

WOMEN MEDICAL & DENTAL COLLEGE ABBOTTABAD

RECRUITMENT POLICY

AIM

To ensure merit base selection of candidates with transparency and fairness without any favoritism, nepotism and gender discrimination in the hiring process.

OBJECTIVES

1. To ensure merit base selection of persons for WM&DC, Abbottabad.
2. To ensure that selection is in accordance with PMC/HEC rules and regulations.
3. To ensure that all hiring requirements are met according to the laid down policy.

SCOPE

This policy applies to all applicants desirous to seek job in Women Medical & Dental Abbottabad.

INTRODUCTION

1. Women Medical & Dental College recruitment policy is to employ & give opportunities to the most suitable, competent and qualified individuals. But in the meantime while processing recruitments; preference should also be given to the staff from within the organization whenever possible and wherever applicable.
2. Women Medical & Dental College also understands that the preference to the staff from within the organization shall not be at the cost of the quality and organizations ultimate goals, therefore, external search process will start only if management is certain or realizes the basis of a proper assessment that the employees from within the organization are not developed or don't possess the required capacity to take the responsibility of the vacant position.

PROCEDURE

1. Once applications will be received, short listing will be done through screening of applications under a properly laid down eligibility criteria. This process shall be followed written tests and interviews by panel.
2. The organization takes cognizance of the contribution of all employees and shall not discriminate because of the race, color, religion, gender or physical disability.

GUIDELINES FOR SELECTION OF EMPLOYEES.

1. (Step 1) Approval - Job Advertisement - Short Listing
Submission of "Personnel Requisition" to the Human Resources Department is an essential requirement that will provide basis for processing of "filling any position". If the documents such submitted provides genuine basis for further consideration, Human Resources Department will forward the "Personnel Requisition" to the Principal/Director Academics, and, the document such processed would enable the

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Principal/ Director Academics obtain approval for new hire from the Board of Directors if required. The process necessarily required initiating "Personnel Requisition" and "search process" is as under:-

2. The relevant department head will be required to prepare and forward the Requisition Form, job description including required qualification and justification letter the Human Resource Manager who will initially review and approve or regret the request.
3. If the document such submitted provides genuine basis for further consideration, Human Resources Department will forward "Personnel Requisition" along with the recommendation letter to the Principal / Director Academics, and, the document such processed would enable the Principal/Director Academics obtain final approval for new hire from Board of Directors if required.
4. Once the requisition approved, Human Resources Department will prepare "advertisement for position vacant" and the Principal shall overview the whole process.
5. Human Resources Department will advertise the vacancy, maintain data bank of applications and carryout the short listing process with the help of the relevant department head or any other individual or committee designated or formed by the Principal.
6. Human Resources Department in consultation with the relevant Department Head or individual or committee designated or formed by the Principal will finalize the date, time and venue for issuing call letters/emails for written test or interview.

EP - 2) SELECTION PROCESS

1. [Key Note Maintaining the confidentiality throughout the selection process is an essential requirement and disclosure of any information may place the management in an embarrassing position or result in harming the integrity of Women Medical & Dental College. Therefore, assuring maximum confidentiality is vital as well as obligatory upon all the Women Medical & Dental College representatives involved in "selection process".]
2. **Selection Committee**
Subject to the need, in order for fulfilling certain senior positions or any other positions, Board of Directors/Principal can form a selection committee that will conduct the written and skills test and interviews.
3. **Test and interview** Upon completion of the test, the relevant department head/selection committee shall send or share the short-list of the candidate(s) along with the proposed convenient date, time and venue of interviews to the Human Resources Department for the issuance of call letters/emails.
 - a. Interviewers will be required to complete "Interview Evaluation Forms" their specific recommendations on each case.
 - b. At the end of interview, the interviewer(s) will prepare merit list on the prescribed form. The interviewer(s) shall put their signature(s) on the merit list as an expression of their agreement with the merit list.
 - c. Merit list along with all Interview Evaluation forms, CVs of the candidates and written test papers should be forwarded to the Hiring Approval Authority.
 - d. The Hiring Approval Authority will approve or otherwise and forward the papers along with his/her instructions to the Human Resources Department.

RECRUITMENT OF STAFF FROM WITHIN THE ORGANIZATION

1. On the basis of need assessment/analysis and approval of the Principal/Director Academics/Board of Directors Women Medical & Dental College for filing a certain position within the organization, "Recruitment Authorization" announcing vacancy shall be sent / forwarded to all the departments of Women Medical & Dental College for a period of *five working days* before outside recruitment begins. Any employee who has not applied by the end of five working days will no longer receive special consideration afforded to internal applicants.
2. During that five days period, preference shall be given to those qualified regular and limited tenure employees who apply for vacant positions. The under-mentioned policy shall apply to Women Medical & Dental College those employees who will apply for particular vacant position within the organization.
3. Past academic achievements and work experience, organizational behavior, conduct with colleagues, punctuality, and discipline at Women Medical & Dental College, during their employment shall be the criteria for selection of employees from within the organization.
4. Women Medical & Dental College existing employees who have enhanced their skills, capabilities and potential and can meet with the basic criterion for the vacant position shall be encouraged.
5. Interdepartmental recruitment of qualified employees shall be encouraged and no employee shall be intimidated or discouraged from applying for a vacant position.
6. The employees who applied for vacant positions are required to notify their department heads/managers/supervisor/in-charges. If such an employee becomes a finalist for the position, his/her department head/manager/supervisor/in-charge will be notified of the selection by the Human Resources Department, upon which a recommendation letter will also be requested from the relevant department head.
7. In case of selection of an employee from within the organization, s/he would be responsible to properly handover charge to his/her replacement or person designated by the relevant department head within a timeframe prescribed by his/her present department head with consultation of his/her new department head.

IN - HOUSE APPLICATION PROCEDURE

Women Medical & Dental College shall motivate its capable and skilled staff to apply for any open position. In - house application procedure shall be processed in a manner as defined below:

- a. The recruitment authorization form shall be submitted to Human Resources Department within five days' time of the posting of the advertisement. The form once submitted shall become a part of the recruitment file for vacant position.
- b. All qualified employees who apply for the vacant position(s) in five days' time of the advertisement shall be given opportunity for test and interview.
- c. Applicants shall be informed of a decision after recruitment procedures have been concluded.

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RECRUITMENT OF THE STAFF FROM OUTSIDE THE ORGANIZATION

1. All qualified in-house applicants must first be interviewed and no final selection shall be made until the sixth working day after the recruitment authorization has been posted. Vacancy announcements may be distributed outside of the Women Medical & Dental College and advertisements placed in the area newspaper coincident with the internal posting of a vacancy announcement. All applications and resumes received will be held in the Human Resource Department until the recruitment authorization will be posted for five working days. Application of the candidates from outside of the Women Medical & Dental College for their recruitment can only be processed / entertained after the recruitment authorization has been posted for five working days and a determination has been made that no internal applicant is fully qualified for the appointment.
2. Selection to fill vacant position shall be made of the post-qualified persons in terms of skill proficiency, abilities, academic achievements and aptitude. Employment shall be made available on equal opportunity basis to qualified persons without regard to color, religion, race, gender-based preferences, nationality, political backgrounds, disabilities, appearance, age and marital status except vacancies where gender based hiring is mandatory.

EXTERNAL APPLICATION PROCEDURE

1. The procedure to be adopted in order for dealing with or entertaining applications from applicants outside Women Medical & Dental College should be as follows.
2. Applications for any vacant post should only be processed or entertained when they are made by a submission of cover letter and a comprehensive resume along with the copies of his/her complete academic and work experiences records, which will provide complete and well-organized information related to an applicant's professional and academic background.
3. On fulfillment of the conditions mentioned here above and other necessary prerequisites shortlisted applicants shall be given skill tests required for certain positions. All test shall be administered with the uniformity, discipline, vigilance and under an utmost professional environment by selection committee/Management/Human Resources Department.
4. An official transcript will be required in support of application for any position at Women Medical & Dental College in which bachelor's or higher degree is required. Human Resources Department may conduct verifications of academic or professional certificates submitted by applicant at any stage or at any time.
5. Verbal commitments with regard to future enhancement in salary, higher level positions or promotions as an inducement to prospective employees to accept employment within the organization under any circumstances shall not be made by the

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organizations employees. Any such promises shall not be honored unless included as part of the official letter offering employment signed by the Principal/Board of Directors.

6. The Principal/Board of Directors may reject any application, which indicates that the applicants don't possess one or more of the requirements essential for the position being advertised.
7. Applicants may also be rejected if applicant is known to be current user of illegal drugs; has a record of conviction of crime related to the responsibilities of the position that might directly impact on the position for which applicant has applied; has made false statements of any material facts in his/her application/resume; or has a past ~~employment~~ record which is unsatisfactory as determined by the ~~Director~~ ~~Responsible~~

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employment record which is unsatisfactorily as determined by the Human Resources Department, said department may also conduct some necessary medical tests and Police Verification Report of the applicant at the time of hiring.

INDUCTION OF TEACHING/CLINICAL & NON - CLINICAL STAFF

REQUISITION OF POST

Requisition of post required to be filled by advertisement will be submitted by the relevant Head of Department to the Appointing Authority with full justification. The Appointing Authority will approve the post subject to provision of budget of the post(s).

ADVERTISEMENT

All positions must be advertised (in at least two newspaper of national repute) and due scrutiny and selection process followed by, concerned scrutiny and selection committee formed by Appointing Authority and recommended by Human Resources Department. The post(s) which are filled through selection process, should clearly indicate the following:-

- a. Designation of approved post.
- b. Pay scale/Contract type.
- c. Citizenship and Domicile.
- d. Age limit if desired.
- e. Qualification and experience.
- f. Qualifications, experience and age limit will be determined on the last date of receipt of applications.
- g. Last date for receipt of applications (at least two weeks after publication), shall be clearly mentioned in the advertisement.

SUBMISSION OF APPLICATIONS BY THE CANDIDATES#

1. An application by an eligible candidate shall be submitted on the prescribed form to the Human Resources office of WM&DC. It can also be downloaded from the college website www.wmc.edu.pk
2. Qualifications and experience along with supporting documents must be attested by BPS-17 officer or above.
3. All applications must reach the concerned office on or before closing date and time.
4. The Human Resources department shall receive all the applications submitted by hand or by post online.
5. The Human Resource department shall register each application received.
6. If the closing date fixed for the receipt of applications falls on an official holiday, the next working day shall be considered as closing date.
7. Any application received after the closing time and date shall automatically stand rejected.

SCRUTINY / ELIGIBILITY

1. Eligibility of the candidates shall be determined in accordance with the provisions mentioned in the advertisement, and the selection criteria approved by the BOD/HR department. Short listing will be done based on the following criteria:-
 - a. Short listing will be done either based on pre-interview marks or through

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- b. written examination conducted by scrutiny committee.
The written examination may be in the form of multiple choice questions, fill in the blanks or true/false or combination thereof, in order to decrease biasness in awarding marks.
- c. The result for the written test will be for screening/short listing purpose only and shall in no way affect the pre-interview or interview marks.
- d. Minimum five candidates will be shortlisted for an advertised post. However if the number of eligible candidates are less than five the all candidates will be called for an interview.
2. Calls for interview shall normally be sent to eligible shortlisted candidates only, whose applications are found to be complete in all respects, except that a candidate may be asked to provide certain documents within a specified period of time.
3. The scrutiny Committee shall be competent to reject applications, which are incomplete and may upload the final list of eligible candidates on the institutions website.
4. Any aggrieved candidate may approach the appointing authority for review of his marking or disqualification. The decision of appointing authority there after shall stand final.
5. Duly attested / photocopies of the documents will be acceptable on the condition that candidates would bring the original if and when they are called for the interview.
6. Date of birth shall ordinarily be date of birth endorsed on the Matriculation/ equivalent certificate or, where such certificate is not available on account of unavoidable circumstances, then the school leaving certificate shall be considered. If a candidate becomes overage even by a day on the last date of receipt of applications, He/She shall be considered ineligible unless age relaxation is granted by the competent authorities under relevant rules/policies.
7. If any post re-advertised (for whatever reason) with the direction that the candidates who had already applied do not need to apply again, the age will be calculated as under:
- For calculating age of those candidates who had applied in response to the original advertisement the date would be the closing date of that advertisement;
 - For calculating the age of those candidates who apply in response to the subsequent advertisement, increasing the number of posts of original advertisement, the date would be the closing date of the subsequent advertisement; and
 - Candidates who had applied in response to the original advertisement and were found underage would be eligible if they attain the requisite lower age limit on the closing date of the subsequent advertisement.
8. Only those candidates will be held eligible who are citizens of Pakistan, unless otherwise specified.
9. The Candidates shall invariably attach N I C and Domicile as token of possessing citizenship. In case National Identity Card not produced, the candidates will explain the reasons of its non-availability with authentic proof or having applied to the concerned authority for its issuance.

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DISQUALIFICATIONS

The following attributes and practices may lead to disqualification of candidates.

1. Canvassing in any form.
2. The candidate may be disqualified and / or excluded from interview and / or criminally prosecuted / debarred from employment under government rules if he/she;
3. Knowingly furnishes any particulars / documents which are false.
4. Provides incomplete information.
5. Doesn't meet the stated criteria as per the advertisement.
6. Suppresses material information.
7. Has been previously let go on account lack of performance or disciplinary grounds.
8. Attempt to influence the Members of the committee.
9. Attempt to obtain support for his/her candidature by improper means.
10. Submits forged certificates.
11. Tempers with entries in his/her age and academic qualifications.
12. Misbehaves in the interview.

INTERVIEW

1. Interview/promotion committees for faculty will be constituted with the approval of Principal/Director Academics/BOD/HR of the Women Medical & Dental College.
2. All members of the committee shall mark the candidate out of the same total allocation i.e they shall have equal marks at their disposal.
3. If the marks given by one or more of the member of the selection committee falls 33% outside the average marks of all the members, he/she will be given chance to review his/her marks, otherwise his/her marks will be declared null and void.
4. Passing marks in the interview will be 50%. If a candidate fails in interview; he or she will not be considered for appointment even if his or her pre-interview marks are more than the others.
5. Any grievances regarding allocation of the pre-interview marks will be referred to selection/promotion committee and for interview marks to competent authority.
6. The decision of competent authority shall stand final.

ACADEMIC QUALIFICATIONS

1. Only the qualifications and experience possessed on the closing date of application shall be taken into the consideration.
2. A candidate who has been declared to have passed a particular Degree/Diploma examination may be considered provisionally on basis of provisional certificates signed by the controller of the examination provided that he/she will have to produce proper degree/diploma/certificate to the selection committee before/on the day of his/her interview. In exceptional cases the appointing authority may allow additional time for the production of degree/diploma/certificate provided that the candidate has attained the relevant qualification but there is delay in release of relevant documentation on part of the issuing authority.
3. Marking based on ACADEMIC RECORD shall be as follows:-
 - a. Academic scoring shall be based on the percentage marks achieved in all undergraduate professional/annual/semester examinations
 - b. In case where the candidate fails to provide the proof of secured

- marks in particular examination, he/she shall be deemed to have passed with the lowest passing marks (50%).
- Foreign graduates will be marked @ 60% of the marks achieved.
 - 0.5 marks will be deducted for each additional attempt in a professional examination.
 - The conversion formulae from CGPA to percentage shall be applicable;

Step 1: $\text{Obtained CGPA} / \text{Total CGPA} \times 100 = \text{Resultant \%}$

Step 2: Subtract 05% from the resultant % = Final %

- Post graduate qualifications which enable a candidate to become for the post i.e. FCPS/FRCS/MS/M.Phil / PhD, recognized by the governing body shall carry no marks.
- Additional/Advance qualifications attained after the prescribed qualifications, in a relevant field will be marks as under:
 - Additional qualification of the same level or below shall not be awarded marks e.g. a candidate with MRCP/MCPS in General Medicine and FCPS in General Medicine shall not be eligible for extra marks.
 - A candidate who has FCPS in General Medicine with a second fellowship like FCPS in Cardiology shall be eligible for extra marks when he applies for the post in General Medicine. The reason being, that a) FCPS in Cardiology is an advanced qualification on FCPS General Medicine & b) FCPS Cardiology was done after the prescribed qualification in General Medicine.
 - But the same candidate shall not be eligible for extra marks for advance qualification if he/she applies for post in Cardiology. The reason in this case is a) FCPS General Medicine is not an advanced qualification on FCPS Cardiology for a Cardiology post & b) FCPS Cardiology which is prescribed qualification was done after FCPS General Medicine.
 - Additional relevant qualification also includes qualification in Medical Education and Epidemiology, recognized by PMC.

- Basic/UG qualification marks will be calculated as:

$$\frac{\text{Total obtained marks in all professionals} \times \text{Max marks allocated}}{\text{Total marks of all professionals}}$$

- Additional qualifications must be recognized by relevant governing body in Pakistan.

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The best graduate of medical university (not medical college) will be eligible to get full credit for distinction. One mark will be awarded for acquiring first position in each professional examination of MBBS/BDS at University level.

RESEARCH PUBLICATIONS

Research Papers needed to become eligible for a particular post shall carry no marks. Marks will only be allotted to original research papers in the relevant field.

1. Papers in an impact factor Medical Journal
 - First author =02 Marks / paper.
 - 2nd & 3rd author =0.1 Mark / paper.
 - 4th, 5th & 6th =0.25 Marks / paper.
2. Paper in PMC recognized Medical Journal/ Non-impact factor foreign journal
 - First author =01 Mark / paper.
 - 2nd & 3rd author =0.5 mark / paper.
 - 4th, 5th & 6th =0.25 Marks / paper.
- a. Case reports, review articles, editorials and chapters in textbook will not be eligible for marks. Acceptance letter from editor/Chief editor will not be accepted as publication.
- b. Since PMC reviews the list of recognized journals from time to time, therefore, if a paper has been published during the time in which the journal was recognized by PMC it will be considered for giving marks/credit during initial induction and for promotion. Similarly, if the paper is published in a journal during the time in which it was not recognized by PMC but subsequently recognized by PMC, credit marks will be given for the paper which was published during the time in which the Journal was not recognized.
- c. It is the date of a publication of a paper in a journal (online or hard copy) rather than the date of submission which shall be considered while deciding about the period of publication of a particular paper.
- d. Only one article as a first author in a single issue of the journal will be acceptable.

EXPERIENCE

1. Experience needed to become eligible for a post shall carry no marks.
2. Deficiency amounting to even a single day shall make the candidate ineligible for the post applied.
3. For Faculty positions and Specialist Registrars the following criteria will apply:
 - a. Only Post Fellowship Experience will be given Marks.
 - b. Period of training undergone by a candidate for becoming eligible for the award of qualifying degree shall carry no Marks.
 - c. Training period in a subspecialty as TMO will be awarded marks as Medical Officer in general specialty. However this cannot be counted as experience for the subspecialty.
 - d. Experience as Faculty (lecturer/demonstrator/assistant professor/associate professor/professor) will be awarded 02 marks/yr.
 - e. Specialist registrar/consultant will be awarded 01 mark/yr.
 - f. Medical Officer, Junior Registrar, TR will be awarded 0.75 marks/yr if

he/she is a FCPS holder.

1) For non-teaching posts experience as MO, JR, TR will be awarded 01 mark.

2) Experience less than a year but more than or equal to 9 months will be awarded half of the marks as specified above.

3) If not specifically provided otherwise in relevant rules/regulations, prescribed experience means the experience gained in line in a regular full-time paid job acquired after obtaining the prescribed qualification.

4) Experience gained during appointment on honorary basis or contract basis shall be counted towards eligibility and for awarding marks.

Notification by the appointing authority will be essential for awarding Marks or for counting eligibility.

5) The experience on current charge base will not be considered for 'scoring' or eligibility in the current capacity.

6) Only Experience certificate issued by Head of the concerned Institution/Dean/Principal/MD/HD/MS or Secretary/Director shall be acceptable.

7) General Health Services in case of civil servants shall be acceptable.

8) Experience gained in private recognized institute/organization shall be taken in to consideration only if it is additionally supported by valid documentary proof issued by appropriate governing body e.g PMC or PNC.

9) Experience should be given only to the designation on which the candidate takes pay.

10) Extra three marks will be awarded to the candidate who has served WM&DC/W&CH/IHA/BBS/RMDH more than 06 months subject to issuance of good standing certificate by the supervising authority.

POSTGRADUATE SUPERVISOR

CPSP and other universities accredited supervisors (with a current valid status and duration of at least one year) will be awarded 01 mark.

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CRITERIA FOR SLECTION OF DEMONSTRATOR / LECTURER/ MED OFFICER/ TR/ JR

Under graduate credit	50 Marks
Distinction	04 Marks
Experience	06 Marks
Research	02 Marks
Additional Qualifications	03 Marks
Interview Marks	25 Marks
Total Marks	90 Marks

CRITERIA FOR SLECTION OF SPECIALIST REGISTRAR/ CONSULTANT

Under graduate credit	30 Marks
Distinction	04 Marks
Experience	02 Marks
Publications	02 Marks
Additional qualifications	02 Marks
Interview marks	50 Marks
Total Marks	90 Marks

CRITERIA FOR SLECTION OF ASSISTANT PROFESSOR

Under graduate credit	20 Marks
Distinction	04 Marks
Experience	08 Marks
Publications	06 Marks
Additional qualification	02 Marks
Interview marks	50 Marks
Total Marks	90 Marks

CRITERIA FOR SLECTION OF PROFESSOR/ ASSOCIATE PROFESSOR

Under graduate credit	10 Marks
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Distinction	04 Marks
Experience	10 Marks
Publications	12 Marks
Additional qualification	04 Marks
Interview marks	50 Marks
Total Marks	90 Marks

Promotion
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Additional qualification marks shall be allotted as follows in case of Medical faculty/doctors:

- Diploma/Master minimum of 1 year =1.0 Marks.
- Diploma/Masters minimum of 2 years =1.5 Marks.
- Degree etc of 3 or more years =2.0 Marks.

MERIT LIST / RECOMMENDATIONS

1. At the end of interviews on the recommendations of selection committee, HR department shall prepare a merit list and minutes of the proceedings and after getting the signatures of all the members submit the consolidated list to the appointing authority i.e Principal/Director Academics.
2. Merit list shall be prepared keeping in view the aggregate marks secured by various candidates.
3. When two or more than two candidates have secured equal marks in aggregate the candidate who has secured more marks in the interview shall be ranked higher on the merit list. However if even the interview marks are the same then the candidate who is older in age shall be given the advantage.

NOTIFICATION

Human Resources department will issue the notification for appointment and sign the final contract award.

REPRESENTATION

Representation should be addressed to the Principal/Director Academics, which shall decide the case on merit and submit the findings to the BOD if required.

WAITING LIST

Resource can be made to the waiting list on the request of concerned Head of Department (who shall have the full authority to refer to the waiting list OR go for re-advertisement if desired).

The waiting list will be valid for 3 months after the date of arrival (as mentioned in the arrival report submitted by the selected candidate who leaves the post or terminated for whatever reason) OR the last date prescribed for joining (in case the selected candidate does not submit arrival in the prescribed time).

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Promotion of WM&DC, from Assistant Professor To Associate Professor & from Associate Professor to Professor (Proposed).

The faculty members to be promoted to the next higher cadre must have:

1. Minimum PMC approved qualification, teaching experience and research papers in PMC recognized medical journals as per the regulation for the appointment/promotion of faculty in under postgraduate (medical & dental institutions) of PMC, Pakistan.
2. Out of the requires teaching experience as per PMC criteria, the candidate for promotion must have served at least FIVE years in the capacity of Assistant Professor for promotion to Associate Professor and THREE years in the capacity of Associate Professor for the promotion to Professor in WM&DC.
3. In addition to Para 1 and Para 2, the candidate for promotion from Assistant Professor to Associate Professor should get marks on the following scoring sheets as per details appended below:

5 th Year	75%
6 th Year	70%
7 th Year	65%
8 th Year	60%

Similarly, apart from Para 1 and Para 2, for the promotion from Associate Professor to Professor, the candidate has to secure following marks on the scoring sheet as per details appended below:

3 rd Year	75%
4 th Year	70%
5 th Year	65%
6 th Year	60%
7 th Year	56%
8 th Year	55%

Research publications over & above the PMC mandatory publications*(to a maximum of 7 marks)	7
Teaching experience over & above the PMC mandatory Experience, 1 Mark/Year	7
Excellent Teacher **	10
Excellent clinician/Professional services***	10
CME credit hours 21 mark / Two CME credit hour	8

SCHOLARI ACTIVITIES

CPSP/HEC/KMU supervisor or co-supervisor	5
Presentation at national/international conference with a paper/abstract	2
Workshops/ Symposia : Organizing 2 marks ; Presenting/Teaching 1 mark/session	2
Editor of recognized journal/member of Editorial Board	2
Reviewer of PMC recognized journal	2

6	Publishing review articles/meta-analysis/Editorialist/medical book/chapter	2
7	Significant contribution to module development for undergraduate medical students	2
8	Organizing academic activities like departmental /journal club, mortality, morbidity meetings/audit.	2
9	Participation in Undergraduate examination/Paper checking/Paper setting. NB: (A certificate issued by HoD/Controller of Examination KMU will be accepted).	2
10	Participation in Post-graduate examination/Paper checking/Paper setting. NB: (A certificate issued by Regional Director, CPSP/Controller of examination, CPSP/Controller of Examination KMU will be accepted).	2
11	Member of postgraduate training program NB: (A certificate issued by Associate Dean for PG will be accepted).	2
12	Hospital/ College CPC: Organizing 2 marks; Presenting 1 mark/session NB: (A certificate issued by Associate Dean for PG will be accepted).	2
13	Administrative work during the Times of experience required. 1. Chairman of hospital/college committee notified by Dean/Hospital Director/Medical Director/Chairman of the Committee. Three Marks for each committee. 2. Member of hospital/college committee notified by Dean/Hospital Director/Medical Director/Chairman of the Committee. 2Marks for each committee.	6
14	Attendance in hospital CPC***or equitant activity to CPC in college	5
15	PERs quantification score *****	5

*marks will be awarded only to the Principal author and next five co-authors.

For minimum score is "X" in the algorithm below:

- For PMC recognize journals.
- First author =2 Marks/Article.
- Next five co-authors =1 Mark/Article.

For other journals:

- First author = Full marks according to scale below/Article.
- Next five co-authors = 50% marks according to scale below/Article.
- Journals in the PMC/international journal =X (2) marks.
- Z category journals in HEC list =X(2) + 1 marks.
- Y category journals in HEC list =X(2) + 2 marks.
- X category journals in HEC list =X(2) + 3 marks.
- Journals with impact factor < 1 =X(2) + 4 marks.
- Journals with impact factor 1 – 3 =X(2) + 5 marks.
- Journals with impact factor 4 – 6 =X(2) + 6 marks.
- Journals with impact factor 7 – 10 =X(2) + 7 marks.
- Journals with impact factor 10 =X(2) + 8 marks.

****EXCELLENT TEACHER WILL BE MARKED AS BELLOW:**

Excellent teacher marks 05 for undergraduate and 05 for Postgraduate teaching. Evaluation of the faculty member to be promoted will be awarded by Principal/Director Academics

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through due process comprising of evaluation from undergraduates students and post graduate trainees. For the clinical faculty the certificate will be issued by Administrator Postgraduate and for and for the basic science faculty Associate Dean Undergraduate. Each of these certificates will be countersigned by Principal/Director Academics WM&DC. It will be mandatory that 2/3 of the undergraduate/post graduate student should give feedback. For post graduate trainees only his own trainees will be entitled to give feedback for their concerned supervisor.

Whilst marks (out of maximum of 10) are based on feedback from respective undergraduate (5 marks) and postgraduate (05 marks) students, faculty working in departments who do not have an active program in one of the two capacities, shall have the outstanding marks carried over to the active program i.e. they will be marked out of a total of 10 based on the assessment done by either the undergraduate or post graduate students, as the case may be.

***EXCELLENT CLINICIAN

The feedback will be filled by the Head of Unit and certificate will be issues by Principal/Director Academics WM&DC. This shall not apply to basic science departments and as such these marks will not be part of the total.

****ATTENDANCE IN HOSPITAL CPC

Marks will be awarded from attendance record dually verified by Administrator, post graduate for clinical faculty and Principal, for undergraduate basic sciences faculty.

- 10 - 20% ----- 1 mark.
- 21 - 40% ----- 2 marks.
- 41 - 60% ----- 3 marks.
- 61 - 80% ----- 4 marks.
- 81 - 100% ----- 5 marks.

*****PERs quantification score.

Marks will be awarded according to PER quantification scores as below.

Category	Marks Proposed
Very Good	05
Good	03
Average	01
Poor	00