

# **DDC Application Submission Process**

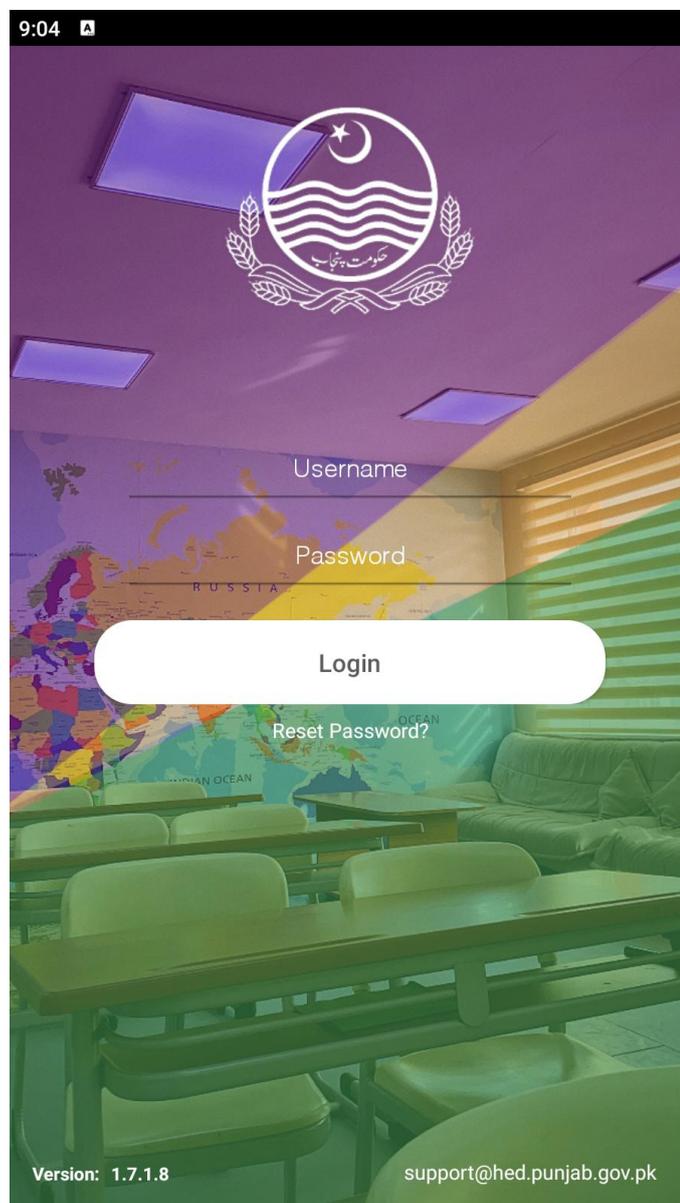
HED Punjab App

User Manual

Higher Education Department

## How to Submit Your DDC Application – Step-by-Step Guide

### 1. Open the HED Punjab App

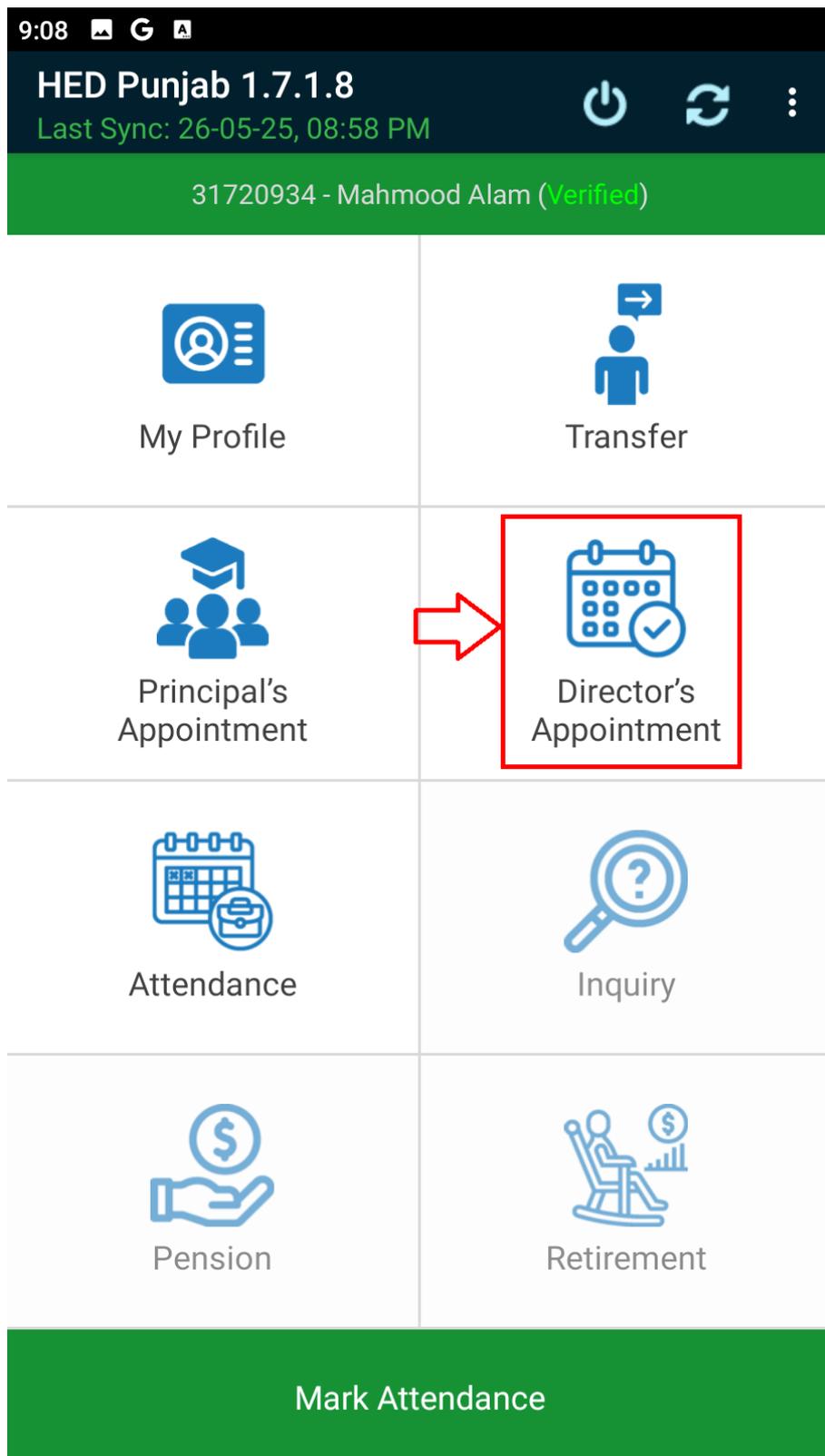


Download and open the HED Punjab mobile app from the [Google Play Store](#).

### 2. Login to the App

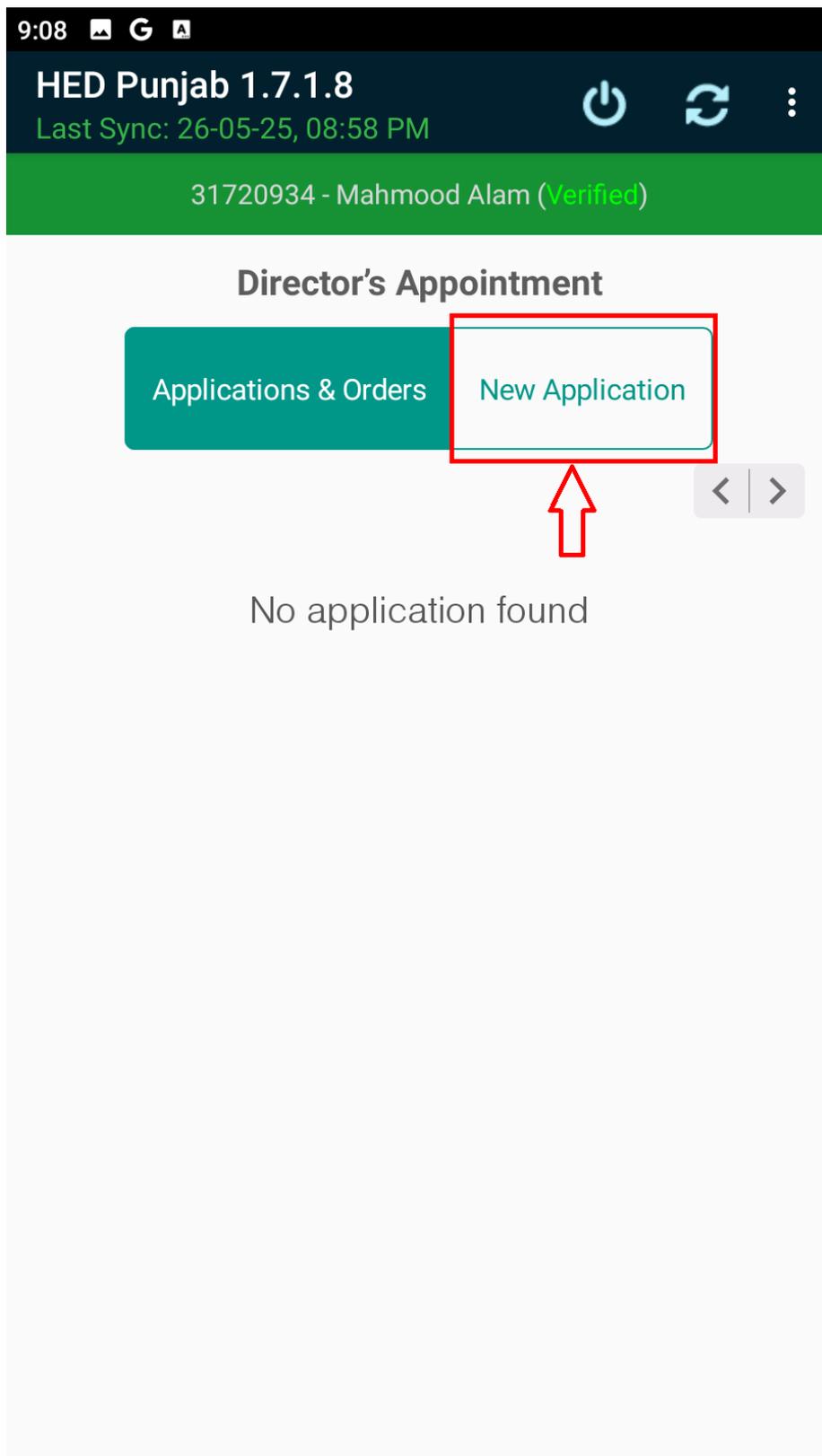
Enter your registered CNIC and password to log in.

3. Tap on the “Director's Appointment” Icon



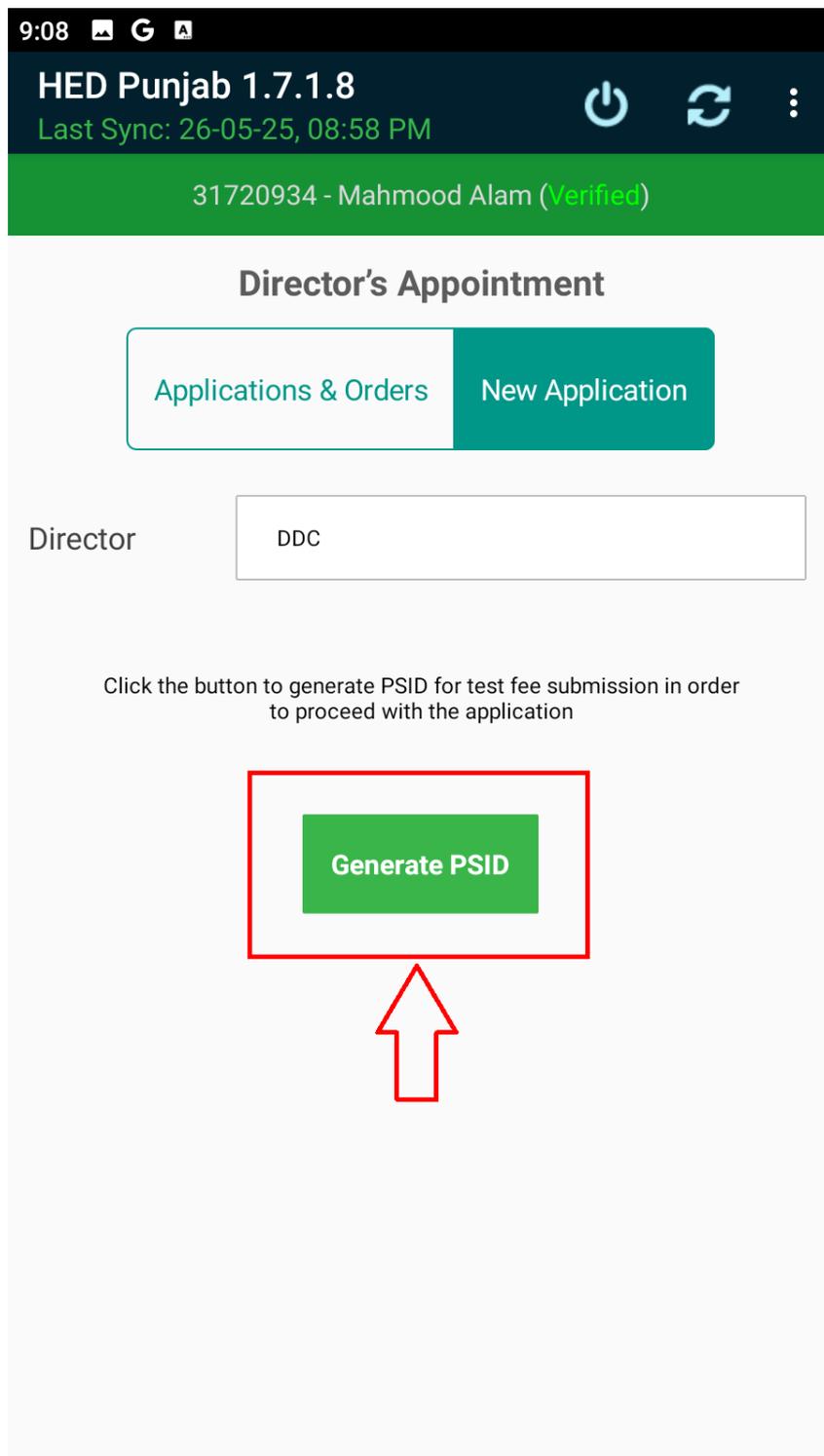
From the home screen, tap the *Director's Appointment* icon to access the DDC section.

4. Tap on the “New Application” Tab



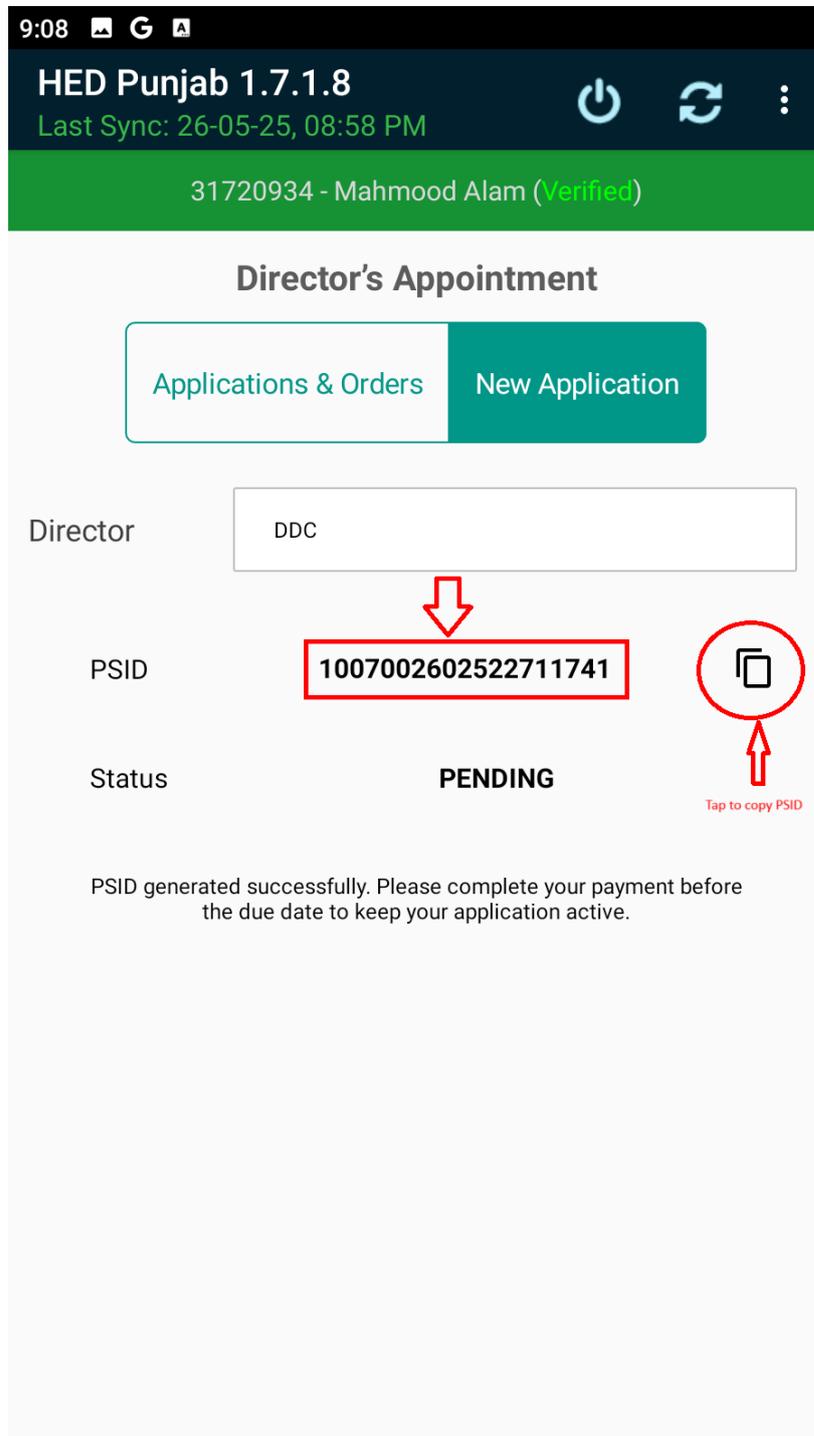
To begin a new application, go to the *New Application* tab.

## 5. Generate PSID for DDC Test Fee



Tap the button to generate your PSID (Payment Slip ID) for the DDC test fee.

6. Copy PSID and Pay via Mobile Banking (1Bill/Invoice)



Copy the generated PSID and pay the fee through any mobile banking app using the *1Bill/Invoice* payment option.

## 7. Submit Your Application

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Last Sync: 26-05-25, 08:58 PM  
31720934 - Mahmood Alam (Verified)

### Director's Appointment

Applications & Orders New Application

Director DDC

Qualification Masters (Local)

Service Length 20 Years And 4 Months

Seniority Number 1652

**ADMINISTRATIVE EXPERIENCE (LAST 5 YEARS)**

Category Select

Sub Category Select

Add Preference

9:09 HED Punjab 1.7.1.8  
Last Sync: 26-05-25, 08:58 PM  
31720934 - Mahmood Alam (Verified)

### Director's Appointment

Applications & Orders New Application

Director DDC

Noc from the Principal/DDC/DEC/DPI concerned Upload Documents

**Preference 1**

College OFFICE OF DEPUTY DIRECTOR (COLLEGES), MUZAFFAR-GARH (Post Grade:18) (323309)

Post Deputy Director Colleges

Status Not Submitted

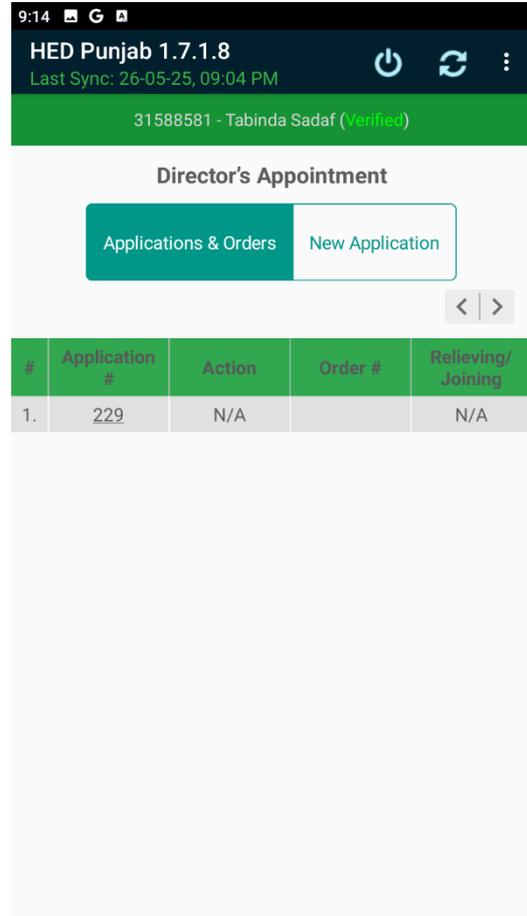
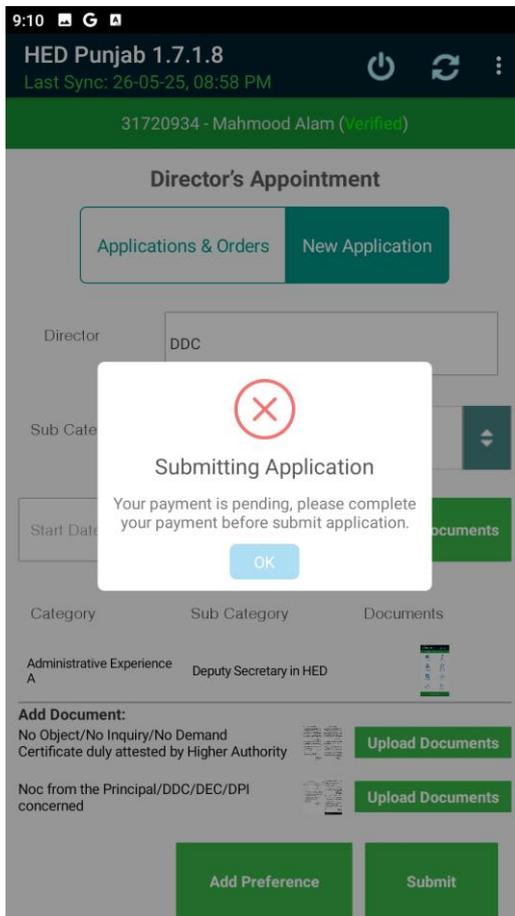
View Applicants

Add Preference Submit

After the fee is successfully paid:

- Fill in the application form carefully.
- Add your preferences.
- Click the *Submit* button.

## 8. Important Notes:



- If the fee is not paid or you are not eligible, you may see an error.
- Once submitted successfully, you will see your application in the *Submitted Applications* section.