



NO.SO(ME)2-26 /2010 (P)
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

Dated Lahore, the 17th September, 2020

To

1. All the Vice Chancellors of public sector Medical Universities in Punjab.
2. All the Principals of public sector Medical and Dental Colleges in Punjab
3. All the Medical Superintendents of Teaching Hospitals in Punjab.
4. All the Heads of Specialized Medical Institutions in Punjab

SUBJECT: HOUSE JOB OF MEDICAL GRADUATES IN THE PUBLIC SECTOR
MEDICAL AND DENTAL INSTITUTIONS OF THE PUNJAB.

In order to "improve patients care" and "provide structural training opportunities" to the medical and dental graduates who join house job in the Teaching hospitals under the administrative control of Specialized Healthcare and Medical Education Department, following "House Job Policy" is hereby circulated for strict compliance with immediate effect.

GENERAL PROVISIONS

1. Provisions of House Job Foundation Year / Internship Regulations, 2018 of Pakistan Medical & Dental Council (PMDC), is the baseline document and will be adhered to.
2. The "Medical Superintendent" of teaching /tertiary care hospital, shall be responsible to implement this policy and the PMDC House Job / Foundation Year / Internship Regulations, 2018 in letter and spirit, to the exclusion of any other officer of the hospital, college or university, as the case maybe. Any deviation from this policy shall be construed as misconduct and inefficiency in terms of Punjab Employees Efficiency, Discipline and Accountability Act (PEEDA), 2006 on part of the Medical Superintendent.
3. Induction of House Officers shall be made only twice a year.
 - a. First after final year result of Annual session
 - b. Second for supplementary session.

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- 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 3-month duration, each in (a) General Medicine, (b) General Surgery (c) Medicine & Allied and (d) Surgery & Allied. (as per PMDC regulations 2018)
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 teaching hospitals as per their needs.
 - b) It will be equal in all four fields (25% in each field as mentioned at serial number 4 above).
 - c) It will be duly notified by the Medical Superintendent and put on notice boards of MS/relevant units of hospital and official webpages of hospital/college/university.
 - d) Copy of the notification will be sent to the Technical Wing of the SHC & ME Department for record and to use it as reference in case of any grievance.
 - e) DS (Medical Education) shall be the focal person in this regard.
 - f) The notified distribution plan will not be changed by the hospital administration subsequently.
 - g) Selection of a module and sequence of four modules will be according to the preference of the 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 adjustments or pay purpose.
 - 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) Stipend to the House Officers will be paid directly in their individual bank accounts by 10th of each month.
 - k) Experience certificates for each 3 months' module can be issued separately. No experience certificate for less than 3 months (one complete rotation) will be issued.


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HOUSE JOB CALENDER

After announcement of MBBS/BDS Final Professional Result by the respective University, the concerned hospitals shall follow the induction plan for the “**Host Graduates**” as per following schedule.

Stages	Time line	Activity
1	After 5th day of result	Notification and display on notice boards the distribution of activated house job seats in different units of hospital as explained in above paras.
2	7 th day	Receipt of House Job application on prescribed proforma (Proforma enclosed and also available on official website of SHC&ME department)
3	10 th 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 and remaining seats as the process goes on. (Merit will be based on final year marks only)
4	11 th day	Submission of grievance by House Officers, if any, about merit or preferences.
5	13 th day	In person appearance before the Grievance Committee
6	15 th day	Notification and display of Final Merit List

After completing the induction process of host graduates as per above stages/timelines, separate induction process of the following categories will be completed as per following time schedule.

1. Graduates of other public sector Medical & Dental colleges of Punjab.
2. Graduates of Public sector Medical & Dental colleges of other Provinces.
3. Graduates of private sector Medical & Dental colleges of Punjab
4. Graduates of private sector Medical & Dental colleges, other than Punjab.
5. Foreign graduates.

Stages	Time line	Activity
1	1 day	Receipt of House Job applications on the prescribed proforma (Proforma enclosed and also available on official website of SHC&ME department)
2	1 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 and remaining seats

		as the process goes on. (Merit will be based on final year marks only)
3	1 day	Submission of grievance by House Officers, if any, about merit or preferences.
4	1 day	In person appearance before the Grievance Committee
5	1 day	Notification and display of Final merit list

CRITERIA FOR PAID HOUSE JOB:

Government has sanctioned **“paid House Job slots in each hospital/institution according to the number of admissions in first year MBBS/BDS”** in the respective Medical / Dental college. However, activation of paid seats of House Jobs out of total sanctioned slots shall be made according to number of pass students / graduates every year for each session separately (Annual or Supplementary), while the remaining sanctioned seats shall be kept dormant. Merit for paid House Job will be based on final year marks only. The order of preference of paid House Job against the activated seats shall be as under:

Sr. No.	Order of Preference	Status
1	Fresh Medical Graduates of the host Medical / Dental Institutes in Punjab and recognized by PMDC.	Paid
2	Fresh Medical Graduates of the Punjab Qualified from other public sector Medical / dental Institutes in Punjab and recognized by PMDC.	Paid
3	Old medical graduates of the host Medical/Dental Institution in Punjab and recognized by PMDC	Paid
4	Old medical graduates of Punjab qualified from other public sector Medical / Dental Institutions in Punjab and recognized by PMDC.	Paid
5	Fresh Medical graduates having Punjab domicile qualified from Public Sector Medical / Dental Institutions of other provinces.	Paid (if no graduates of host or other public sector medical / dental institutions of Punjab is unpaid in any unit / ward of the same hospital / institution)

Medical graduates from “Private sector Medical / Dental colleges” and “Foreign graduates” will not be provided paid House Job in Government sector teaching

hospitals. It has been very clearly mentioned in the section 21 of the PMDC Regulations 2018 that,

“A institute may however provide house job /internship to graduates of other institutes depending upon its capacity but shall not be responsible for paying the graduates of other institutes”

However, in such cases an intimation letter will be written to the concerned private Medical College about the House Job of its graduates with the request to pay stipend to its graduate/s as per Honourable Supreme Court order of 2018 dated 14-12-2018 in Human Rights Case No 38513.

Any post, that is unoccupied after all the categories of House Officers, eligible for a paid House Job, shall remain 'vacant' and not be given to any House Officer, who belongs to a category not eligible for a paid house job post.

CRITERIA FOR HONORARY HOUSE JOB.

Maximum number of honorary House Officers in any hospital shall not exceed the total number of activated seats as per notified plan. All the general provisions of this policy shall be equally applicable to the paid and honorary House Officers.

Following will be the order of preference for Honorary House Job:

Sr.No	Order of Preference	Status
1	Fresh Medical Graduates from recognized private Medical / Dental Institutions functioning in Punjab.	Honorary
2	Fresh Medical graduates having Punjab domicile qualified from Private Sector Medical Institutions located in other provinces and recognized by PMDC.	Honorary
3	Old Medical Graduates from recognized private Medical Institutions functioning in Punjab.	Honorary
4	Old Medical graduates having Punjab domicile qualified from Private Sector Medical Institutions located in other provinces and recognized by PMDC.	Honorary
5	Fresh/Old Medical Graduates of Punjab qualified from foreign medical institutions and recognized by PMDC.	Honorary

GRIEVANCE COMMITTEE OF HOSPITAL.

In order to redress the grievance of the graduates, applied for House Job in a teaching hospital, a standing Grievance Committee comprising following will be notified by MS of each hospital with immediate effect:

Serial No	Designation	Role
1	Head of Department of Medicine (Senior-most)	Convener
2	Representative of HOD of Surgery	Member
3	Representative of Principal of Host Medical / Dental College	Member
4	Representative of MS of Hospital	Secretary

The Committee will hear the applicants in person and will resolve their grievances purely on merit and as per this policy within stipulated time.

All policies/instructions, related to the induction plan/merit/unit preferences/paid criteria of House Officers, issued prior to this notification, are hereby **repealed** with immediate effect.

**SECRETARY
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT**

NO & DATE EVEN

Copy of the above is forwarded for information and necessary action to the:

- 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, Chief Minister's Office, Punjab.
- 6) All the Administrative Secretaries to Government of the Punjab.
- 7) Registrar, Lahore High Court, Lahore.
- 8) Secretary, O/o Provincial Ombudsman, Punjab, Lahore.
- 9) President, Pakistan Medical and dental Council, Islamabad.
- 10) Chief Executive Officer (CEO), Mayo Hospital Lahore.
- 11) All the Executive Directors/Medical Directors, of Special Institutions of SHC&ME.
- 12) Director General Public Relations, Punjab, Lahore.
- 13) Manager, Government Printing Press, Lahore for publication in the Weekly Official Gazette.
- 14) P.S.O. to Secretary, SHC&ME Department.
- 15) PS to Special Secretary, (Admn) (D&F), SHC&ME Department.
- 16) P.A. to Additional Secretary, (Admn)/(D&F)/Technical, SHC&ME Department.


 (DR.SALMAN SHAHID)
ADDITIONAL SECRETARY (TECHNICAL)

APPLICATION FORM FOR HOUSE JOB IN TEACHING HOSPITALS OF SHC & ME DEPARTMENT

1	Diary Number (Office use only)		Merit Number (Office Use Only)	
2	Applicant Name (DR) (CAPITAL LETTER)	Paste Passport Size Photograph Do not staple		
3	S/o, D/o, W/o			
4	Father Profession			
5	Date of Birth (DD-MM-YY) / Place of Birth			
6	NIC Number			
7	Date of Graduation (MBBS) Month/Year			Nationality
8	Institute from where Graduated (Fill one option whichever is applicable)			Religion
a	Host Institute			
b	Other Public Sector Institute Punjab			
c	Other Public Sector Institute other Provinces			
d	Private Sector Institute			
e	Foreign Graduate			
9	District of Domicile			
10	Marital Status			Cast
11	PMDC Provisional Registration Number or receipt of application of Registration to PMDC.			Blood Group & R.H. Type
12	Email Address			
13	Telephone	(Residence)	(Mobile)	
14	Passport Number (foreigners)			
15	Mailing Address			
16	Permanent Address (if different from above)			
17	Bank Account			Bank/Branch
18	Marks obtained in MBBS Final Year			
19	Total Marks of Final Year MBBS:			
20	%age of Marks Obtained			

Rotation Preference (Please mention your preferred rotations in order of priority, as per notified list of units of this hospital)

Rank	Preferred Rotation
1	
2	
3	
4	

Important Instructions:

- 1) The form is to be submitted to the office of the Medical Superintendent, (Name of Hospital) as per notified schedule.
- 2) Lists of selected HOs based on merit shall be displayed on the Notice boards of Medical Superintendent, Concerned Units as well as at the College / hospital websites
- 3) Documents to attach (Attested Photocopies)
 - a. Matric certificate
 - b. F.Sc. Certificate
 - c. MBBS Degree/ Provisional Certificate
 - d. Result cards of all professional exams
CNIC/Passport
 - e. Domicile
 - f. PMDC registration (or receipt of application of Registration to PMDC)
 - g. Three passport size photographs (one to be pasted on the front page and two to be stapled)
- 4) No application shall be entertained without the above documents
- 5) No Dues Certificate (NOC) from warden boys/girls hostel from concerned University / College
- 6) Compulsory Rotations:
 - a. Major Medicine
 - b. Major Surgery
 - c. Minor Specialty (Allied Medicine)
 - d. Minor Specialty (Allied Surgery)
- 7) Every applicant must opt for the 4-compulsory rotations of three months each
- 8) Applicants will be divided into 4 batches. Each batch will be rotated according to their merit Major Medicine, any Allied Medicine and Major Surgery, any Allied Surgery (as per Schedule for Rotation)
- 9) In case of termination of job, experience certificate will not be issued. House Job certificate will only be issued after the testimonial of the Head of the Department / Unit.

Declaration

- i) I do hereby solemnly declare that the information given by me in this application form is true and correct to the best of my knowledge and belief. I fully understand that the facts given above will serve as the basis for determination of my eligibility by the concerned authorities. My candidature so determined by the board/authorities will stand provisional until it is verified with the original certificates at the time of interview. I will not claim benefit of any information which is not mentioned in the application form and is produced later on.
- ii) I declare that I have not been already employed anywhere for house job and I am submitting my application through proper channel and I will ensure that I shall resign from my existing post (if any) when selected.
- iii) I undertake to serve for the term of one year in case of selection as an internee house Surgeon/physician.
- iv) I solemnly declare that I shall be legally bound to surrender my security of Rs. 1000/- in case I leave House Job before due date.
- v) I undertake to produce the registration of PMDC.
- vi) I have also read the rules and regulations and I am submitting the affidavit on judicial paper worth Rs. 50/- duly signed and attested by the oath commissioner.

I also understand that after the submission of application, if my application stands incomplete, wrongly filled, unsigned or misstated in the above replies, disciplinary action shall be taken against me under the rules.

Signature of the Applicant

Official Use Only

Comments/Status

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON JUDICIAL PAPER OF
RS.50/- ATTESTED BY THE OATH COMMISSIONER.**

AFFIDAVIT

I Dr. _____ S/O, D/O, W/O _____, House officer,
(Name of Hospital) do hereby solemnly declare and affirm as under: -

1. I will not take part in any association / union.
2. I will not take part in any subversive activities i.e. strikes, demonstrations, slogans, etc.
3. I will be bound to abide by the rules, regulation and orders issued by the hospital authorities. I have read the rules and regulations carefully.
4. That if, I am found indulged in any such activities and violations of rules and regulation, my house job will be liable to be terminated without assigning any notice.

Signature: _____
Name: Dr. _____
S/O, D/O, W/O _____
Phone No.(Res) _____
Mobile No. _____
Address _____