

PROSPECTUS

Two Years Diploma Courses in Paramedical Technologies & Allied Health Sciences Session 2017-19

FOR

Zulfiqar Ali Bhutto Postgraduate Paramedical Institute
Peshawar

Paramedical Institute of Medical Technologies
Abbottabad

Paramedical Institute of Medical Technologies
Dera Ismail Khan

Paramedical Institute of Medical Technologies
Swat



**PROVINCIAL HEALTH SERVICES ACADEMY
HEALTH DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

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MESSAGE FROM THE MINISTER HEALTH, KHYBER PAKHTUNKHWA

Government of Khyber Pakhtunkhwa acknowledges the important role of Paramedical staff in healthcare service delivery system. Provision of quality Health Services is not possible without the availability of skilled staff at primary, secondary and tertiary level health care facilities.

Government of Khyber Pakhtunkhwa is committed to ensure the availability of trained and skilled paramedical staff in the province at all levels. For this purpose, the Provincial Health Department will provide every possible support to all Paramedical Institutes in public sector to impart and ensure quality education and training in various disciplines of allied health sciences.

It is hoped that the public sector paramedical training institutes shall produce professionals of high quality with appropriate behavioural skills and understanding to deal with the health problems and needs of people at a human level, which is not possible without abiding by the norms of professional ethics and discipline.

August 2017

**Shahram Khan Tarakai
Senior Minister for Health & I.T
Khyber Pakhtunkhwa**

MESSAGE FROM THE SECRETARY HEALTH, KHYBER PAKHTUNKHWA

The Government of Khyber Pakhtunkhwa is fully cognizant of the fact that well-trained and skilled allied health professionals are important part of the healthcare workforce.

The Provincial Health Services Academy (PHSA) Network is playing crucial and appreciable role in enhancing capacity of healthcare delivery system by producing allied health professionals for the healthcare delivery system in the province and elsewhere. The Network is also focusing on improving the quality of education and training for the Allied Health Professionals including Paramedics.

To take forward the educational reforms agenda of the government in health sector, PHSA has made appreciable efforts to launch a new system of admissions into training institutes for Allied Health Professions since last year, which ensures merit and transparency. After its successful implementation in Nursing and LHVs training, this year a further improved version of the new system is being introduced for admissions into Paramedical Training Institutes across the province.

The new system for admissions is the part of a wider initiative for improving the Paramedical education and training in the province. It is hoped that the paramedics so produced will be of quality high enough to enable them render services not only within the country but also abroad to earn good name for themselves and the nation.

August 2017

**Muhammad Abid Majeed
Secretary Health
Khyber Pakhtunkhwa**

MESSAGE FROM THE DIRECTOR GENERAL, PROVINCIAL HEALTH SERVICES ACADEMY NETWORK

Alhamdu Lillah.

It is an occasion of immense pleasure and pride to cross yet another milestone by launching a new, absolutely merit based and transparent system for admissions into Diploma Courses for Paramedical pre-service education and training in the public sector Paramedical Institutes of Medical Technologies in the province.

The new system is one of the key strategic interventions by the Provincial Health Services Academy to improve the quality of pre-service training of Paramedics through improved intake of better students on the basis of pure merit. The new system also focuses on the proper distribution of training facilities at appropriate places and hospitals.

Few of the salient features of new system include introducing NTS based screening test, giving weightage to higher qualification for attracting more students with FSc. (Pre-Medical), giving more flexibility and choices of technology selection to prospective students for deciding their professional career, making education more convenient for students by giving them more choices for selection of training institute; and above all the overall linking of all choices with transparency and merit.

Introducing this system would not have been made possible without solid support from Mr. Shahram Khan Tarakai, Senior Minister for Health & I.T, as well as sincere guidance and active support from Mr. Muhammad Abid Majeed, Secretary Health, Khyber Pakhtunkhwa.

PHSA acknowledges the contribution and efforts of its staff, particularly Dr. Abdur Rahman, Dr. Janbaz Afridi, Dr. Mushtaq Ahmad Khan, Mr. Afsarullah Khan and Mr. Faiz Muhammad in developing and testing the new system of admissions as well as revising this Prospectus.

August 2017

**Dr. Tahir Nadeem Khan
Director General
Provincial Health Services Academy**

SECTION-I INTRODUCTION

PROVINCIAL HEALTH SERVICES ACADEMY



Capacity building of the provincial health department in service delivery and governance of the health sector were one of the major areas of health sector reforms agenda in 1990s, when World Bank funded Family Health Project was launched in 1992.

Provincial Health Development Center (PHDC) and Divisional Health Development Centers (DHDCs) were established in the province for in-service and on the job training for all cadres of staff in health department.

To sustain the capacity building initiative of Family Health Project, after it's winding up in December 1999, the PHDC was raised to the status of first ever Provincial Health Services Academy (PHSA) in Pakistan which was later on granted the status of Attached Department under the administrative control of Health Department, Khyber Pakhtunkhwa.

The main responsibilities of PHSA, *inter alia*, include pre-services education and training of paramedics, nurses and Lady Health Visitors (LHV Midwives), in-service and refresher trainings of Doctors and other cadres of staff of Health Department in addition to acting as technical and assistance arm of the Health Department in relation to training and capacity building of human resource.

For this purpose, the PHSA is currently running a network of 24 institutions comprising one Postgraduate College of Nursing, one Postgraduate Paramedical Institute, three Paramedical Institutes of Medical Technologies, nine Schools of Nursing, four Public Health Schools for LHVs training and five Divisional Health

Development Centers spread across the province along with the main Provincial Health Services Academy itself.

All the paramedical diploma training courses under the PHSA network are affiliated with Khyber Pakhtunkhwa Medical Faculty Peshawar for the purpose of examination and award of diploma.

Under the authority of Notification No.SO(Reg)1-124 Dated 26th August 2002 issued by the Health Department, Government of Khyber Pakhtunkhwa, all public sector hospitals in the province, including teaching hospitals and District Headquarters Hospitals are affiliated with the relevant paramedical training institutes under the PHSA Network for imparting clinical / practical training to the paramedical students through their staff which acts as teaching faculty in their respective discipline of medical technologies.

GOVERNMENT OF NWFP
HEALTH DEPARTMENT.

Dated Peshawar the 26th August, 2002.

NOTIFICATION

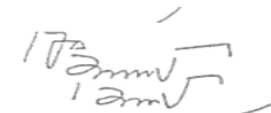
No.SO(Reg)1-124/ Government of NWFP is pleased to direct the Chief Executives and Medical Superintendents of all the Teaching and District Headquarter Hospitals particularly Govt. LRH, KTH HMC, KCD Ayub Teaching Hospital Abbottabad, Saidu Group of Hospitals Swat and DHQ Hospital/Teaching Hospital DIKhan to provide all the available teaching resources in terms of teaching staff and facilities for the practical/on the job training to the students of PGPI at LRH Peshawar Paramedical Institute of Medical Technologist (PIMTs) Abbottabad, Swat and DIKhan. Provision and facilitation of paramedis training is mandatory for the teaching staff of concerned teaching and DHQ Hospitals.

Secretary Health

Endst No SO(Reg)1-124/

C.C

1. Chief Executives and Medical Superintendents LRH, KTH, HMC, Peshawar and Ayub Teaching Hospital Abbottabad.
2. Principal, Khyber College of Dentistry, Peshawar.
3. Principals KMC Peshawar, AMC Abbottabad, GMC DIKhan and SMC Swat.
4. Medical Superintendents Saidu Group of Hospitals Swat, DHQ Hospital DIKhan.
- ✓ 5. Director Provincial Health Services Academy NWFP Peshawar.
6. Vice Principals PGPI at LRH, PIMTs Swat, Abbottabad and DIKhan.


(NAZIR A AWAN)
SECTION OFFICER (REG)
26/8/02

ZULFIQAR ALI BHUTTO POSTGRADUATE PARAMEDICAL INSTITUTE (ZAB PGPI), PESHAWAR



ZAB PGPI is housed in a grand, state of the art, purpose built premises adjacent to PHSA at a convenient location, just off the Northern Bypass interchange at Motorway M1, Peshawar. All the required facilities including well equipped and air conditioned class rooms, laboratories, demonstration rooms, museum, library, auditorium, examination halls, Masjid and canteen are available along with transport facilities. For the ease of students and faculty, a separate Administration Block provides enough space not only for the offices of teaching faculty and administrative staff but also for the counseling of individual students and tutorials for the groups along with ample space for recreation and meetings.

For the convenience of students, separate hostel facilities are available for male and female student with 120 capacity for each gender.

AFFILIATED HOSPITALS FOR PRACTICAL TRAINING

1. Medical Teaching Institution, Government Lady Reading Hospital Peshawar.
2. Medical Teaching Institution, Government Khyber Teaching Hospital Peshawar including Khyber College of Dentistry Peshawar.
3. Medical Teaching Institution, Government Hayatabad Medical Complex Peshawar including the Institute for Kidney Diseases.

PARAMEDICAL INSTITUTE OF MEDICAL TECHNOLOGIES, ABBOTTABAD



The Institute is located in pleasant atmosphere of Abbottabad valley, housed in a grand and very conveniently accessible building inside the premises of Ayub Teaching Hospital, Abbottabad.

All the required facilities including well equipped class rooms, demonstration rooms, museum, library, auditorium, examination halls and canteen are available. Masjid of Ayub Teaching Hospital is available at a few minutes walking distance. For the ease of students and faculty, the Institute provides enough space not only for the offices of teaching faculty and administrative staff but also for the counseling of individual students and group tutorials. However, currently the hostel facility is not available for the paramedical students. Subject to the availability of space few female students of the PIMT may be accommodated in the public health school, Abbottabad along with LHV students, at their own risk and costs.

Paramedical Institute of Medical Technologies Abbottabad was established in 1995 and has experience of training 17 batches of paramedical diploma courses. Each batch comprised more than 80 students.

AFFILIATED HOSPITALS FOR PRACTICAL TRAINING

1. Medical Teaching Institution, Ayub Teaching Hospital, Abbottabad.
2. Benazir Bhutto Shaheed District Headquarters Teaching Hospital, Abbottabad.

PARAMEDIC INSTITUTE OF MEDICAL TECHNOLOGIES, DERA ISMAIL KHAN



The Paramedic Institute of Medical Technology (PIMT) is located in Dera Township near the Mufti Mahmood Memorial Teaching Hospital, D.I.Khan.

The Institute has a spacious building spread over a vast area of 40 Kanals. All the required facilities including class rooms, demonstration rooms, museum, library, auditorium/examination hall are available along with transport facilities. Laboratories of the affiliated hospitals are being used for training of paramedical students also. For the ease of students and faculty, a separate Administration Block provides enough space not only for the offices of teaching faculty and administrative staff but also for the counseling of individual students and tutorials for the groups along with ample space for recreation and meetings.

For the convenience of students, hostel facilities are available for about 120 male students. Subject to availability of space a limited number of female students may be provided accommodation in the hostel of nursing school, situated in the premises of Mufti Mahmood Memorial Teaching Hospital, D.I.Khan, at their own risk and costs.

AFFILIATED HOSPITALS FOR PRACTICAL TRAINING

1. Medical Teaching Institution, District Headquarters Hospital, D.I.Khan.
2. Medical Teaching Institution, Mufti Mahmood Memorial Teaching Hospital, D.I.Khan.

PARAMEDICAL INSTITUTE OF MEDICAL TECHNOLOGIES, SWAT



Paramedical Institute Swat was established in 1981 for Paramedical teaching and training. It has been conducting various Certificate level training courses until 1998. During 1999, the Paramedical Institute Swat was upgraded to Paramedical Institute of Medical Technologies (PIMT) and started two year diploma level courses. So far 16 batches of two year paramedical diploma courses have been trained successfully.

On 23rd April, 2014, the Chief of Army Staff **General Raheel Sharif**, along with His Excellency **Mr. Abdullah Al Bashar** the Ambassador of UAE and **Mr. Abdullah Al Ghafeli** Director (UPAP) inaugurated the new building of the Institute, constructed by FWO in collaboration with Government of United Arab Emirates and handed it over to the PIMT Swat administration on 2nd May, 2014.

All the required facilities including well equipped class rooms, laboratories, demonstration rooms, museum, library, auditorium/examination hall and Masjid are available along with transport facilities. For the ease of students and faculty, a separate Administration Block provides enough space not only for the offices of teaching faculty and administrative staff but also for the counseling of individual students and tutorials for the groups along with ample space for recreation and meetings.

For the convenience of students, separate hostel facilities are available for about 80 male and 70 female students.

AFFILIATED HOSPITALS FOR PRACTICAL TRAINING

1. Medical Teaching Institution, Saidu Group of Teaching Hospitals, Swat.
2. Nawaz Sharif Kidney Hospital, Swat.

SECTION-II

SEATS DISTRIBUTION, ELIGIBILITY AND SELECTION CRITERIA

Table-1: Details of Total Seats for Admission in All Paramedical Training Institutes under the PHSA Network:

Category Number	Area of Domicile	Category of Seats	Nature of Selection	Total Seats	Remarks
1	Khyber Pakhtunkhwa	For Fresh eligible candidates	Open Merit For KP	292	<p>1. Subject to conditions, the seats in all Categories shall be distributed among male and female candidates on 50:50 bases.</p> <p>2. Candidates from Special Gender will compete on Merit for the relevant category of seats and in case of selection on merit, will be adjusted accordingly by the Selection Committee*.</p>
2	Khyber Pakhtunkhwa	For In-service candidates including disabled in-service candidates	Open Merit amongst the in-service eligible candidates from KP	123	
3	FATA	For Fresh eligible candidates	Open Merit For FATA.	36	
4	FATA	For In-service candidates including disabled in-service candidates	Open Merit amongst the in-service eligible candidates from FATA	14	
5	Khyber Pakhtunkhwa and FATA	For Disabled Persons	Open Merit amongst the eligible disabled fresh candidates	04	
6	Khyber Pakhtunkhwa	Health Department employees' Children Quota	Open Merit for eligible fresh candidates amongst the children of the staff of Government Institutions and offices of Health Department Khyber Pakhtunkhwa, including but not limited to Medical Teaching Institutions and PHSA Network	<p>Total = 21 seats</p> <p>Distribution of quota: Paramedics = 08 Nurses = 01 Class-IV staff of Health Department (including MTIs Staff but excluding PHSA Network Staff) = 04 PHSA Network Staff = 08</p>	<p>1. These quota seats shall be filled through open merit competition amongst the eligible candidates irrespective of gender and technologies.</p> <p>2. Definition of PHSA Network staff: Regular civil servants of PHSA Network excluding employees posted in PHSA Network through transfer or deputation</p>
Total Seats				490	

Explanatory Note for Table-1:

1. If seats allocated to either gender are not filled due to any reason, these will be filled through the available gender within the same category.
2. If In-Service candidates in Category-2 are not available, then their seats will be offered to fresh candidates for Category-1.
3. If FATA In-Service candidates are not available in Category-4, the remaining vacant seats will be offered to fresh candidates from FATA in Category-3.
4. The candidates in Category-5 may also apply for Category-1, Category-3 or Category-6, as the case may be, through a single application form.
5. The candidates in Category-6 may also apply both for Category-1, as the case may be, through a single application form.
6. Seats remaining vacant from any Sub-Category of Category-6, despite observing all conditions above, will be shifted to the Category-1 of open merit for fresh candidates from Khyber Pakhtunkhwa.
7. Any seats finally remaining vacant from Category-2 to Category-6, despite observing all conditions above, will be shifted to the Category-1 of open merit for fresh candidates from Khyber Pakhtunkhwa.
8. In case of tie, or otherwise, regarding seats for admission of Special Gender persons (Transgender) falling on merit, the Selection Committee shall make a final decision to adjust them accordingly. The decision of the committee shall be final.
9. In-service candidate means all regular Government employees of the Health or any other department of the provincial Government serving as Clinical Technicians (Clinical Technicians, Senior Clinical Technicians and Chief Clinical Technicians) or of similar nature in departments other than the Health Department and fulfilling the eligibility criteria as laid down in this prospectus.
10. All candidates other than those mentioned in the Para at no;7 above will be considered as Fresh Candidates.

MANDATORY ELIGIBILITY CRITERIA FOR FRESH AND IN-SERVICE CANDIDATES:

A candidate eligible to apply for admission shall be the one who fulfills all of the following criteria:

1. General Eligibility:

1.1 **Nationality:** Pakistani Nationals only.

1.2 Domicile:

1.2.1 Khyber Pakhtunkhwa as elaborated in Table-1 of section on seats distribution in this Prospectus.

1.2.2 FATA for reserved seats as elaborated in Table-1 of section on seats distribution in this Prospectus.

1.3 **Gender:** Male, Female and Special Gender.

1.4 Age Limits:

1.4.1 **Fresh Candidates:** Maximum age limit Thirty (30) Years; to be reckoned on closing date of applications.

1.4.2 **In-Service Candidates:** Maximum age limit is Forty-five (45) Years; to be reckoned on closing date of applications.

2. Educational Qualification:

Secondary School Certificate (SSC), or equivalent, with science subjects including Biology and having obtained at least 50% of the total marks,

shall be the mandatory qualification for becoming eligible to apply for admissions.

3. **Mandatory NTS Test:**

As per instructions from the Health Department, Government of Khyber Pakhtunkhwa, appearance in the NTS Test for Paramedical admissions is mandatory pre-condition for becoming eligible to take admissions in any of the two years diploma training courses offered in any of the Paramedical institutes of Medical Technologies in the province, or in ZAB PGPI, Peshawar.

The NTS Screening Test will be of the level of SSC science (with Biology) or equivalent and will include science subjects i.e. Biology, Mathematics, Physics and Chemistry in addition to English, General Knowledge and Islamiyat.

Any candidate failing to appear in the NTS Screening Test on the given date, time and venue due to any reason, whatsoever, shall not be considered for admission.

Explanatory Notes regarding Eligibility Criteria:

1. Any candidate having passed SSC or equivalent examination without Biology as a subject **shall not** be eligible to apply for admission.
2. Any candidate having higher qualification (e.g. F.Sc or higher, whatsoever the case may be) but having lesser than 50% of the obtainable marks in the SSC or equivalent examination, shall not be eligible to apply for admission.
3. F.Sc (Pre-Medical) or equivalent higher qualification is not a mandatory requirement for admission but shall be granted weightage in the form of marks, as explained in the relevant section on selection criteria.
4. Any case processed for, or granted admission, erroneously or otherwise, of a candidate ineligible on the basis of irrelevant / fake documents or false information as detailed elsewhere shall;
 - a) Not confer him/her any right of admission and shall be treated as void ab initio and shall be cancelled forthwith.
 - b) Be treated as fraud on the part of such Applicant / Candidate / Student and will be preceded accordingly under the law.
 - c) Be cancelled at any stage of his/her training / education if proved fraudulent, at the sole risk and cost of such Applicant/candidate/student.
 - d) Be liable to recovery of all expenditure made by the government / Institute / hospital on the admission and education / training of such fraudulent Applicant / -Candidate / Student.
 - e) Have his/ her Diploma cancelled by the concerned quarters (if already awarded) along with recommendation of further lawful action against such student.

All the cancellations in the above mentioned cases of unlawful admissions shall be executed by the DG PHSA

PROCEDURE FOR SELECTION

The admissions into Diploma Courses at Paramedical Training Institutes shall be made on merit cum choice of technology cum choice of training institute bases. Details of this system are as follows:

1. Merit Compilation and Weightage Formula.

Merit shall be compiled on following weightage formula:

- 1.1 The total marks for merit shall be tailored to 100.
- 1.2 Out of the total of 100 marks, a maximum weightage of up to 50% shall be given to marks obtained by the otherwise eligible candidate in the NTS Test for the purpose of admissions in Paramedical Diploma training for which this Prospectus is approved;
- 1.3 Out of the total of 100 marks, a maximum weightage of up to 30% shall be given to marks obtained by the otherwise eligible candidate in the Secondary School Certificate examination, or equivalent, with science subjects including Biology, subject to the condition that the total marks obtained by the candidate in the SSC (with Biology) or equivalent examination must not be lesser than 50% of the total obtainable marks in the said examination; and
- 1.4 Out of the total of 100 marks, a maximum weightage of up to 20% shall be given to marks obtained by the candidate in the F. Sc. (Pre-Medical) or equivalent examination, subject to the condition that the total marks obtained by the candidate in the F. Sc. (Pre-Medical) or equivalent examination must not be lesser than 50% of the total obtainable marks in the said examination.

Explanatory Notes for Merit Compilation:

1. A candidate having lesser than 50% marks in SSC in science subjects (with Biology) or equivalent examination shall not be eligible to apply.
2. In case of a candidate having lesser than 50% of the total obtainable marks in the FSc. (Pre-Medical) or equivalent examination, no weightage shall be awarded in the merit calculation to such candidates and their merit shall be determined on the basis of marks obtained by them in the SSC (with Biology) or the equivalent examination, whatever the case may be, to be added to the weightage for their marks obtained in the NTS Test.

2. Provisional Combined Merit List Compilation:

Provisional combined merit lists for all technologies and institutes, based on NTS Test marks, academic merit and technology / Institute wise priorities of the candidates, will be prepared.

Under this system, the candidates will be provisionally allocated seats on merit cum choice of technology cum choice of Institute bases, in different technologies and Institutes. This will be done in accordance with the availability of seats in the order of technology and the training Institute/s of choice of the candidate falling on merit.

If a candidate falls on merit, but has not opted for a technology and/or Institute he/she will not be offered admission in any technology or any institute even if vacant seats are available. In this case the offer of admission will be made to the

next candidate on merit who has opted for training in that particular technology in the Institute, where seat is available.

Explanatory Notes for Technology Allotment

Technology shall be allotted on open merit for all categories mentioned in Table-1 of this prospectus.

3. Interviews for Selection:

Keeping in view the number of applicants, an appropriate number of candidates on the provisional combined merit list, but not more than first one thousand candidates from all categories (as in Table-1), will be called to appear before the interview committee in any of four Paramedical Training Institutes of candidate's choice and convenience.

For this purpose, all the candidates shall be asked to communicate their station of choice and convenience, to appear before the interview committee. This station may or may not be the station of choice, which the candidate might have opted for training. However, once opted in the application form, the candidate shall not be allowed to change the choice of venue of his/her interview.

All female candidates in all categories 1 to 5 (as in table 1), in addition to first 600 males in category-1, 150 males in category-3 and all males in category-5 on the provisional merit lists will be called for interviews

The interview shall not be given any weightage of marks in the merit, but its sole purpose will be physical verification of the person, assessing the general composition and physical as well as mental status and scrutiny of his/her credentials in-order to determine his/her preliminary fitness or otherwise for admission to a Paramedical Training Institute.

In case of any doubt about the person, fitness or credentials of a candidate, the interview committee may recommend an appropriate action to the Selection Committee.

Any candidate, who does not appear before the interview committee on due date, time and venue because of any reason, whatsoever, shall not be considered for admission despite falling on merit in the selection list and the interview shall not be re-arranged for any such candidate/s.

4. Final Merit List and Selection of Candidates for Admission:

After completion of the interviews and compilation of the final Combined Merit Lists, list of selected candidates shall be prepared on the bases of merit cum technology cum institute choices (as explained in relevant sections of this prospectus).

After approval by the Selection Committee, the list of selected candidates shall be uploaded on one or both of the official website/s of PHSA www.phsa.edu.pk and of the Health Department, Khyber Pakhtunkhwa, www.healthkp.gov.pk,

along with a common offer letter of admission for the selected candidates. No separate call letters / offer letters for admission shall be issued to individual selected candidates.

For further convenience of candidates, the same lists will also be simultaneously displayed at a prominent place in all Paramedical Training Institutes of the PHSA network.

The offer of admission so awarded to selected candidates shall expire within five working days after the date of uploading of the final lists on one or both of the official website/s www.phsa.edu.pk and www.healthkp.gov.pk. The offer of admission shall be a one-time offer and shall not be repeated and / or revalidated for the same candidate for the same or other technology, if it is not availed by the selected candidate, within the stipulated time.

The selected candidates not reporting for admission shall lose their right of admission, which shall then be offered to next candidates, on merit cum choice of technology and institute bases through the same official website/s, as per selection procedure.

In case any seats remain unoccupied by the selected candidates in the first final merit and selection list, a second selection list may be prepared from the already interviewed waiting candidates, on bases of the same merit cum choice of technology cum choice of training institute system of selection.

The second list, if required to be issued, shall be uploaded on the same official website/s by giving a similar five working days timeframe after the day of uploading of the list, for the candidates to report for admission to the concerned institutes.

Subject to situation, the process of issuing such lists may continue till the filling of all vacant seats by the selected candidates, but not later than one month or till the deadline for registration in view of guidelines issued by the Faculty of Paramedical and Allied Health Sciences, Khyber Pakhtunkhwa, whichever is earlier.

IMPORTANT NOTES:-

In view of the foregoing, the candidates are advised:

1. To frequently keep on visiting both the above mentioned official website/s to avoid missing the opportunity of admission; and
2. To very carefully fill the application form to ensure about choices / prioritization of technologies as well as the choices / prioritization of training institutes, because these parameters shall be some of the main factors to decide the merit based allocation of technology and training institute under the new system of admissions.
3. To be very careful about choices of technology and training institute, because any candidate who would have not listed a particular technology or training institute in the application form, shall not be considered for admission in that particular technology and / or institute despite falling on merit.

This is IMPORTANT because change/alteration/addition/deletion in the choice/ prioritization of technology and/or training institute shall Not be Allowed afterwards, once the application form is submitted to the NTS-Pakistan, for the purpose of admission.

ADMISSION GUIDELINES:

General Guidelines:

1. Admissions will be offered to the public through an advertisement in national press from the National Testing Service- Pakistan (NTS) and all or any of the following official website/s:
 - 1.1. Provincial Health Services Academy:
www.phsa.edu.pk
 - 1.2. Health Department, Khyber Pakhtunkhwa:
www.healthkp.gov.pk
 - 1.3. District Health Information System:
www.dhis.gov.pk
 - 1.4. National Testing Service- Pakistan:
www.nts.org.pk
2. This Prospectus for 2017-19 will be uploaded in PDF format, to the above mentioned official website/s.
3. All the interested candidates are advised to download and carefully study the full Prospectus before applying for any of the diploma courses.
4. In case the candidates need any clarification, they may contact Mr. Afsarullah Khan, Paramedics Admissions Coordinator, PHSA, Peshawar **before the closing date** for applications, on the following phone number(s) and email address:
 - Phone Numbers: (+) 92-91-2614223 up to 2614225 (Ext. 121)
 - Email address: admissions@phsa.edu.pk
5. The interested candidates should apply directly to the National Testing Service-Pakistan (NTS) as per procedures laid down in the advertisement.
6. **Applications for admission should Not be sent to PHSA and/or any of the Paramedical Training Institutes.** Application form not submitted to the NTS-Pakistan shall not be considered.
7. Taking NTS Screening Test is a mandatory requirement to continue with further process related to admissions into Paramedical Diploma Courses, offered by the public sector Paramedical Training Institutes in Khyber Pakhtunkhwa.
8. The dates for NTS Screening Test shall be communicated to candidates through official website/s mentioned above, as well as through Short Messaging Service (SMS) by the NTS Pakistan on the mobile numbers provided by the candidates in their application forms. In view of this, all the applicants are advised to frequently visit the above mentioned official website/s and also keep their mobile phones in good working order to avoid missing of SMS.
9. The NTS Screening Test shall be a one-time mandatory activity which shall not be repeated and any candidate missing the NTS Screening Test due to any reason/s, whatsoever, shall not be eligible for admission.

10. The candidate should give at least two valid mobile numbers which must be active and contactable.
11. For technical reasons, safety of receiving SMS and minimizing the risk of non-receipt of the SMS the candidates are advised not to provide any service changed (portable) mobile phone numbers in the application form.
12. Category wise final combined merit and selection list, for all technologies and Institutes will be prepared after the interviews. The candidates will be offered seats on merit in different technologies and Institutes.
13. The Institute wise list of interview will be displayed on the official website/s as described in relevant section of this prospectus, after NTS Test result.
14. After Interview, final merit and selection lists will be compiled based on interview committee's recommendations.
15. Admission granted by the Selection Committee shall be provisional and shall not mean any commitment or entail any legal liability till its conformation by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences through registration.
16. In case of any doubt or undefined validity of any academic qualification as equivalent to a recognized examination the provisional admission will be subject to the verification, recognition or equivalence certification of the relevant educational qualification by the concerned body /institution.
17. In case of any ambiguity that may arise in the process of selection, the decision of the Selection committees shall be final.
18. The merit list, selected candidates lists and other related correspondence will be displayed on notice board of relevant institute(s) and on PHSA website i.e. www.phsa.edu.pk and will not be communicated to anyone in person, through any other means.
19. During the diploma course, no candidate will be allowed to take admission in any other course or appear in any examination without prior permission from the concerned paramedic institute.
20. If any candidate fails to appear either in NTS Test or before Interview committee, his/her application will not be considered for further selection.
21. All the applicants shall ensure the following documents enclosed with application form to be submitted to the NTS Pakistan.:
 - 23.1 Attested photocopies of SSC / FSc. (Pre-Medical) certificates along with detailed marks certificates of both examinations.
 - 23.2 Attested photocopy of Domicile Certificate
 - 23.3 Attested photocopy of CNIC or Form-B of the applicant.
 - 23.4 Attested photocopy of Father/Guardian CNIC
 - 23.5 Character certificate from educational institution last attended by the applicant.
 - 23.6 Three recent passport size photographs with blue background, duly attested.
 - 23.7 Valid disability certificate (where applicable)
 - 23.8 Service Certificate (for In-service applicants)
 - 23.9 Father/Mother Service Certificate in original (For employees children)
22. After provisional selection, if any of the particular(s) and /or documents submitted / information provided by the candidate is found incorrect or false or suppressed facts at any stage, his/her admission will be cancelled without any fee refunds and legal action will be taken against him/her.

23. Incomplete, improperly filled application forms in any respect, and tampered or overwritten documents shall not be acceptable.
24. Each applicant can apply to all technologies i.e. 13 technologies, through a single application form with priorities of technologies. Options once given in the application form will be considered final and shall not be changed/added/deleted after submission.
25. If a candidate has opted for one or more technology (ies) and seat within those specific technologies (ies) are not available, he/she will not be offered admission in that technology or any other available technology.
26. In-service candidates will avail only one chance for admission, during their entire regular Government service.
27. Both male and female candidates will be offered fifty percent (50 %) seats each, in all disciplines.
28. If candidates of desired gender is/ are not available for admission on reserved seats in a particular category, then such vacant seat(s) will be offered to candidates of available gender in the same category.
29. Additional twenty (20) marks will be added to the marks obtained in SSC, for Hafiz Quran (The criteria for Hafiz Quran are Hifz Test as well as a certificate from registered Deeni Madrassa).
30. Government servants other than those working as Clinical Technicians in Provincial departments shall be considered as fresh candidate.
31. Affidavit (to be filled on a stamp paper of Rs. 50) shall be produced after provisional selection of the candidate has been made (please see specimen of the affidavit on last page of this prospectus).
32. FATA candidates with a valid domicile certificate and fulfilling all other criteria for admission to fresh seats shall apply on their reserved seats.

ADMISSION GUIDELINES FOR IN-SERVICE CANDIDATES

1. In-service Candidates will apply through proper channel. However, they can send an advance copy of their application directly to the NTS Pakistan as per procedure already explained in relevant section.
2. The case submitted through proper channel along with No Objection Certificate from the competent authority must reach the DG PHSA before the date fixed for Interview; otherwise their application shall not be considered.
3. Regular Govt. servant, serving only in their relevant discipline (technology) will be considered as in-service candidate for admission, in that specific technology.
4. In case of a tie preference will be given to candidate having more public service experience in relevant discipline.
5. Candidates with a valid domicile certificate of FATA and fulfilling all other criteria for admission to in-service seats shall apply on their reserved seats.
6. All the candidates should give at least two valid mobile numbers which must be active and contactable. Service changed (portable) number is not allowed.
7. All In-service candidates are eligible to apply in their own discipline only, with the following exceptions :

7.1 Previously Dispenser, EPI Technicians, Leprosy Technician and Malaria Supervisors (& now Clinical Technicians etc) with matric

science (including biology) can apply for Health, Physiotherapy, Gastroenterology, Pulmonology and Dialysis technologies only.

7.2 Previously Malaria Microscopic Technician (& now Clinical Technicians etc) having Matriculation with Science (including biology) can apply for Pathology Technology.

7.3 Out of the in-service quota 50 % seats will be allocated to male and female in-service candidates in all disciplines and any seat falling vacant will be filled through available gender. However in case the in-service seats fall vacant such seats will be offered to fresh candidates on merit basis (50% Male and 50% Female) as elaborated in the relevant section of the prospectus.

7.4 All those in service persons who have previously availed admission as in-service candidate shall not be eligible to apply again.

ADMISSION GUIDELINES AND SELECTION CRITERIA FOR CANDIDATE WITH PHYSICAL DISABILITY

The candidate with physical disability may apply against the regular seats in categories 1&3 (Table 1) as well as against the reserved seats for disabled persons, with the following conditions;

1. Valid disability certificate as per the rules of the Government of Khyber Pakhtunkhwa.
2. Extent of disability and the fitness of such disabled person for admission in diploma course for a technology shall be assessed and certified by the standing Medical Board.
3. In case a candidate is declared unfit for admission in a particular course of studies, she/he may be considered in other technology course, she/he might have opted for. In case of not opting for any such course in the application form, the candidate will be dropped from admission.
4. The disability shall be of a permanent nature and not temporary due to illnesses e.g. fracture etc.
5. Disabled person should be mentally fit and physically able to carry out his/her studies and can perform professional duties after qualifying two years paramedics' diploma course.
6. A severely disabled person (movements, eyesight and hearing etc.) is ineligible for admission into the paramedics' diploma course

HOW TO APPLY?

Keeping the instructions of advertisement and this prospectus in view, all applicants shall apply through filling all relevant information in a single NTS application form accordingly as per following:

1. Selection of Institute

Each applicant shall select at least one institute. In case the applicant select more than one institute in application, he/she shall have to prioritize the institute accordingly.

2. Selection of Technology

Each applicant shall apply to at least one technology. In case the applicant selects more than one technology in application, he/she shall have to prioritize the selection accordingly.

MIGRATION / TRANSFER / PROCEDURE

- a. There shall be ban on migration in the first year, but in the second year (in the first month of 3rd semester only) migration is allowed subject to availability of vacancy in the same technology.
- b. No student is allowed to migrate from Private Paramedical Institute to Government Paramedical Institute and vice versa under any circumstances.

CHANGE OF TECHNOLOGY PROCEDURE

There is general ban on change of technology after admission, however if any seat remain unoccupied after the admission process is completed, the selection committee through DG PHSA may offer the students a onetime opportunity for change of technology, before registration by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences. The change of technology shall be duly verified by the selection committee.

DURATION OF TRAINING

The total duration of the training shall be two years divided into four (04) semesters of six months each.

INSTITUTE-WISE DISTRIBUTION OF SEATS FOR VARIOUS TECHNOLOGIES

Table-2:

ZAB PGPI PESHAWAR

S.#	Technology	Fresh	In-service	Employees' Children seats	Total
1.	Anesthesia	6	4	0	10
2.	Cardiology	16	6	0	22
3.	Dental	16	6	2	24
4.	Dialysis/ Nephrology	6	4	0	10
5.	Gastroenterology	6	4	0	10
6.	Health	24	8	2	34
7.	Ophthalmology/ Otolaryngology	4	2	0	6
8.	Pathology	14	4	2	20
9.	Pharmacy	12	4	2	18
10.	Physiotherapy	2	2	0	4
11.	Pulmonology	4	2	0	6
12.	Radiology	10	4	0	14
13.	Surgical	10	4	0	14
	Total	130	54	8	192

Table-3:

PIMT ABBOTTABAD

S.#	Technology	Fresh	In-service	Employees' Children seats	Total
1.	Anesthesia	6	2	0	8
2.	Cardiology	10	2	2	14
3.	Dental	8	4	0	12
4.	Dialysis/Nephrology	6	1	1	8
5.	Health	16	8	0	24
6.	Ophthalmology/ Otolaryngology	2	2	0	4
7.	Pathology	6	4	0	10
8.	Pharmacy	10	4	0	14
9.	Physiotherapy	2	2	0	4
10.	Pulmonology	2	2	0	4
11.	Radiology	6	4	0	10
12.	Surgical	6	2	2	10
	Total	80	37	5	122

Table-4:**PIMT D.I.KHAN**

S.#	Technology	Fresh	In-service	Employees' Children seats	Total
1.	Anesthesia	6	2	2	10
2.	Health	18	8	0	26
3.	Ophthalmology/ Otolaryngology	2	0	2	4
4.	Pathology	8	2	0	10
5.	Pharmacy	10	4	0	14
6.	Physiotherapy	2	2	0	4
7.	Radiology	8	2	0	10
8.	Surgical	8	2	0	10
	Total	62	22	4	88

Table-5:**PIMT SWAT**

S.#	Technology	Fresh	In-service	Employees' Children seats	Total
1.	Anesthesia	6	2	0	8
2.	Dialysis/Nephrology	6	2	0	8
3.	Health	16	6	2	24
4.	Ophthalmology/ Otolaryngology	2	2	0	4
5.	Pathology	6	2	0	8
6.	Pharmacy	10	4	2	16
7.	Physiotherapy	2	2	0	4
8.	Radiology	6	2	0	8
9.	Surgical	6	2	0	8
10.	Total	60	24	4	88

INTERVIEW COMMITTEE:

The Interview committee for the selection of candidates for admission to the Paramedics Institutes comprises the following:

- | | |
|--|-------------------------|
| 1. Principal of PIMT/PGPI | Chairperson |
| 2. Representative of;
Hospital Director Or
Medical Superintendent of the affiliated hospital | Member |
| 3. Senior Instructor of PIMT/ PGPI | Member/Secretary |
| 4. Representative of PHSA | Member |
| 5. Representative of Provincial Paramedics Association | Member |

TORs: (Terms of References)

To verify physical attendance of candidates, checking of all required documents, eligibility criteria, age, and experience i.e. length of service of the applicants appearing in interview etc & proposing necessary correction/s in the record and/or merit list, if required.

SELECTION COMMITTEE

- | | |
|--|--------------------|
| 1. Director General PHSA | Chairperson |
| 2. Additional Director General PHSA | Member |
| 3. Principal, ZAB PGPI | Member |
| 4. Representative of Health Department | Member |
| 5. Representative of DGHS | Member |
| 6. Computer Programmer PHSA | Member |
| 7. Librarian PHSA | Secretary |
| 8. Representative of Provincial Paramedics Association | Member |
| 9. Co-opted Member | (If any) |

TORs: (Terms of References)

To ensure the selection of students as per approved eligibility and merit criteria.

**Table-6:
ADMISSION FEE FOR TWO YEARS COURSE**

S/No	Description	Fee	Remarks	Utilization
Government Dues				
1.	Admission fees	1000	Non – refundable	Government Treasurer
2.	Tuition fee Fresh/In-service	5000	Non – refundable	
Institute related Dues				
3.	Security Fee	2000	Refundable	For adjustment in penalties
4.	Computer fee	2400	Non-Refundable	Computer System development and maintenance
5.	Documents Verification Fee	600	Non-refundable	Payable to Boards of Intermediate and Secondary Education
6.	Library books	2000	Non-refundable	Library and Books
7.	Magazine Fund	400	Non-refundable	For publication of institute annual magazine
8.	Study Tour	4000	Non-refundable	Students study tours
9.	Sport Recreation	2000	Non-refundable	For sports, cultural and literary activities, etc.
10.	Internal Evaluation Fee	1500	Non-refundable	For printing materials and stationery exam and test related expenses.
11.	Registration Fee	--	As per actual fix payment to Medical Faculty	
12.	Examination Fee	--	As per actual fix payment to Medical Faculty	
	Total (In Rupees)	20900		

**Table-7:
HOSTEL CHARGES FOR TWO YEARS**

DESCRIPTION	FEE	REMARKS
Hostel Charges	7200	To be deposited in Government Treasurer
Hostel Utility	--	As per actual consumption to be equally divided among the students
Security	2000	Refundable
Total (In Rupees)	9200	

Note: student funds will be utilized as per guidelines issued by Director General PHSA, Health Department Government of Khyber Pakhtunkhwa.

1. Hostel facility is not available at PIMT Abbottabad
2. Hostel facility will be allotted on merit basis; however students from far flung areas will have preference.
3. The selected candidates will deposit their complete fee at the time of admission in the authorized bank.
4. Mess and utility charges are to be charged as per policy of the concerned institution.
5. Only tuition fee/security will be refunded in case of withdrawal of admission by the student within one month of admission. However admission fee is not refundable under any circumstances.

SECTION-III

INSTITUTES DISCIPLINARY AND CONDUCT RULES

In these rules unless there is anything repugnant to the context otherwise the following expression shall have the meaning as assigned to them herein.

1. "Student" means a student on the roll of the paramedical institute.
2. "Indiscipline" means any act, which disturbs the smooth running and good order of the institute or hostel.
3. "Expulsion" means cancellation of admission of the student debarring him/her from the admission at least for one session or for good.
4. "Rustication" means removal of student from the roll of the institute for one or more calendar years or the remainder of the current years in which the order is passed and barring the students to appear in final examination.

GENERAL CONDUCT

All students will present themselves with dignity befitting their status as mature, professional and responsible citizens.

1. Students in all settings on campus are expected to dress in a simple and decent manner.
2. Students individually or as a group, will obtain written approval before organizing or assisting in Organizing demonstrations, rallies or picketing on campus.
3. All political, ethnic, religious and social activities/events held in the campus must have prior written Authorization from the institute.
4. Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of themselves or another person.
5. Students will refrain from any behavior which can be interpreted by others as harassment.
6. Student will obtain written authorization before making public statements, communication or correspondence with the press or other media for mass communication.
7. Student will refrain from any activity which is subversive of discipline and may constitute misconduct.

In case of violation of the Institution's code of conduct disciplinary action will be taken. However, nothing will preclude the institute from requiring any student or parent or both to execute a bond, assurance or an undertaking to support desired conduct throughout his/her stay at the institute

8. **Federal/Provincial Laws and Ordinances:** Violation of a Federal/Provincial law or ordinance will be dealt accordingly under such laws.
9. **Gender Mixing:** Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.
10. **Littering:** It is the responsibility of all to keep the Campus premises clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.

11. Sports

- 12.1 All individuals and teams involved in sports are expected to participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and Institute staff at all times.
- 12.2 Under no circumstances should a student react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the Institute.

ACTS OF INDISCIPLINE/MISCONDUCT

The following will be treated as acts of breach of discipline.

1. Insolence, uses of hot expression or indulgence in quarrels, disturbance of tranquility.
2. Violation of instructions of the teachers and authorities regarding academic activities or social behavior of students.
3. Inciting violence or use of force or any damage to public property.
4. Carrying, possessing or keeping in custody any arms, ammunition or any other lethal weapon or device dangerous to life within the premises of the Institute or Hostels.
5. Organizing a strike or to make an attempt to organize or participation in a strike or to use pressure on teachers against the lawful authority or obstruct enforcement/implementation of rules and regulation.
6. Handing/possession or use of Intoxicants or eatable prohibited by law.
7. Possession or distribution of any material preaching opinion and ideas repugnant to the basic injunctions of Islam.
8. Participation in any political activity or seeking membership of any political party/political student's' body.
9. **Theft.** Theft, or attempted theft, of property or services on Institute premises or at Institute-sponsored activities.
10. **Damage to Property or its Destruction.** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises or at Institute - sponsored activities.
11. **Harassment.** Meaning in following: -
 - 11.1 Passing remarks, placing visual or written material, aimed at a specific person or group with the intention of causing harm to the person or group; and/or, creating an environment which limits a student's educational opportunity.
 - 11.2 Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.
 - 11.3 Physical assault.
12. **Gambling.** Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.
13. **Smoking.** Smoking is prohibited on institute premises as per the policy already

14. Personal hearing will be permitted on the request of student after receiving final warning to the three-member committee constituted by the Principal.
15. Disciplinary Offence will be liable to one or more of the following steps taken by the disciplinary committee comprising of the faculty members.

DISCIPLINARY COMMITTEE OF INSTITUTES:

Each Institute shall notify a Disciplinary Committee of the Institute comprising one Chairperson and two members from the teaching staff. The ToRs of this Committee shall be as under:

1. To oversee the overall situation of general discipline and conduct of the students at the institute, hospital & hostel; and
2. To investigate/inquire the cases/incidences of indiscipline and misconduct among the students; and
3. To recommend appropriate action to the Principal as per relevant rules, policies, values and socio-cultural norms.

Director General PHSA shall be the final appellate authority in case of any disciplinary action taken by the Principal against a student of the Institute. The appeal, if any, should reach the office of appellate authority within two weeks of the action/decision taken by the concerned Principal.

Punishment or Penalties for Acts of Indiscipline/Misconduct:

Punishment or penalty for acts of indiscipline shall be in accordance with the gravity of the case and may lead to imposition of any one or more of the following penalties:

A. Minor Penalties:

1. **Warning in writing.** Warning Notice in writing to the offender student in writing, with a copy through Registered Postal Mail to his/her parents/guardian, that continuation or repetition of indiscipline or misconduct may lead to further disciplinary action that may later on end in award of a Major Penalty at any stage of his/her education/training.
2. **Probation.** The offender student may be kept under probation for a specific period, under written intimation to his/her parents/guardian through Registered Postal Mail, during which the student shall be under observation and in case of no improvement or repeated act/s of indiscipline or misconduct, may be subjected to any appropriate penalty by the Principal without any further investigation/s or procedure, which may include a Major Penalty as elaborated elsewhere, at any stage of his/her education/training.
3. **Fine.** Principal may impose a fine up to a maximum of Rs.5000/-(Rupees five thousands only), to be deposited into the student funds in official bank account of the concerned Institute.
4. **Suspension from the Hostel:** The Principal may bar a student from residing in the Hostel for a specific period under written intimation to his/her parents/guardian through Registered Postal Mail, at the sole risk and cost of the student at any stage of his/her education/ training.
5. **Removal of privileges.** The Principal may cancel any privilege/s enjoyed by the student.

B. Major Penalties:

- 1) **Permanent Expulsion from Hostel:** The Principal may permanently expel a student from residing in the Hostel under written intimation to his/her parents/guardian through Registered Postal Mail, at the sole risk and cost of the student at any stage of his/her education/ training.
- 2) **Temporary Expulsion / Rustication.** The Principal may expel any student from the Institute for a specific period up to one semester at any stage of his/her education/training.
- 3) **Fine.** Principal may impose a fine up to a maximum of Rs.10, 000/-(Rupees Ten thousands only), to be deposited into the student fund in official bank account of the concerned Institute.
- 4) **Permanent Expulsion / Rustication.** The Principal may permanently expel / rusticate any student from the Institute at any stage of his/her education / training.

RE-ADMISSION

1. If a student on the rolls remains absent from his/her class continuously for 14 days or more without a reasonable cause, his/her name will be liable to be struck off the rolls of the Institute. Such students may be re-admitted only in case the Selection Committee is satisfied that the absence was not willful or was due to circumstances beyond human control, provided such an application is submitted within 15 days after the order of the removal of student from rolls. Re-admission fee of Rs. 2000/-shall be charged and credited to the institution's Fund.
2. Student can avail this opportunity only once. None of the student will be allowed readmission twice.

In all cases where these rules are silent or where there is difference of opinion about their interpretation, the instructions of the Director General PHSA shall be final, provided they are not inconsistent with other regulations.

ATTENDANCE/ LEAVE RULES AND EXAMINATION RULES:

1. Full day attendance in the theory, practical and On-the-job training is essential to be counted as presence for the whole day. A fine of Rs. 50 will be charged for each absentee.
2. Clinical student's attendance during trainings will be observed through a card that will be signed by the concerned unit's focal person and will be verified by the Principal
3. Attendance in classes is mandatory, minimum attendance in a course required shall be 75%. Any student who does not meet the minimum attendance will not be allowed to appear in the Exam.
4. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.
5. Leave applications are not accounted for the purpose of attendance but are necessary for information about health/whereabouts of the students. Application should be submitted at least Two days before availing the leave to the student's affairs section of the office.
6. A student whose record shows continuous absence for two weeks from the course without any intimation is liable to have his/her name struck off the roll without any notice.

7. For medical leave M.S of the concerned Hospitals will countersign the medical certificates etc. Certificate from private clinic / hospital will not be entertained.
8. All rules and regulations of Faculty of Paramedical and Allied Health Sciences, Khyber Pakhtunkhwa related to paramedical training shall be binding upon all the candidates and students.

PROGRESS REPORT/ELIGIBILITY FOR APPEARING IN THE EXAMINATION

A candidate must fulfill the following criteria to make him/her eligible for the examination.

1. He/She must complete the prescribed course in the discipline (technology) in which he/she desires to appear in the examination.
2. He/She must acquire 75% attendance in all subjects including demonstration, practical/professional training.
3. Internal assessments shall be conducted with periodic interval. Marks obtained by the students in the internal assessment may be considered for fitness towards registration/ examination by the Faculty of Paramedical and Allied Health Sciences, Khyber Pakhtunkhwa.
4. He/She must bear a good character/conduct and abide by the rules of the Institute.
5. Where a candidate is barred from examination for any reason, enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
6. For this purpose, the Institute shall maintain a thorough and up-to-date record of the academic progress of the students through Internal Assessment in the form of monthly tests, attendance, general attitude and behavior towards discipline/rules and regulation of the Institute.

LIBRARY RULES

Library facilities are available for the students. Rules for borrowing books are divided into the following categories.

- I. Reference book like encyclopedias, dictionaries etc.
 - II. Periodicals.
 - III. Professional books.
1. A card known as "Library card" shall be issued to each student/person permitted to borrow books from the library. Such cards shall be non-transferable strictly and shall have to be presented at the time of using library facility.
 2. Books falling in category (I) and (II) above must not be taken out of the library without special written permission. One book will be lent for the duration of the course and two additional books can be borrowed for 15 days only. The period can be extended for further 15 days on physical presentation of the book. However, in special cases the books shall be allowed for more than one month at a stretch. Books lent are liable to be returned before the expiry of the prescribed period.
 3. Request for renewal of a book should be made before its due date. It will be reissued provided that no one else has demanded it.

4. Borrowers and readers are advised to inspect the books at the time of issuance and to call the attention of the librarian to any defect or damage.
5. A book lost/damaged will have to be replaced by the borrower.
6. Late fee of Rs.5/- per day/ volume will be charged from the students if books are not returned within the prescribed period.
7. The principal will have the discretion to write off the late fee to borrower.
8. At the time of annual stock taking the library shall remain open but the borrowing privileges will remain suspended for the period of stocktaking. All books on loan with the borrowers, irrespective of the date of their return must be deposited in the library before the date notified for this purpose.
9. Audio and videotapes shall be treated as reserved and are not meant for lending to borrowers. These can be borrowed by the instructor for playing to the class and to be returned to the library soon afterwards.
10. The librarian / In-charge Library shall have the right to refuse entry to the library of any person who is not member of the library or a member who is under suspension, if instructed by the competent authority.
11. Any case of indiscipline including stealing of book etc. will be reported to the Principal concerned.

IDENTITY CARD

On admission, every student will be provided non-transferable identity card at the cost of Rs.120/-. It carries a photograph duly signed by the Principal/Vice-Principal stating particulars of the student. The card must be kept by the student concerned and produced on demand. Duplicate cards are not issued except under special circumstances and on payment of Rs.200/-.

UNIFORM

In order to maintain academic dignity and sanctity of the institution, students and staff of the Institute are required to wear decent dress, keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of life style highly desired at the Institute. Purpose of Dress Code is to establish the basic guidelines for appropriate work dress that promotes a positive image of Institute and also allow maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. To abide by the student dress code, student should not: -

- a) Wear tight or see-through dress.
- b) Wear Shorts, or sleeve-less shirts.
- c) Wear Tee-Shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others.
- d) Wear torn clothing.
- e) Wear jogging or exercise clothing during classes.
- f) Put on excessive makeup or wear expensive jewelry.
- g) Wear untidy, gaudy or immodest dress in classrooms, cafeteria and Institute offices.
- h) Wear unprofessional attire in formal programs and interviews.
- i) All faculty members, administrative staff, support staff and students will be expected to monitor this code of conduct and report any such disregard or violations to head of the Institute either verbally or in writing for taking appropriate action/remedial measures.

- j) All the students must wear white Shalwar, Qameez and overall within the local and National Culture and tradition, along with the Institute ID Card properly displayed on it.
- k) For Female:
- White Shalwar and Qameez on her own choice with white Dopatta with ribbons as per semester number overall and display card.
 - In winter, Navy-blue pullover/ blazer/sweater with white shawl (optional).

A fine of Rs. 50/-per day will be charged from the student found without uniform during Institute timings.

ACRs AND REFERENCES

The Principal/Vice-Principal of the Institutes will write ACRs of the in-service students.

HOSTEL RULES

All candidates are eligible for hostel accommodation. When accommodation is limited, the decision will be taken on merit, however, preference will be given to the students coming from far-flung areas. To promote and maintain congenial atmosphere in the hostel, boarders are required to observe the following rules strictly:

1. Boarder shall not engage in any activity subversive to law and order.
2. They have to abide by the instructions issued by the Admin./House Keeper from time to time.
3. No student shall be allowed to use electric heater and Air Conditioner, etc. in the hostel.
4. The students are required to bring their bedding according to the season at the time of joining the institute. The Institute provides furniture only.
5. Admission in the hostel is valid for the term of the course only. The hostel will be vacated during vacations until specially permitted. The hostel will be vacated by the students when required due to emergency or in consequence of any disciplinary action.
6. Un-authorized stay will amount to trespass under the law.
7. The boarder room and their personal belongings are liable to frequent inspection by the Warden/ Principal.
8. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the Warden.
9. In case of any breach of conduct, the student concerned and the accomplices will be expelled from the hostel/Institute.
10. Strict cleanliness shall be maintained and paint, fixtures and appliances shall neither be damaged nor mishandled. The defaulters shall be made to pay the cost of the damaged items.
11. Chalking on the walls, windows and doors of hostel premises, rooms, toilets and dining hall is forbidden. Defaulters will be punished by imposing fines / expulsion from Institute. The students are responsible for cleanliness of their allotted rooms.
12. No guest will be allowed to visit the rooms or stay for the night. The students will meet their guests in the meeting room. The guest must leave the hostel and Institute premises by 08:00 PM failing which the host is liable to a fine of Rs. 50/-. If students repeatedly fail to comply with the rules, they will face strict disciplinary action, which may amount to expulsion from the institute.
13. Playing of musical instruments and record players is prohibited in the hostel.

14. No resident shall remain outside the hostel after 08:00 PM in winter and 9:00 PM in summer. Hostel timings should be strictly observed, defaulters will be dealt with severely.
15. A resident desiring to stay outside the hostel for one or more nights must seek written permission from the warden failing which he / she shall be liable to disciplinary action.
16. The students will be responsible to take care of their valuables. In case of any losses there will be no responsibility on hostel and Institute administration.
17. Students' room can be changed on the order of the Warden/ Principal.

AFFIDAVIT

(To be submitted on Judicial Stamp Paper of Rs. 50 after selection)

I Mr. / Mrs. / Miss. _____ Son / Daughter/ Wife of _____ selected as in-service / fresh candidate in _____ Technology for two years diploma course in the ZAB PGPI Peshawar / PIMT Abbottabad / Swat /D.I khan solemnly declare that:

- i. I will abide by all the rules and regulations of the Institute and its hostel in force or as amended from time to time and will not claim for hostel facilities.
- ii. I will not indulge in any sort of political, linguistic and sectarian activities neither I will organize or become member of any political organization /student body.
- iii. I will not ask for any change in the training discipline (technology) to which I am assigned, at any stage of the course.
- iv. I will not object to any change in the duration of the said course, for any unforeseen reasons.
- v. I will forfeit my security in case I withdraw my admission or face expulsion from the institute on disciplinary grounds. Moreover, I will be bound to deposit Rs. 5,000/-as penalty to the Government.
- vi. If any of the document provided by me is found to be false/irrelevant at any stage, my admission will be liable to be cancelled without any show cause notice given to me.

Signature of the Candidate

Witness No.2

Name _____

CNIC No _____

Address _____

Witness No.1

Name _____

CNIC No. _____

Address _____

ATTESTED SIGNATURE:

By 1st Class Magistrate