



Punjab Medical Faculty

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Dated: 25th October, 2023.

NOTIFICATION

NO.157303/PMF: The Competent Authority has been pleased to approve the Central Induction Policy (CIP) from batch 2023-2025 onward for admissions exclusively for Public Allied Health Institutions of Health Department, Government of Punjab, i.e. (Specialized Healthcare & Medical Education Department Punjab and Primary & Secondary Healthcare Department Punjab) affiliated with Punjab Medical Faculty as per detail below:

1. Operational Procedure

1.1 CIP induction of each batch will start after the announcement of Matriculation Result by the respective Boards. In this regard, Punjab Medical Faculty will publish the advertisement in Newspaper(s) and on its website. Online applications with the following essential information will be received within *one month*:

- Personal Information
- Educational Testimonials
- Selection of Institutes and Courses
- Setting Preferences

1.2 The Applicant will be registered using his/her Computerized National Identity Card (CNIC) Number and Mobile Number. A computer-generated message containing the password will be sent to his/her Mobile Number. For added security, applicant will be required to choose a secret question and provide its answer which will be used to change mobile number.

1.3 Applicant can select from the list of given course(s) & institution(s) and apply in multiple institutes and different courses through a single application. A student can select as many as possible course(s) & institution(s). This application does not require any fee. On closing date of portal, a computer-generated SMS will be sent on the registered mobile number with Application ID to the applicants who have submitted the application successfully. During the period of online application receiving process, the applicant may change his Personal Information, Educational Information, Course Selection and Preference. No changes in the application will be made after the closing date. After closing date, process of scrutiny of applications will be started. In this regard, a scrutiny officer will be selected from each district nominated by respective Principal/ Medical Superintendent. Total Applications received will

be ***distributed randomly*** amongst the Scrutiny Officers. Each Scrutiny Officer will be provided user name and password so they can access their portal and scrutinize the applications. Scrutiny process consists of verifying the credentials submitted by the applicant. In case of any misappropriation in the provided information, the scrutiny officer will identify the same for respective area/field of the application. The said observation/anomaly will be communicated to the applicant via a computer-generated SMS on his/ her registered Mobile Number as well as on the portal. There shall be a specified time for the applicants to get their anomalies redressed through the amendment committee. It is worth mentioning that the amendment committee cannot make any changes beyond the anomalies identified by the scrutiny officer. Scrutiny Officer will be fully responsible for all the applications he/ she scrutinized and the same shall be considered finalized for the purpose of gazette and merit determination.

1.4 After completion of the scrutiny, the process of grievances redressal will be started during which the applicant will be asked to approach the nearby Amendment Committee duly notified by Punjab Medical Faculty at respective public sector institution. The Amendment Committee shall be authorized to ***modify the portion of application*** for which any anomaly was identified. To make such correction(s), each Amendment Committee will be provided User Name and Password to access the portal.

1.5 After completion of the amendment process, a gazette will be displayed publicly consisting of the list of applicants whose applications have been accepted. The Gazette will consist of applicant information as well as Academic aggregate and be displayed in alphabetic order. Gazette is a last chance for the applicant to verify his/her application and Academic Marks. If the applicant Name is not found in the Gazette or if there is any discrepancy in Academic Marks, he/she can get it rectified within the stipulated time by approaching the nearby Amendment Committee with all the relevant documents in original. ***Merit will be run only for the applications which are included in the Gazette.***

1.6 After the lapse of days due for display of Gazette, 1st Merit List will be displayed publicly. Merit will be calculated according to the preferences given by the applicant. Each institute will have a separate Merit List for each category and as per district tagging. There will be a separate merit list for 2% Disable Quota (1 additional seat for disable person on every 50 seats in the given discipline/ category. Disable quota will not be applicable if the institute has less than 50 seats in a specific category). An intimation via SMS on the registered mobile number shall be sent to the applicant(s) indicating the selection in the merit list. The applicants will be required to login to their portal and submit their consent for accepting the admission against the seat offered. This consent shall be considered a virtual joining. If the applicant will not give consent against any of the merit list(s) within stipulated time, his/her application will not be considered for onward merit list(s).

1.7 Subsequent merit list(s) will be displayed accordingly as per the notified schedule. On each merit list, Applicant can be moved to their upward/ higher position according to their preference. In this case, they cannot be retained to their previous seat and it is mandatory to give consent for the new seat offered in the respective merit list. The number of merit list(s) shall be decided by the Punjab Medical Faculty considering the number of vacant seats.

1.8 After completion the process of the merit list(s) and consent submission process, each successful applicant is required to appear in-person at the respective institute along with all the original documents within stipulated time to complete the joining process. If an applicant is failed to report at the respective institution for his/her joining, the seat will remain vacant and a penalty shall be imposed on such candidate which may extend upto a bar for next 02 inductions.

1.9 Each institute will be provided user name and password to access the portal for uploading the joining status of the successful candidates against that respective institute. The list of selected applicants eligible for that institute will be available against each discipline/ category through the portal. The respective institution shall ensure verification of the original documents, ascertaining the credentials submitted online by the candidate, before accepting the joining of the candidate.

2. Admission Calendar (CIP) Batch 2023-2025

| SR# | Task | From | To |
|-----|--|--|---------------------------------|
| 1 | Admission advertisement in Newspaper | 17 th September, 2023 | |
| 2 | Online Applications (Admission) | 17 th September, 2023 | 22 nd October, 2023 |
| 3 | Scrutiny of Applications | 23 rd October, 2023 | 15 th November, 2023 |
| 4 | Amendment and Grievances in Applications | 16 th November, 2023 | 30 th November, 2023 |
| 5 | Display of Gazette List | 1 st December, 2023 | |
| 6 | Redressal of Grievances (After Gazette) | 1 st December, 2023 | 8 th December, 2023 |
| 7 | Display of 1 st Merit List | 9 th December, 2023 | |
| 8 | Course Confirmation Consent | Within 2 days of Display of Merit List | |
| 9 | Subsequent Merit List(s) | On the interval of every 3 rd Day | |
| 10 | Joining Process | 8 th January, 2024 | 19 th January, 2024 |
| 11 | Commencement of Classes | 22 nd January, 2024 | |

3. Admission Calendar (CIP) Batch 2024-2026 & Onward

| SR# | Task | From | To |
|-----|--|--|----------------------------|
| 1 | Admission advertisement in Newspaper | 20 th August | |
| 2 | Online Applications (Admission) | 20 th August | 19 th September |
| 3 | Scrutiny of Applications | 20 th September | 19 th October |
| 4 | Amendment and Grievances in Applications | 20 th October | 31 st October |
| 5 | Display of Gazette List | 1 st November | |
| 6 | Redressal of Grievances (After Gazette) | 1 st November | 7 th November |
| 7 | Display of 1 st Merit List | 8 th November | |
| 8 | Course Confirmation Consent | Within 2 days of Display of Merit List | |
| 9 | Subsequent Merit List(s) | On the interval of every 3 rd Day | |
| 10 | Joining Process | 10 th December | 20 th December |
| 11 | Commencement of Classes | 21 st December | |

4 CIP Access

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|---|--------------------------------------|---|
| 1 | Punjab Health Foundation (Manger IT) | Super User (Admin), Create Roles, Users and Provide Support |
| 2 | Database Administrator PMF | Dashboard, Applications, Gazette List |
| 3 | Secretary PMF | Dashboard |
| 4 | Additional Secretary (Tech.), SHCMED | Dashboard |
| 5 | Scrutiny Committee | Scrutiny Interface |
| 6 | Amendment Committee | Amendment Interface |
| 7 | Public Allied Health Institutions | Joining Interface |

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Secretary
Punjab Medical Faculty

Hadeem

NO. & DATE EVEN

1. Heads of all the institutions concerned.
2. PSO to President PMF/ Secretary to Govt. of the Punjab Specialized Healthcare & Medical Education Department.
3. PA to Vice President PMF/Additional Secretary (Tech) SHC&ME Department/Convener, Academic Committee.
4. DBA PMF/ Focal Person (CIP).
5. PA to Secretary, PMF.

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