

Azad Govt. of the State of Jammu & Kashmir Department of Health

"Muzaffarabad"
Dated: 01 March, 2022

Notification:

No.SH (21)4/I.P-1/2018. In partial modification of Notification No. SH (21)4/I.P-1/2018 dated 25th November, 2020, the President Azad Jammu & Kashmir, has been pleased to accord approval to make following amendments in the said notification:

1. Para 04 of the Annex-A shall stand substituted, with the following:

4. Selection Criteria for PG Induction in AJ&K

For AJ&K Graduates (MBBS) Sum of marks achieved in all professional examinations divided by sum of total marks in all professional exam multiplied by 40.	40 points
Attempts One Point will be given for passing each professional examination in the first attempt. (01X05=05)	5 points
PART-1 (FCPS/MD/MS) Total marks multiplied by 30. OR % age of average of band range given by CPSP in FCPS Part-I if available. OR Marks obtained in MD/MS entrance exams multiplied by 30.	30 points
Merit Graduate of Public Sector Medical Colleges (No point for Private or self-financing graduates)	05 points
Experience at Primary Health Care Level a) Five points for one complete year, 2.5 for six months, no point for period less than six months experience at BHU/RHC level. b) Experience at secondary health care level /facilities will be credited 0.50(half) of experience at the primary health care level. No credit will be given for experience at the tertiary health care level/hospital.	Max 10 points
Distinctions in University Examination 2.5 points for each distinction (maximum 2 distinctions) 2.5X02=05	Max 05 points
Research Paper Research paper published in PMC/HEC recognized journals. Credit up to 1 st six authors shall be given. Reference link (website address /URL) of the journals shall be clearly given. No credit if given link fails to open up. Maximum five papers shall be allowed/credited (01X05=05).	05 points
Total Points	100

Note:-

- Application will be called for PG vacant slots/posts speciality wise and hospital wise in June and December each year, whereby cutoff date shall be 15th June and 15th December.
- PG applicants will be asked to give choice of teaching hospital, in the order of priority as 1st choice, 2nd choice, 3rd choice, and 4th choice, for Abbas Institute of Medical Sciences (AIMS), Muzaffarabad, SKBZ/CMH Muzaffarabad, SKBZ/CMH Rawalakot and DHQ Hospital Mirpur, respectively.

- iii. Selection will be made purely on merit basis on above selection criteria.
- iv. Merit list will be displayed within 05 working days of the closing date, on the notice board at the Directorate General Health, Muzaffarabad.
- v. The selected candidates and the Medical Superintendents of the respective hospitals will be officially informed, above the selection, after approval of the competent authority.

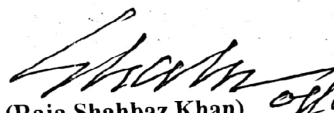
2. Para 11 of the respective Policy notification dated. 25-11-2020, as referred above, shall stand substituted as follows:

11.(a). Selection Committee for PG Induction in Teaching Hospitals of AJ&K

- | | |
|----------------------------|----------------------------|
| 1. Secretary Health AJ&K | Chairman |
| 2. DG Health AJ&K | Member |
| 3. Executive Director AIMS | Member |
| 4. Regional Director CPSP | Member |
| 5. Director Training | Member/Secretary Committee |

(b). Selection Committee for PG Selection of In-Service Doctors

- | | |
|----------------------------|----------------------------|
| 1. Secretary Health AJ&K | Chairman |
| 2. DG Health AJ&K | Member |
| 3. Executive Director AIMS | Member |
| 4. Director Training | Member/Secretary Committee |

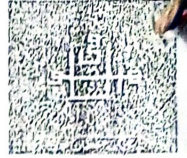

 (Raja Shahbaz Khan) 08/08/2022
 Section Officer Health (I)
 Ph No: 05822- 921017

Copy to the:-

1. Secretary to President, Azad Jammu & Kashmir.
2. Secretary to Prime Minister, Govt. of Azad Jammu & Kashmir.
3. PS to Minister Health, Govt. of Azad Jammu & Kashmir.
4. The Chief Secretary, Govt. of Azad Jammu & Kashmir.
5. The Secretary Health, Govt. of Azad Jammu & Kashmir.
6. The Secretary Finance, Govt. of Azad Jammu & Kashmir.
7. Director General Health, Govt. of Azad Jammu & Kashmir.
8. Executive Director, AIMS Muzaffarabad.
9. Commandant/Medical Superintendents of Teaching Hospital (CMH Rawlakot, Muzaffarabad and DHQ Hospital Mirpur).
10. Director Training, Directorate General, Health, Muzaffarabad.
11. Regional Director, CPSP, Muzaffarabad.
12. Controller Govt. Printing Press & Stationary Department for publication in Extra Ordinary Gazette.
13. Master File.


 Section Officer Health (I) 08/08/2022

AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
Secretariat Health



"Muzaffarabad"

Dated: 25 November, 2020

Notification:

No.SH (21)4/I,P-I/2018. The President Azad Jammu & Kashmir, has been pleased to accord approval to issue Post Graduate Training Policy (**Annex-A**) for Medical Officers in Public Sector Teaching Institutes / Hospitals of AJK and outside AJK to improve quality of health care delivery in the hospitals.

Mazhar
25-11-2020

(Mazhar ul Hassan)
Section Officer Health (I)
Ph No: 05822- 921017

Copy to the:-

1. Secretary to President, Azad Jammu & Kashmir.
2. Secretary to Prime Minister Govt. of Azad Jammu & Kashmir.
3. P/S to Minister Health Govt. of Azad Jammu & Kashmir.
4. P/S to Chief Secretary Govt. of Azad Jammu & Kashmir.
5. P/S to Secretary Health Govt. of Azad Jammu & Kashmir.
6. P/S to Secretary Finance Govt. of Azad Jammu & Kashmir.
- 7. Director General Health Govt. of Azad Jammu & Kashmir.
8. Executive Director, AIMS Muzaffarabad.
9. Accountant General Azad Jammu & Kashmir.
10. Controller Govt. Printing Press for publication in extra ordinary Gazette.
11. Master File.

Muzhar
26/11/20

Mazhar
25-11-2020

Section Officer Health (I)

OFFICE OF THE DC HEALTH
GOVT. AJK MUZAFFARABAD

Received..... 15294

Date..... 30-11-2020

POST GRADUATE TRAINING POLICY FOR MEDICAL OFFICER'S IN PUBLIC SECTOR TEACHING INSTITUTES / HOSPITALS OF AJK DEPARTMENT AND OUT SIDE AJK

INTRODUCTION

1. To improve quality of health care delivery in the hospitals, it is a gold standard to handle the quality of healthcare through improving the "Education and Training" of the healthcare providers in the hospitals. Medical education gives clinicians the training they need to provide better patient care and improve health outcomes.
2. Medical practice needs to evolve to meet these challenges, but it cannot be met without important changes in the field of medical education. Doctors today need to work as a team and to share responsibility for health outcomes as opposed to the traditional medical training and culture which emphasize on individual autonomy and expertise.
3. PM&DC Framework of Levels of Higher Education, their duration entry qualifications and corresponding exit qualifications is as under.

Levels of education	Course	Duration	Entry qualification	Exit qualification
a.	Graduate qualification	06 years	F.Sc. Pre- Medical / equivalent	MBBS (Level-I Qualification)
b.	Intermediate qualification	02 years	Level-i Qualification	Diploma/ MCPS M.Phil (Level-II Qualification)
c.	Terminal Qualification	4-5 years	Level-I Qualification	MD /MS/ FCPS (Level-III Qualification)
d.	Sub Specialization	1-2 years	Level-III / equivalent qualification	Fellowship or 2 nd qualification in sub-specialty

MISSION, GOAL AND STRATEGY

4. **Mission.** Mission of uplifting the quality Health Care in AJK through improving quality of medical education of the health care providers.
5. **Goal.** To launch a system, operationalize and strengthen it through a continuous process of improvement.
6. **Strategy:** Uplifting of all three pillars of health care systems - Hospitals, Medical Education and Quality of Health Care, in all health care facilities of the AJK. The goal will be achieved through the followings steps:-
 - a. Uplifting Education of Health Care Providers.
 - b. Uplifting the Teaching Hospitals.
 - c. Institute Quality Assurance of hospitals through education of the health care providers and health care services.

7. STANDARDIZATION OF POST GRADUATE TRAINING THROUGH

- a. Formal education arrangements e.g. approval of programs, trainings sites approved by PM&DC / Degree Awarding Institutions available inside and outside AJK, availability of training guidelines / curriculum for structured training system, maintenance of log books and periodic internal assessment through series of examinations.

- b. Develop and implement merit and need based transparent admission policy and procedures.
- c. Supplement the physical and technical resources in the training sites/departments/hospitals to meet the "Basic Requirements of Teaching and Training Programs".
- d. Subject the training programs to continuous "Quality Enhancement System" through Continuous Monitoring, internal assessment / Peer Review and Third Party Review / Accreditation.

POSTGRADUATE RESIDENCY TRAINING POLICY

8. These regulations will be called as "AJK PG Residency Policy- 2018", and shall be improved and modified from time to time, and will be notified by the Department of Health Govt. of AJK.

9. Health Secretariat shall notify a committee (PG Need Assessment Committee) comprising of senior health managers and senior most specialist of Medicine / Surgery, Gynecology/ Pediatrics/ Ophthalmology/ ENT etc and 1 x representative from Medical colleges, who will carry out departmental need assessment for future needs of HR in specialist cadre on yearly basis keeping in view the existing slots and shall recommend creation of new positions and accordingly point out the future needs of various specialists to fill these slots. DoH will allow only those specialty trainings to the employees of DoH which will be recommended by the committee. List of desired specialties to be notified by the Health Secretariat before the invitation of applications for PG residency training. PG Need Assessment Committee shall forward its recommendations (list /no of desired specialties) to the Chairman of Central PG Selection Committee by 30th September every year. PG Need assessment Committee shall be constituted as follows:-

- a. Director General Health (Chairman)
- b. Additional Secretary Health
- c. Commandant /MS CMHs
- d. Executive Director AIMS
- e. Rep of each Medical College
- f. Director / Deputy Director Training (Secretary Committee)
- g. Senior Most Specialist (concerned specialty)
- h. A rep of PMA - AJK Chapter

10. General Guide Lines. General policy guidelines are as under:-

- i. All Degree Awarding Institutions, functioning in the field of Medical Education in AJK, must have a legal charter, be notified by HEC and approved and included in the relevant schedules of the PM&DC Act, 1962.
- ii. Training of PG Residents shall be allowed in the specialty Programs which are approved by the PM&DC / CPSP.
- iii. The Degree Awarding Institution(s) must obtain approval of their programs and qualifications from the PM&DC and these qualifications must be included in the relevant schedules of HEC Qualification Framework and PM&DC Act, 1962.
- iv. All Public Teaching Institutions / Hospitals in AJK must get their Specialty Programs and Training Sites inspected and approved/affiliated by the both Degree Awarding Institutions (Universities/ CPSP).
- v. All Public Teaching Institutions must get their Specialty Programs and their Training sites inspected and approved by PM&DC.
- vi. To meet the criteria of having three (03) teachers for starting each Specialty Program the list of faculties may include Professors, Associate Professors, Assistant Professors and Senior Registrars.
- vii. The Teaching Institution/Teaching Hospital shall be appropriately organized to conduct structured practical/clinical training programs based on practice of modern medicine and current basic medical sciences. It must provide a scholarly environment and must be committed to excellence in both medical education and

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patient care. For Postgraduate Training of Level-III Programs, PG Trainee will be inducted / admitted as per CPSP laid down criteria.

- viii. DoH candidates qualifying for deputation outside AJK for PG training will avail training reserve seats. Health department will be at the liberty to temporarily recruit a medical officer on contract basis for the position vacated by such DoH doctors for the period of his/ her training. Such recruited doctor will physically perform his / her duty at the vacated station/ post.
- ix. The DoH candidates who will avail AJ&K reserved quota of Post Graduate training in other provinces of Pakistan shall get NOC from Department of Health Govt. of AJ&K and submit surety bond of Rs. 1.50 Million that after successful completion of training they shall serve for at least 05 years in AJ&K.
- x. DoH candidates will be selected / spared for only those specialties which are included in list of 'Desired Specialties'. For other specialties DoH employees will not be granted deputation. However, such doctors can take unpaid Extraordinary Leave (EOL) for the period of training outside AJK.
- xi. Two years service in Hard / Semi-hard area (notified by the AJK Govt) is mandatory for the DoH employees to be selected for deputation required for any PG residency program excluding Anesthesiology and Basic Medical Sciences.
- xii. Any doctors who would be undergoing PG training in AJK or any other province at the time of selection by Public Service Commission (PSC) will be granted leave without pay for the remaining period of training, if he / she desires to continue the training. Such candidates will be bound to serve in hard /semi hard areas for one year after completion of their training. He / she shall deposit a surety bond of Rs. 1.50 Million on judicial / stamp paper of Rs. 100.00 under two guarantors who would be Govt servant not below BPS-18, to re-join the department of health upon completion of his/her training. The remaining period of training will be regularized for the purpose of pension only. Health department will be at the liberty to temporarily recruit a medical officer on temporary/adhoc basis for the position against the PSC qualified PG doctor / MO for a tenure not exceeding the remaining period of his/her training. Such recruited doctor will physically perform his / her duty at the station / post against which newly selected PSC qualified MO will be granted leave without pay.
- xiii. No DoH doctor shall be allowed to change the approved specialty at his /her own will. In case of violation, Govt shall recover entire amount (pay and allowances) under Revenue Act from him /her or the guarantors as the case may be.
- xiv. No adhoc / contracted doctor (MO / RMO / Demonstrator etc) will be selected /nominated for PG training outside AJK. If any adhoc / contracted doctor will be selected for PG training after due process in any AJK hospital, he /she shall vacate her / her post as per AJK Service rules and will occupy the PG training slot if avail.
- xv. Admission/Entry for Post Graduate Residency will be Twice a year. The selected candidates will start their training on 1st January and 1st July of every year.
- xvi. As regarding to quota of trainings posts in each teaching hospital of AJK, Post Graduate slots shall be created for induction of Doctors as trainees who are not even in government services. However, DoH employees will be given preference.
- xvii. Paid Post Graduate slots shall be created in each recognized teaching unit after financial concurrence and budget allocation by the Govt of AJ&K.
- xviii. If numbers of PGs are less than the slots in a specialty, then remaining slots can be shifted to other specialty temporarily after approval of the Chairman of the Selection Committee keeping in view the CPSP rules. This temporarily occupied slot will be transferred back to its original specialty upon vacation of Next slot by the respective specialty PG.
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xx. Waiting list for The MOs/RMOs /demonstrators who are permanent employee of DoH and have cleared their FCPS PART-1 in the 'Desired Specialty' will be maintained by directorate General Health. After recommendation by the PG Selection Committee based on Seniority cum Time lapsed after passing FCPS Part-I cum Merit will be nominated for admission into the PG training program. If medical officers are selected for training outside AJK, the candidate will be sent on deputation for the training period against PG Training Reserve seats.

← xx. PG resident undergoing training in AJK who require compulsory rotations in subspecialties not available in AJK hospitals will be sent to Pakistan only for mandatory rotations. The parental institute / hospital will pay them stipend for the period of rotation. Department of Health will coordinate with federal /Punjab and KPK health departments to sign MOUs for provision of compulsory rotational trainings in their training institutes.

xxi. Budget of vacant slots of house officer and Post Graduate shall not be inter-transferable. The PG slots which remain vacant after induction in January/July will remain vacant.

xxii. Budget shall be allocated for total number of Post Graduate slots in each hospital and the minimum stipend will be in parity with Punjab.

xxiii. Additional postgraduate slots shall be created in every teaching hospital of AJK as per requirement of the department and shall be reviewed after every two years. Case for enhancement of PG slots as per departmental needs shall be put forth to Finance Department 'as and when' desired so.

xxiv. Nomination of DoH permanent Medical Officers on reserve training slots shall be in the Teaching Hospitals of AJK. The trainees shall only be sent to teaching institutions outside AJK in those disciplines which are not recognized for Post Graduate Training in AJK and duly recommended by PG Need Assessment Committee.

xxv. Calculation of Beds/Faculty/Number of PGs and allocation of PG Trainees to the supervisors shall be according to PM&DC regulations published in Gazette of Pakistan.

xxvi. Seats of all Specialty Programs at all training Sites shall be calculated and advertised.

xxvii. The admissions shall be carried out through transparent, merit-cum- choice and suitability basis.

xxviii. All PG Trainees (working whether on stipend or MO seat) shall have to leave the occupied slot on completion of training tenure, irrespective of their status of examinations. No extra time/extension of deputation will be granted to complete thesis / rotations, dissertation etc.

xxix. The Degree Awarding Institutions are expected to provide the following documents/guidelines.

- a. Scheme of each program showing rotations, courses & examinations.
- b. Curriculum/Training Manual
- c. Log Book/Portfolio
- d. Technical requirements (equipment, facilities etc) of the program
- e. Research responsibilities

xxx. The Degree Awarding Institutions(s) are expected to have in practice, an efficient monitoring system on training sites, to ensure that the learning objectives of the curriculum are being met. All these will be carried out in formal way through the rules/regulations of Degree Awarding Institutions.

xxxi. All training sites should be approved by both CPSP and concerned Universities. If a training site is approved by both Degree Awarding Institutions (CPSP and University) the seats will be divided among FCPS and MD/MS candidates equally. If approved by CPSP alone and not by University, all 100% seats will be allocated to FCPS candidates, if training site/program is approved by university alone (not by

CPSP), 100% seats will be allocated to university. In case any training site/program is not approved by both (CPSP and University), no admission will be made even if a supervisor is available.

xxxii.

PG slots will be allocated for MS/MD/FCPS-II in all specialties except Anesthesia, Ophthalmology, Radiology, dermatology where MCPS will also be allowed depending upon departmental needs. Division of PG slots between FCPS and MCPS will be decided by PG Need Assessment Committee.

xxxiii.

Deputation for training outside AJK to the DoH employees will be granted for Level-III qualifications only except Anesthesia, Radiology and Basic Sciences, public health who can be deputed for level -IIb qualifications as well if same facility not available in AJK.

xxxiv.

DoH doctors who complete their PG training will be fully utilized in concerned specialty. After clearing their respective exit examination, they shall be inducted into specialist cadre. No request to stay in General Cadre will be entertained. However during the period in between completion of training and passing the exam or till being selected / promoted as specialist, they will be allowed to work as "trained" specialist at THQ /DHQ Hospitals. After passing the required exam, the doctor shall be entitled to claim / draw qualification allowance as per rules and regulations in vogue.

xxxv.

Nominations for Basic Medical Sciences / Master in Public Health PG degrees will also be through PG Need Assessment Committee purely on Seniority cum Suitability.

xxxvi.

Any bad or unsuitable report / disciplinary action in last 05 years of service will render the candidate unsuitable for all kind of PG training at Govt expense.

SELECTION PROCEDURE

11. Selection of candidates will be through a Central PG Selection Committee comprising:-

- | | | |
|----|--|-----------------------|
| a. | Secretary Health/Special Secretary. | Chairman |
| b. | Director General Health. | Member |
| c. | Executive Director AIMS. | Member |
| d. | Commandant/MS CMH Muzaffarabad/Rawalakot. | Member |
| e. | MS Divisional HQ Hospital Mirpur. | Member |
| f. | Director/Deputy Director Training. | (Secretary Committee) |
| g. | Principals Medical Colleges. | Member |
| h. | Senior most specialist of respective specialty/Basic Sciences. | |

12. Consolidated list of vacant PG slots will be forwarded by all training hospitals / institutes of the state to the chairman of the committee by 30th September / 30th March. Director / Deputy Director training will advertise the facility-wise / specialty-wise slots through at least two newspapers of wider circulation to invite applications by 15th October / 15th April. Committee will scrutinize the applications, prepare the merit list and will hold the interviews of suitable candidates by 15th November / 15th May every year. List of selected candidates will be displayed by 30th November / 30th May positively.

WEDLOCK

13. The candidates shall apply and get their admission on merit. After joining the allocated training site, the candidate will apply in writing for adjustment under wed lock policy. The department (in case of DoH employee) or admission committee (in case of PG trainee other than DoH employee) will try to adjust accordingly but in NO case a PG trainee can claim his/her right for adjustment under wedlock policy.

PROGRAM ADMINISTRATION

14. "Program Faculty Committee" shall be comprised of senior most supervisors of each specialty program. The senior most Prof/HOD/supervisor of the concerned hospital will be the "Program Director". The "Program Faculty Committee" and "Program Director" shall be notified by each teaching institution.

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15. All program Directors in an institution will constitute "Institutional PGME Committee" (as required by the PM&DC). Junior most supervisor will be the Secretary /Coordinator of the committee.

16. Program Faculty Committee will meet frequently and look after academics/training, allocation of PGs to supervisors, research/ counseling, administration, internal examination, discipline within the program and continuous internal monitoring as required by the PM&DC. The Program Faculty Committee shall maintain the minutes of all such meetings and will produce before Central PG Selection Committee 'as and when' desired.

17. The Institutional PGME Committee, will perform overall advisory role in all academics, administrative and disciplinary matters related to PG residency within the institution. This committee will ensure that in all programs, the curriculum are translated into training/competencies by a structured program and candidates are prepared for their final examinations, (the committee shall hold meetings and shall maintain its minutes). The training hospitals will constitute a Research Ethical Committee to review dissertations, medical research papers etc to oversee the ethical issues faced during training.

18. Quarterly examinations of PG trainees' will be conducted at all accredited hospitals to evaluate their competence level.

19. Six monthly follow up of DoH employees deputed for the PG training will be carried out through close coordination by Director / Deputy Director Training, Department of Health AJK with concerned Training Institute / concerned HoD / Supervisor. A report to this effect shall be sent to Directorate General Health on six monthly basis. The training shall be terminated upon a single unsatisfactory report by concerned HoD /Supervisor / Administrator of the Training institute.

DUTY HOURS/LEAVE/ ABSENCE/STIPEND/SALARY FOR IN GOVERNMENT JOB / MATERNITY LEAVE /FREEZING OF THE PROGRAM

20. The "Institutional PGME Committee" of each institution will manage/administer the morning, evening, night and on call duties in the light of rules laid down by respective degree awarding institution (CPSP /university concerned).

21. Only four weeks of leave/absence shall be allowed during one calendar year (15 days per six month with no carry over).

22. No honorary PG Residency is allowed in any case.

23. All PG Trainees (from AJK, Pakistan or abroad) excluding DoH employees will get PG Stipend from the hospital / institute concerned in which their training site/department is located.

24. Freezing of the program shall be allowed only as per CPSP rules.

25. In case of female PG Residents, maternity leave of ninety (90) days with pay will be given only once during the entire course of training. This period will not be counted towards training period.

26. Any PG Resident who will avail freezing shall work for extended period to complete the training requirements. For this period, he/she will get stipend, provided he / she had not been paid for the freezing period.

ADMISSION AND JOINING.

27. The AJK PG Admission Committee will inform grant of admission to the candidate and to the VC/Principal/Head of Institution to accept the candidate and issue institutional orders. The Medical Superintendent of the Teaching Hospital will include the name of the candidate in the Stipend/Salary system based on the information from the VC/Principal/Head of Institution.

28. The candidate will submit joining report to the VC/Principal/Head of the institution within three (03) days after the admission, who will send list of PGs who have joined to PG Admission Committee and the Medical Superintendent. In case the candidate does not join within one week, his/her admission will be cancelled and post will be given to the next candidate on merit.

29. The VC/Principal/Head of Institution will forward the PGs to the Head of Department to call meeting of "Program Faculty Committee(s)" and distribute the PGs to the relevant Units and Supervisors.

30. Post-Graduate Residents will give their joining at the program site. The joining shall be signed by the supervisor, Program Director and the Head of the Department. The candidate will submit the copies of the joining report to the VC/Principal/ Medical Superintendent/Head of Institution and PG Admission Committee, and apply to the Degree Awarding Institutions for enrolment.

TEACHING AND TRAINING ARRANGEMENTS

31. The Department of Health, Government AJK will coordinate with all degree awarding institutions to maintain uniform standards in line with the Competencies of the "Specialist Doctors".

THE TRANSITIONAL ARRANGEMENTS

32. The programs with surplus admissions will get fewer admissions next year and with passage of time the number of PGs shall be rationalized in the light of 'Desired Specialties List'.

33. The candidates at present in General Surgery/Medicine, who after completing two (02) years training need entry into a sub-specialty, will be given special consideration for selecting specialty as per the PG Training Need Assessment Committee. However, in future every candidate will be bound to disclose his/her intention to go into sub-specialty at the beginning of the training. If the sub-specialty would be included in the list of 'Desired Specialties', the DoH candidates will be paid for the remaining years of training even outside AJK. But if the specialty is not included in the list, the candidate will not be paid by the respective institute / DoH. In such case the candidate will arrange his/her placement outside AJK at his/her own expense with prior approval of Central PG Selection Committee. After completion of requisite training period, no extension shall be granted.

34. Transitional Period will be limited to two (02) years starting from the enforcement of this policy.

35. The AJK Government will continue to strengthen existing and new teaching hospitals with faculty and equipment to enhance the number of PG admissions in consultation with finance department.

CODE OF ETHICS

36. The PG Resident Candidates shall read and sign "Terms of References" of PG Training at time of application and will follow the "Code of Ethics" for the PG Trainees to be formulated by training institute.

GRIEVANCES OF PG CANDIDATES/TRAINEES

37. A 'Grievance Redress Committee' shall be notified by the Health Secretariat, comprising of one member of admission Committee, two (02) principals and two (02) Commandants / Medical Superintendents, headed by Secretary / Special Secretary Health. The committee shall receive the complaints of candidates, examine them and make recommendations to the Admission Committee within fifteen (15) days but well before the completion of admission process for further necessary action.

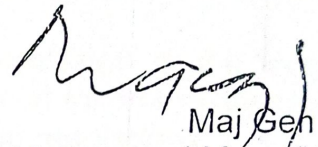
38. If a PG trainee feels that the training system has been unfair at some point to his/her rights, he/she will be allowed to lodge complaint before the "Institutional PGME Committee", within three (03) days after the occurrence of the incident. The committee will review and decide the case within two (02) weeks, and recommend to the concerned authority of the institution for further necessary action.

CONCLUSION

39. The vision of the AJK Health Department, Go AJK is to provide quality healthcare service delivery to the masses through up-gradation of infrastructure and sustainable development of human resource by improving Post- Graduate Training Program at the Teaching Hospitals inside and outside AJK. The departmental needs should remain supreme to everything else. There is dire need to expand the health care infrastructure

including well trained Human resource and facilities on yearly basis to meet the future challenges and provide Universal Health Coverage as spelled in Sustainable Development Goals. A comprehensive training policy is vital to the need based HR development. This policy document is formulated to stream line the PG training of doctors and to accrue maximum benefit from available resources. This policy document can be revised as and when required to fine tune the selection process and address the anomalies.

Training policy issue vide Notification No. SH/4(21)/I/2011 dated 31st January 2011 shall stand repealed.


Maj Gen
(Malik Muhammad Masud)
Secretary Health, Go AJ&K

PROCEDURE FOR ADMISSION IN POST GRADUATE MEDICAL TRAINING

1. INSTRUCTIONS FOR THE CANDIDATE

- a. Please read list of specialties available (PM&DC approved) and select the specialties carefully after consulting the list of 'Desired Specialties' formulated by Department of Health.
- b. Please read list of program site(s) for each specialty program(s) and select the program/site.
- c. Fill the Form very carefully and submit. After submission of the form no change will be accepted. Submission of an application for PG residency will be considered as acceptance of all relevant rules and regulations
- d. The candidates who have passed Entrance / PART-1 exam from both (CPSP and Universities) can apply on two separate forms.
- e. The candidates applying for intermediate degrees/diploma have to apply on separate form.
- f. Any irregularity /injustice felt by the candidate can be brought into notice of the "PG Admission Committee" within three days in writing after the notification of the admission result. The complaint will be entertained and decision will be made on basis of PG Regulations.
- g. Read the "Terms and Conditions of Residency/Contract Agreement" of the PG Residency carefully and "Accept" them before you submit the "Form".
- h. **Warning.** The information given in the application form original documents shall be verified at three (03) stages.
 - (1) During Application Processing
 - (2) Time of Acceptance by the Teaching Institution.
 - (3) During the Training
- i. If information submitted is found wrong, mismatched or forged, the application will be rejected and training will be terminated with no right of appeal at institution/government level.

2. ELIGIBILITY/ PRE-QUALIFICATIONS

- a. MBBS Degree
- b. Certificate of Completion of 12 months of House Job
- c. Valid PM&DC Registration
- d. Result of passing PART-I Examination of FCPS/MD/MS
- e. Selection / Test result for M. Phil/PHD Program etc in basic sciences.

3. PERSONAL INFORMATION

- a. Name
- b. Father/Husband Name
- c. Gender Male/Female
- d. Date of Birth.
- e. Date of Passing MBBS
- f. Country of Passing MBBS.
- g. Applied as PG Candidate of:-
 - (1) CPSP
 - (2) University
 - (3) Both
- h. Date of Passing Part-I Examination / NTS / any other as applicable
- i. CNIC No
- j. Date of Expiry of CNIC
- k. E-mail address

- l. PM&DC Reg. No.
m. Date of Expiry of PM&DC Registration
n. Mobile Phone No.
o. District of Domicile
p. District of present Residence
q. Present Postal address

EDUCATION

Aggregate of Points

Total Points: 100

For Pakistani Graduates (MBBS)	
(Sum of marks achieved in all professionals divided by sum of total marks in all professionals, multiplied by 20)	20 Points
For Foreign Graduates (MBBS/MD etc) - Only 10 Points	
Attempts (For Pakistani Graduates One Point will be given for passing each professional examination in the first attempt) (For foreign graduates additional 1.66 points for first attempt in each part of PM&DC Examination, no point if exam not cleared in first attempt.)	Max 5 points
PART-1 (FCPS/MD/MS) Part-1 marks obtained divided by total marks multiplied by 40 for University Post- Graduates MD/MS OR % of average of band range given by CPSP in FCPS Part-I if available (if band range is not available criteria will be decided by the Post Graduate Admission Committee)	40 Points
Merit graduate of Public Sector Medical College (No point for Private or self financing graduates)	05 points
House Job in Public Teaching Hospitals	2.5 Points
PG Application in the same Teaching Institution	2.5 Points
Experience at Primary Health Care level (Five points for a complete year, 2.5 for six months, no point for period less than six months. Experience at secondary care health facilities will be half of that of Primary care facilities)	Max 10 Points
Distinctions in university examinations (Two (02) points for each distinction)	Max 10 Points
Research Papers Published in HEC/PM&DC recognized journals and international Impact Journals shall be accepted. 2.5 marks for 1st, 2nd, 3rd, author for each paper (up to two papers allowed) - Give reference link (website address /URL) of the journals. No credit if given link fails to open up. - In case paper is approved for publication in above mentioned journals, the letter of approval and website address /URL link of journal must be provided.	05 points
Total points	100

5.

TEACHING HOSPITAL SELECTION

- a. Preferences for specialty of programs: Select the Title of Specialty Program as allowed by the type of PART-1 Examination.

- b. Preference of teaching hospitals: Please give preference out of the list offered teaching hospitals according to title of the selected specialty program offered by the concerned training Institute / Hospital.

6. **DOCUMENTS TO BE ATTACHED WITH APPLICATION**

Attested copies of following documents to be attached with the application.

- a. Both Sides of valid CNIC
- b. Domicile Certificate
- c. MBBS Degree
- d. Detailed Marks Sheets of All professionals
- e. Certificate by University/Principal showing Marks obtained, total marks and attempts of all university examinations
- f. House Job Certificate
- g. Valid PM&DC Registration Certification
- h. CPSP/University Part-1 Result Card
- i. Job Experience Certificate in Public primary and secondary (Non-Teaching Hospitals).
- j. University Certificate showing distinction in each/any subject of university examination
- k. Published Papers (up to 02 papers) in HEC/PM&DC approved Journals or Foreign Journals with Impact factor
- l. The Foreign Graduates must also submit copy of PM&DC Equivalence Examination Result Card
- m. DoH Employees need to apply through proper channel (letter from respective DHO / MS / Commandant to be attached that the application of the employee has been processed through proper channel).