

# APPLICATION FOR ISSUANCE OF DETAIL MARKS SHEET (DMS)

## For Medical Graduates Only

(Revised Sep 2021)

(All entries must be filled, please read the instructions before filling the Form)



**To: The Registrar & Controller of Examinations  
Main Office NUST, Sector H-12  
Islamabad.**

For office use only (Form No. 1002A)

Application No: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

**Category:**

NS (NUST Student)	NFS (NUST Foreign Student)	Offr (Officer)	PC (Paying Cadet)	MC (Medical Cadet)
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**URGENT**

**NORMAL**

(Please tick one)

1. Name : \_\_\_\_\_
2. Registration Number : \_\_\_\_\_
3. College : \_\_\_\_\_
4. Degree (MBBS/ BDS) : \_\_\_\_\_
5. Discipline & Batch Number : \_\_\_\_\_
6. PMDC/ PMC Registration No : \_\_\_\_\_
7. Email ID : \_\_\_\_\_
8. Deposit Slip of HBL No : \_\_\_\_\_ dated: \_\_\_\_\_  
for Rs. \_\_\_\_\_ (Please attach original receipt)
9. Have you applied for changes/ correction of personal bio-data during your stay at NUST? Y N  
If yes give relevant details: \_\_\_\_\_
10. Which Professional Exam Detail Marks Sheet do you require?

*Qualified / Withdrawn students are required to submit applications to "Exam Branch, Main Office, NUST, H-12, Islamabad). Preparation of DMS normally takes 14 working days for normal processing, and 7 working days for urgent processing, after receiving of Form in Main office Exam Branch. However processing time may vary. So be sure to order early, so as to avoid tight timeline.*

Name of Exam	DMS Required (please ✓ tick)
1st Professional (Part I)	
1st Professional (Part-II)	
2nd Professional	
3rd Professional	
Final Professional	
All Professional Exams	

**11. Mode of Delivery**

- a. By hand: Self / Authorized Person  
Name: \_\_\_\_\_  
CNIC No. 

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(CNIC copy attached with authority letter)  
Tel / Mobile No: \_\_\_\_\_
- b. Through Courier: Yes / No  
Mailing Address: \_\_\_\_\_  
Tel / Mobile No: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signatures of Applicant: \_\_\_\_\_

(Continued on Reverse)

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**RECEIPT** (For office Use only)

Received application No. \_\_\_\_\_ for \_\_\_\_\_ DMS on Urgent / Normal basis from Mr/Ms. \_\_\_\_\_

Registration No \_\_\_\_\_ Army Medical College on dated: \_\_\_\_\_.

Tentatively, DMS shall be ready for collection on \_\_\_\_\_ and will be issued on production of this receipt.

Signatures : \_\_\_\_\_

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

Designation: \_\_\_\_\_

12. **Please ensure following before submitting application:**

- Have you paid all outstanding dues of the College/ Main Office NUST before submitting this application? If yes  Y  N  
please enclose copy of **clearance certificate/copy of degree.**
- Have you deposited DMS fee as per schedule printed below?  Y  N
- In case of urgent requirement, have you deposited urgent processing fee (Rs. 500/-) in addition to DMS fee?  Y  N
- In case of Officer/ Medical Cadet, have you attached No Objection Certificate (NOC) from GHQ?  Y  N

**Note:**

1. Attach copy of DMS if available.
2. Please submit application form in Main Office Exam Branch NUST, Sector H-12, Islamabad.
3. The time frame for issuance of DMS will commence on receipt of application in Exam Branch, Main Office, NUST.
4. In case you opt to receive DMS by hand, please ensure receipt within 30 days of application else, the DMS shall be destroyed and you would be required to apply afresh.
5. Officer/ Medical Cadet shall be issued only one copy of the DMS or as specified in NOC.

**No Objection Certificate (for Military students only)**

(Officer / Medical Cadet attach original NOC)

It is hereby certified that this Headquarter has no objection regarding issuance of academic Detail Marks Sheet to:

Svc No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

of degree (MBBS/ BDS) \_\_\_\_\_ Army Medical College.

Number of DMS required: \_\_\_\_\_

Date: \_\_\_\_\_

(with official stamp)

Signatures: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

**Detail Marks Sheet (DMS) FEE**

The Detail Marks Sheet (DMS) fee can be paid through Cash Deposit/ Online transfer in **NUST-SGI A/C No. 22927000267401** Habib Bank Limited, H-12 Sector Branch, Islamabad or through Bank Draft/ Pay Order in favor of **“NUST, Islamabad”**.

S.No	Category	Charges per copy	Processing Fee (once)	Time Limit (Working days)
a.	Normal	Rs. 500/-	NIL	Within 14 Days
b.	Urgent	Rs. 500/-	Rs. 500/-	Within 07 Days
c.	Foreign courier Charges (Rs. 2500/- are charged for one Foreign mailing address only. Courier time starts after preparation of DMS)	Rs. 2,500/-	-	4 - 7 Days

(Processing fee for urgent DMS is Rs.500/- irrespective of number of copies required)

**For Payment in Dollars:** Organizations/ Students outside Pakistan can remit the requisite amount in NUST US Dollar account having following details:

<b>Account Title:</b>	NUST US Dollars	<b>Account Number:</b>	2292-70006729-10
<b>Currency of Account:</b>	US Dollar	<b>IBAN Number:</b>	PK15 HABB 0022 9270 00672910
<b>Branch Code:</b>	2292	<b>BIC/ SWIFT Code:</b>	HABBPCCA
<b>Purpose of Payment:</b>	DMS Fee	<b>Bank Name &amp; Address:</b>	Habib Bank Limited, NUST University Branch, Sector: H-12, Islamabad, Pakistan.

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**For online submission of application form/ update / query on preparation of DMS contact on:-**

	<b><u>Assistant Controller Exams PG and Medical</u></b>	<b><u>Deputy Controller Exams UG/ PG/ Medical</u></b>
<b>Phone:</b>	051-90851057	051-90851055
<b>Email:</b>	ace_pg@nust.edu.pk	dde@nust.edu.pk

*Processing time for DMS preparation will start after the receipt of application in Exam Branch Main Office NUST, Islamabad and subject to publication of result notification by this office.*