

# **INDUCTION POLICY MANUAL** **FOR DIPLOMA COURSES TRAINING SESSION JANUARY 2025**

The competent authority has been pleased to notify the “Induction Policy Manual (IPM) for Diploma Courses” which shall come into force at once, with immediate effect.

Postgraduate study in Medical Sciences is not an inalienable right of any individual; in fact, it is a privilege, which must be availed after going through the due process of competition, in order to bring out best of the best individuals for holding the highest qualifications in medical profession.

## **DIPLOMAS (in collaboration with Khyber Medical University (KMU))**

- Diploma in Anaesthesia (DA)
- Diploma in Clinical Pathology (DCP)
- Diploma in Medical Jurisprudence (DMJ)
- Diploma in Clinical Dentistry (DCD)

The salient features of IPM are as under:-

### **1. INTRODUCTION**

The Postgraduate Residency Program will lead to Postgraduate qualification of Diploma. It will be based on merit and academic performance of the Doctors (MBBS/MD) desiring to seek Postgraduate training.

The Induction Policy Manual (IPM) has been devised to:

- a) Continuously assess, review and update the training potential of teaching hospitals,
- b) To improve the standards of training in teaching hospitals and,
- c) To carry out admissions and placements of doctors in teaching hospitals.

The policy for selection of PG trainees will be implemented at all the teaching institutions affiliated with Postgraduate Medical Institute (PGMI) as well as in other teaching institutes selected by Central Induction Committee (CIC).

It is applicable for January 2025 induction and onwards.

### **2. CONSTITUTION OF COMMITTEES AND THEIR TORs**

In order to streamline the process of the induction of Postgraduate Trainees, following committee and their terms of references (TORs) are mentioned below:

#### **a) Central Induction Committee (CIC) / Executive Council PGMI:**

Central Induction Committee for admission in residency program will consist of the following members:

1.	Chief Executive Officer PGMI	Convener
2.	Deputy Chief Executive Officer PGMI	Co-Convener
3.	Associate Dean MTI/Hayatabad Medical Complex, Peshawar	Member
4.	Associate Dean MTI/Khyber Teaching Hospital, Peshawar	Member
5.	Associate Dean MTI/Lady Reading Hospital, Peshawar	Member
6.	Associate Dean MTI/Khyber College of Dentistry, Peshawar	Member
7.	Associate Dean MTI/Peshawar Institute of Cardiology, Peshawar	Member
8.	Associate Dean, MTI/Ayub Teaching Hospital, Abbottabad	Member
9.	Associate Dean MTI/Mardan Medical Complex, Mardan	Member
10.	Associate Dean MTI/Bacha Khan College of Dentistry, Mardan	Member
11.	Associate Dean MTI/QHAMC, Nowshera	Member
12.	Associate Dean MTI/GKMC, Swabi	Member
13.	Associate Dean LMH/KIMS, Kohat	Member
14.	Associate Dean Saidu Teaching Hospital, Swat	Member
15.	Associate Dean Saidu College of Dentistry, Swat	Member

16.	Associate Dean MTI/KGNTH, Bannu	Member
17.	Associate Dean Gomal Medical College, D.I Khan	Member

b) **The TORs of the CIC will be as under:**

- To uplift the quality of Healthcare in KP through improvement of quality of Medical Education of Health Care Providers
- To frame all the rules & regulations of postgraduate residency training in teaching hospitals of KPK

c) **GRIEVANCES COMMITTEE:**

- In order to redress the grievances of applicants of postgraduate residency program, there shall be following Grievances Committee:

1.	Associate Dean, MTI/Lady Reading Hospital, Peshawar	Convener
2.	Associate Dean, MTI/Hayatabad Medical Complex, Peshawar	Member
3.	Associate Dean, MTI/Khyber College of Dentistry, Peshawar	Member
4.	Associate Dean, MTI/Mardan Medical Complex, Mardan	Member
5.	Any Co-opted Member	

- The TORs of Grievance Committee will be as follows:

- To address the grievances of candidates regarding admission process in light of the Induction Policy Manual (IPM),

The meeting of the committee will be held during the admission process as per requirement.

**3. GUIDELINES / REQUIREMENTS FOR INDUCTION PROCEDURE:**

- Induction and Selection for Diploma Courses will be carried once a year in January as per available stipendiary positions.
- The induction will be carried out through centralized, computerized, transparent, merit-cum-availability system. Seats of concerned program at all training sites will be calculated and publicized on PGMI official website during the process of induction.
- Applicants are strongly advised to visit PGMI official website and Facebook page frequently throughout the admission cycle till the finality and conclusion to avoid any inconvenience considering the network issues in delivery of text messages or email which is beyond the control of the Institution.
- If induction is carried out through interview, a candidate will not be considered in absentia until he/she is represented by a person who holds an authority letter duly signed by the candidate. In case the interview carries the marks, applicant shall be required to appear in person.
- If induction is carried out telephonically, response from the registered mobile number (or guardian number if applicant's number is non-responsive) will be taken as final choice of the applicant. In case the given phone is switched off or out of service area or non-responsive applicant will not get any slot and PGMI will not be responsible.

**1. ELIGIBILITY**

- Only KP domicile holders are eligible for open merit seats.
- Those who have passed MBBS/MD & registered with PMC/PMDC & appeared in PGMI entrance test conducted by ETEA for Session January 2025 to be held on 16/02/2025 will be eligible.
- All Government Servants should apply through proper channel alongwith NOC.
- The Application Processing Fee PKR:5,000/=Non-Refundable should be deposited online (Jazz Cash).
- Admission Fee **PKR:30,000/=**Non-Refundable and submission is one time.
- Foreign Nationals to submit \$200 Dollar in addition to PGMI admission fee.
- Foreign candidates shall apply only if their all requirements are complete as per guidelines

given below in section 7 **Step-A** (guideline for foreign national). If any problem in online application submission, contact PGMI Office during office hours. Their training shall be unpaid.

- h. Selected foreign candidates will have to provide temporary registration with PMDC for specific training.
- i. Foreign candidates, instead of CNIC shall use their passport number with addition of zero before the passport number (as many as required to make to make total digits 14).
- j. Those who have done higher training/qualification e.g. FCPS or Ph.D. etc are not eligible. Further if a candidate has availed a stipendiary training from PGMI (FCPS/ MCPS/ Diploma) and has not qualified the exit exam will not be eligible.

## **2. DOMICILE POLICY**

a. Female candidate upon marriage shall assume domicile of her husband meaning that after marriage, domicile of husband will be considered as domicile of the female candidate. (Post marriage, her own domicile will not be considered as valid). Permanent address on CNIC (of domicile holder) must be of Khyber Pakhtunkhwa.

b. Permanent address on CNIC of applicants must be that of Khyber Pakhtunkhwa. In case of married female, the permanent address on CNIC of husband must be that of Khyber Pakhtunkhwa.

c. Married female candidates are required to prove their marital status with document issued by NADRA i.e., CNIC or Computerized Nikah Nama.

## **3. CRITERIA FOR AWARD OF MERIT MARKS:**

### **FOR DIPLOMA INDUCTION**

No	Academics / Experience	Weightage%
1	MBBS/BDS or Equivalent Professional Examination Marks	40%
2	PGMI Entrance Test (ETEA) Marks	60%
	Total Marks	100

### **PROFESSIONAL MARKS CALCULATION:**

The academic marks shall be taken as an aggregate percentage of all professional examinations comprising the MBBS degree.

#### **EXAMPLE:**

Marks Obtained / Total Marks x 100 for each prof.

Total Aggregate = Sum of Percentages of All Profs / 4 or 5 as the number of Profs may be.

The candidates who secure equal marks and fall on same merit position, preference will be given to the candidate whose age is more than that of the other candidate.

### **FORMAT OF PGMI ENTRANCE TEST FOR DIPLOMA: DA,DCP & DMJ**

Sr#	Discipline	Weight-age
1.	<sup>1</sup> Basic Medical Subject Applied Physiology, Pharmacology, Pathology and Anatomy	20%
2.	<sup>2</sup> Principles of General Medicine	25%
3.	<sup>3</sup> Subject (Anaesthesia, Pathology, Medical Jurisprudence)	25%
4.	English	10%

5.	Bioethics	10%
6.	Basic Biostatistics	5%
7.	Communication Skills	5%

**DIFFICULTY LEVEL:**

75% questions **MEDIUM** difficulty level and 25% **HARD** difficulty level. It will cover all important parts of the course.

<sup>1</sup>**Recommended Books:** Ganong's Review of Medical Physiology

Lippincott Illustrated Review of Pharmacology

Robbins & Cotran Pathologic Basis of Disease

Snell's Clinical Anatomy

<sup>2</sup>**Recommended Books:** Internal Medicine Kumar and Clarks Clinical Medicine

Davidson's Book of Medicine

<sup>3</sup>**Recommended Books-DA:** Morgan & Mikhail's Clinical Anaesthesiology<sup>6</sup><sup>th</sup>

Edition

**DCP:** Robbins & Cotran Pathologic Basis of Disease

**DMJ:** Parikh's Textbook of Medicine Jurisprudence<sup>8</sup><sup>th</sup> Edition

**FORMAT OF PGMI ENTRANCE TEST FOR DIPLOMA: DCD**

Sr#	Discipline	Weight-age
1.	<sup>1</sup> Basic Medical Subject Applied Physiology, Dental Materials, Oral Biology, Community Dentistry, Oral Pathology	30%
2.	<sup>2</sup> Clinical Subjects	40%
3.	English	10%
4.	Bioethics	10%
5.	Basic Biostatistics	5%
6.	Communication Skills	5%

**DIFFICULTY LEVEL:**

75% questions **MEDIUM** difficulty level and 25% **HARD** difficulty level. It will cover all important parts of the course.

<sup>1</sup>**Recommended Books:** Ganong's Review of Medical Physiology

Dental Material McCabs

Oral Biology TenCate's

Community Dentistry Joseph Jhon

Oral Pathology Soams

<sup>2</sup>**Recommended Books:** Oral Pathology by Soams

Oral Medicine by Tyldesly

Periodontology by Carranza

Prosthodontics by Fenn 2 Smith

Max Fac Surgery by Tucker (Contemporary)

Orthodontics by Proffitt

Operative 1 Art and Science 2 Pathways of Pulp (Both Books names)

**4. ALREADY ENROLLED TRAINEES**

**ENROLLED IN FCPS/MCPS/Diploma:**

a. Enrolled with PGMI Peshawar in Jan, 2024 session in MCPS/Diploma

Trainees who got a seat allocated in final slot allocation or in subsequent placement orders (their names included in any placement order issued for session January 2024), are not eligible for this session (those applicants who surrendered their slots after due time limit are also in-eligible)

b. Enrolled with PGMI Peshawar before January 2024 session in FCPS/MCPS/Diploma: They are eligible for this induction provided they refund their stipend which they received during their previous training.

c. Enrolled with PGMI Peshawar July, 2024 session in FCPS They are not eligible for this induction.

**ENROLLED IN DIPLOMA:**

All those trainees who have completed his/her Diploma course are eligible for this induction if;

- I. They have successfully completed the training i.e. have passed Exit Exam.
- II. They have completed the training but have not passed Exit Exam, they can apply for this induction training provided they refund their stipend which they received during their previous training.

**5. RESERVED SEAT FOR DIFFERENT QUOTA:**

One seat is reserved for Foreign Nationals in DA& DCP each.

**6. SELECTION RELATED MATTERS**

1. The selection will be done by the Central Induction Committee of PGMI through software.
2. Attachments in online application form for induction: All applicants must attach clear, scanned copies of original documents in online application form. CNIC and PMDC certificate must be valid. Academic transcript/DMC of professional exams must be issued by University or verified by University.
3. Selected candidates must read and sign training agreement with PGMI & Surety Bond at the time of arrival.
4. NO applications shall be accepted after due date. Deficiencies, wrong information and mistakes in the forms will be corrected only after submission of correction fee i.e. Rs. 5000/=
5. It will be mandatory to pass PGMI Entrance Test.
6. If induction is carried out through telephone call, response from the registered mobile number (or guardian number if applicant's number is non-responsive) will be taken as final choice of the applicant. In case the given phone is switched off or out of service area or non-responsive, applicant will not get any slot and PGMI will not be responsible.
7. The PGMI & KMU Rules shall be strictly observed.
8. Rules and regulations of PMC/PMDC for postgraduate medical training shall apply.
9. Those trainees who have **already availed a stipendiary program** of PGMI Peshawar have to successfully qualify the final examination of the CPSP or KMU as the case may be, otherwise

- equal to the amount of stipend received during previous training will be deducted.
10. It is pertinent to mention that Stipend is given for the training period that is recognized by the Degree/Diploma awarding Institute. Any part of training that is not recognized/accepted by that institute will not be paid. If already paid, trainee shall be liable to pay it back to PGMI. In the same way, any training left incomplete (complete means to pass EXIT Exam), trainee shall be liable to refund all the stipend received during that training period along with other financial benefits availed.
  11. Those who want to switch or **change specialty** during training will have to refund the stipend received for training in previous specialty.
  12. A candidate having completed his training in one specialty shall be allowed to join training in another specialty only after passing the examination in the previous specialty.
  13. Any trainee who leaves the **training incomplete** shall be liable to pay back the stipend.
  14. Postgraduate Residents shall be selected for clinical units in all public teaching hospitals of KP and other PGMI affiliated institutions on merit. The list of Hospitals / clinical units affiliated with PGMI is available on official website of PGMI.
  15. Joining time (to submit arrival in the allotted institutes) will be notified in the placement order. If the candidate fails to join in time, the seat shall be declared as vacant and applicants, who have not been allotted any slot, will be allowed to avail this slot as per merit.
  16. The period of training will not be extended beyond the normal period
  17. The Trainees shall not be allowed to engage in any sort of Govt/Private Job or Private practice. If found involved in such practice, strict disciplinary action will be taken which may result in termination of training.
  18. Those applicants who do not have Detailed Marks Certificate(DMC) shall be given only 60% marks in the merit list.
  19. For conversion of CGPA/GPA into percentage, HEC formula will be used.
  20. All selected applicants who are **Govt: Servants**, have to submit approved EOL from Health Department, Govt: of KP apart from other required documents along with arrival report. Their arrival will not be accepted without approved EOL as per Govt: Notification No. SO (E) H-II/4-1/2020 dated the 25<sup>th</sup> August 2020.
  21. PGRs should attend the “Orientation Session” at the start of their training.
  22. Those applicants who get allotted a seat in the final seat allocation process and order is issued; if they do not join within the prescribed time or resign before 06 months training, they will not be eligible for next induction.
  23. No waiting list will be maintained.
  24. Rules of service cannot be applied on Trainee Medical Officers until approved or adopted by Executive Council.
  25. **Concealment of information /submission of fake documents or incorrect entry** of information will lead to termination / reporting to KMU/PMC/PMDC/debarring from future inductions in PGMI, Peshawar at any stage and will also be liable to refund stipend.
  26. **Resignation Policy:** As per Executive Council decision, a trainee intended to resign shall do so by tendering the resign application one month prior to the effective(resign) date, otherwise, one

month stipend shall be forfeited in lieu of prior notice. Such postgraduate resident shall be eligible for re-induction if otherwise allowed as per induction policy.

Provided that no trainee is allowed to leave the place of duty prior to clearance from the department concern and subsequent acceptance / notification of resignation. If trainee leave place of duty prior to issue of the notification by the competent authority, his resignation process will be stopped and he will be considered as absent. The disciplinary action will be initiated as per policy and it may result in termination of the trainee.

Provided further that resignation once notified by the competent authority shall be final and irrevocable.

The Trainees who want to resign are liable to refund the received stipend to PGMI Peshawar, if they opt not to continue the training. The exit order as per standard policy will be issued only if the stipend received during the training is refunded to PGMI Peshawar.

27. **Termination:** Once a trainee is terminated by the competent authority, he/she shall be banned for successive two inductions, and shall be banned for life if the same lapse is repeated after availing 2<sup>nd</sup> induction opportunity.
28. In case of **maternity leave**, it is mandatory to provide original Medical Certificate issued by Consultant Gynecologist from parent training institution (if Gynae Department is not available in parent institution, then from a public sector hospital) along with ultrasound report and application. As per PGMI's rules, maximum of ninety (90) days leave is allowed. It will be approved as break in training without stipend and this deficiency in training shall be completed at the end of training with stipend. Maternity leave is allowed once in the entire training, therefore, if a PGR applies for another one, it shall be granted without stipend and the deficiency period of the second maternity leave shall be completed at the end of training without stipend.
29. **Medical leave** should be submitted for approval along with a medical certificate from public sector hospital and documentary proof of illness. The sick leave shall be considered break in training without stipend and the deficient period shall be completed at the end of the training with stipend. In case of medical leave, it can be started without prior permission of competent authority provided medical grounds and documents are correct.
30. The trainees shall have to abide by the **rules/regulation of the institutions** where they are inducted. If biometric attendance is mandatory in the institution, they have to follow rules/regulation by the institution.
31. If any trainee receives any pay/financial benefits during the training period in addition to stipend from the PGMI, (**double pay withdrawal**) he/she shall be liable to refund both amounts to PGMI (stipend received from the PGMI and Pay/Financial benefits from other employer). It means this period will be without stipend as penalty and disciplinary action will also be initiated against him/her.
32. Any type of **misconduct or violence** during induction process will lead to debarring, blacklisting of the candidate and appropriate legal action.
33. Executive Council can **amend rules/regulations** from time to time as and when ever needed. All these mended/new rules/regulations approved by Executive Council will be applicable to the previous sessions as well.

## **7. GUIDELINES FOR FOREIGN NATIONAL STEP-I**

1. Attestation of all documents by Higher Education Commission (HEC), Ministry of Foreign Affairs & Embassy of Pakistan (candidate home country). Followed by Regional Foreign Office of Pakistan at Peshawar.
2. NOC from concerned Unit/Department recommended & forwarded by Associate Dean of concerned MTI's Hospitals of KP (in original).
3. NOC form Foreign Consulate of concerned (where Consulate office available).
4. NOC from Embassy of concerned (where Embassy office available).
5. Valid Visa.
6. Submission a set of documents including educational as well as NOC's from (Consulate, Embassy & Unit/Department), Passport Copy, Tazkira, AMC Registration and Valid Visa.
7. After submission of all the above documents PGMI will issue a proforma to concerned for onward submission to HEC, Islamabad or KMU, Peshawar with PGMI covering letter.
8. Normally PGMI process and forward the case anytime in an year not in a specific time if codal formalities completed.
9. If an applicant applied for MCPS Program then PGMI will forward the case direct to Higher Education Commission (HEC), Islamabad. In case of Diploma Program, PGMI will forward the case to KMU, Peshawar for further submission to HEC, Islamabad by KMU, Peshawar.
10. HEC will issue an NOC regarding educational point of view and the case of concerned will forward to the Ministry of Interior Govt. of Pakistan for verification.
11. After getting NOC from HEC and clearance from the Ministry of Interior Govt. of Pakistan (issuance of study visa), an applicant can get an admission in PGMI Peshawar.

This Step-I can be Initiated & Completed at any time of year

## **STEP-II**

1. The foreign national shall apply when admission are opened and announce on PGMI website provided their all requirements all complete as mentioned in section 7 (Step-A). They have to go through all process of selection i.e. Submission of application, PGMI Entrance Test, Interview.

Step-II can be completed only when admission is announced as open.

**Important Note:** The foreign national can apply on other specialties where recognized units are available in same way as described above.

  
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