Annual subscription becomes due on 1st July of each year. The student who fails to pay annual subscription by December 31, has to pay arrears along with late fee surcharge of Rs. 900/-. After June 30, has to pay annual subscription along with Restoration fee which is Rs. 1,500/-
9. **Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while ticking the papers in the online Exam Form.**
10. Manually filled Examination Forms will be **Rejected**.

Submission Schedule of Examination Forms Summer - 2019

The Online Examination forms for Summer Examinations 2019 will be available only on Student Portal at PIPFA website from **February 18, 2019**:

1. Forms acceptance with normal fee from **February 18, 2019**.
2. The **last date** for submission of forms is **March 08, 2019, with normal fee**.
3. Acceptance of Examination Forms with **100%** late fee from **09 - 15 March, 2019**.
(Corporate, AGP, Punjab Govt., PMAD & Public Sectors)
4. Acceptance of Examination Forms with **200%** late fee from **16 - 22 March, 2019**.
(Corporate, AGP, Punjab Govt., PMAD & Public Sectors)
5. Acceptance of Examination Forms with **300%** late fee from **23 March – 07 April, 2019**.
(Corporate, AGP, Punjab Govt., PMAD & Public Sectors)

Requirements for Exam Form:

Student should attach following documents with the Examination Form along with fee:

1. An **Attested** photocopy of Matric and Intermediate Certificate.
2. Last Session PIPFA Result Card.
3. Two passport size Photographs with blue background. (**One attested on back side and 1 attested from front and pasted on this form**).
4. Fee Voucher.

Attestation is must and should be made by a gazetted officer (Grade 17 and above or Chartered Accountant or Cost & Mgt. or Public Accountant)
