



To

All the Medical Superintendents  
District Headquarter Hospitals (Non-Teaching), Punjab

Subject: - **HOUSE JOBS OF MEDICAL GRADUATES IN THE NON- TEACHING DISTRICT HEADQUARTER (DHQ) HOSPITALS**

I am directed to refer to subject noted above and to state that Pakistan Medical Council (PMC) formerly Pakistan Medical & Dental Council (PMDC) allocated a number of seats for House Job of medical graduates at DHQ Hospitals under administrative control of P&SHD. Following "House Job Guidelines" is being circulated for graduates having medical degree duly recognized by PMC / PMDC; for strict compliance with immediate effect:

**GENERAL PROVISIONS:**

- (1) Provisions of House Job / Foundation Year / Internship Regulations, 2018 of PMDC, is the baseline document and will be adhered to.
- (2) The Medical Superintendent (MS) of DHQ Hospitals shall be responsible to implement this policy and PMDC House Job / Foundation Year / Internship Regulations, 2018; in letter and spirit, to the exclusion of any other officer of the hospital.
- (3) Induction of House Officers shall be made only twice a year as follows:
  - a. First after final year result of annual session.
  - b. Second for supplementary session.
  - c. Induction except these two points in the calendar year would not be permitted.
- (4) One year House Job shall be based on Four Modules of three months duration as per PMDC Regulations 2018; as follows:
  - a. General Medicine
  - b. General Surgery
  - c. Medicine & Allied
  - d. Surgery & Allied
- (5) The distribution of house job slots in different departments / units of the hospital as Medicine and Allied Medicine or Surgery and Allied Surgery shall be as follows:
  - a. It will be decided by the concerned hospital as per their needs.
  - b. It will be equal in all four fields (25% in each field as mentioned at Serial No. 4 above)

*Plan*

- c. It will be duly notified by the Medical Superintendent (MS) and displayed on notice boards MS / relevant units of hospital as well as official website of hospital / P&SHD.
- d. Copy of notification will be sent to Technical Wing of P&SHD for record and to use it as reference in case of grievance.
- e. Deputy Secretary (Technical) shall be focal person in this regard.
- f. The notified distribution plan shall not be changed by the hospital administration subsequently.
- g. Selection of module and sequence of four modules will be according to the preference of candidates as per their merit only.
- h. A vacant post of any unit as per notified plan cannot be transferred to any other unit for pay purpose adjustment.
- i. Horizontal or vertical movement of selected House Officers in modules, once notified, shall not be allowed in order to ensure merit and transparency.
- j. All the House Officers shall be paid stipend directly in their individual bank accounts by 10<sup>th</sup> of each month.
- k. Experience certificate for each 3 months' module can be issued separately. No experience certificate for less than 3 months (one complete rotation) shall be issued.

#### **HOUSE JOB CALENDER**

After announcement of MBBS Final Professional Result, the hospital shall follow the induction plan as follows:

<b>STAGE S</b>	<b>TIME LINE</b>	<b>ACTIVITY</b>
1	After 5 <sup>th</sup> day of result	Notification and display on notice boards the distribution of activated house job seats in different units of hospital as explained in the above paras.
2	7 <sup>th</sup> Day	Receipt of House Job application on prescribed proforma.
3	10 <sup>th</sup> Day	On the day of interview, allocation of units to House Officers will be made on the basis of real time display of notified allocated seats. It may be digital or manual display and applying candidates can see the allocated seats as the process goes on.
4	11 <sup>th</sup> Day	Submission of grievance by House Officers, if any, about merit or preference.
5	13 <sup>th</sup> Day	In person appearance before the Grievance Committee.
6	15 <sup>th</sup> Day	Notification and display of Final Merit List.



## **GRIEVANCE COMMITTEE**

A grievance committee consisting of following members will be constituted to redress the grievance of graduates who applied for the House Job.

<b>Sr. No</b>	<b>Designation</b>	<b>Role</b>
<b>1.</b>	CEO (DHA) of concerned district	Convener
<b>2.</b>	DHO (PS) of concerned district	Member
<b>3.</b>	DHO (HR) of concerned district	Member
<b>4.</b>	MS of DHQ Hospital	Member

## **SELECTION CRITERIA**

The merit will be based on final year marks only, as per the following order of preference:

<b>Sr. No</b>	<b>Order of Preference</b>
<b>1.</b>	Graduates of public sector Medical & Dental Colleges of Punjab.
<b>2.</b>	Graduates of public sector Medical & Dental Colleges of other provinces
<b>3.</b>	Graduates of private sector Medical & Dental Colleges of Punjab
<b>4.</b>	Graduates of private sector Medical & Dental Colleges of other provinces.
<b>5.</b>	Graduate from foreign medical institutions.

**Note:** The slots remaining vacant during the process of selection shall be offered to next in order of preference.

**SECRETARY  
PRIMARY & SECONDARY HEALTHCARE  
DEPARTMENT**

### **No. & Date Even:**

A copy is forwarded for information to:

1. Minister Health, Punjab
2. Chief Secretary, Punjab
3. Additional Chief Secretary, Punjab
4. Principal Secretary to Governor, Punjab, Governor's Secretariat Lahore
5. Principal Secretary to Chief Minister, Punjab, Chief Minister's Secretariat Lahore
6. Registrar, Lahore High Court, Lahore
7. Secretary, O/o Provincial Ombudsman, Punjab, Lahore
8. President, Pakistan Medical Commission (PMC), Islamabad
9. Director General Public Relations, Punjab
10. Director General Health Services, Punjab, Lahore
11. All the Vice Chancellors of public sector Medical Universities in Punjab

12. All the Vice Chancellors of public sector Medical & Dental Colleges in Punjab
13. All the Deputy Commissioners, Punjab
14. Deputy Director, HISDU for uploading on departmental Website.
15. Manager, Government Printing Press, Lahore for publication in the Weekly Official Gazette.
16. All the Chief Executive Officers (District Health Authorities), Punjab
17. PSO to Secretary, Specialized Healthcare & Medical Education Department, Punjab.
18. PSO to Secretary, Primary & Secondary Healthcare Department, Punjab.
19. PSO to Secretary, Primary & Secondary Healthcare Department, South Punjab.
20. PA to Additional Secretary (Technical), P&SH Department, Punjab.
21. PA to Additional Secretary (Technical), SHC&ME Department, Punjab.
22. PA to Deputy Secretary (Technical), P&SH Department, Punjab.
23. Master file



**(Dr. Muhammad Muzamil Khan)**  
**SECTION OFFICER (EP&C)**