

**SERVICE STRUCTURE & PROMOTION POLICY OF VERIOUS CADERS AT AYUB TEACHING
HOSPITAL, MTI ABBOTTABAD**

1. MEDICAL OFFICERS/SENIOR MEDICAL OFFICERS/APMO'S/ PMO'S/ CMO'S STRUCTURE

The committee observed that ATH MTI Abbottabad is presently following the Promotion Policy approved by the Board of Governors in its meeting held on 02-04-2021 and notified by the Medical Director vide Notification No. PS-MD/(MTI-ATD)/893-96 dated 05-05-2021.

The committee further noted that the existing promotion policy is principally based upon the provisions of Khyber Pakhtunkhwa Civil Servants Promotion Policy 2009, particularly the following parameters:

1. Length of Service
2. Linking of Promotion with Training
3. Comprehensive Efficiency Index (CEI)

The Board of Governors of MTI-ATH, Abbottabad, in its 119th BOG Meeting held on 11th July 2026, is pleased to approve the following proposed service structure for Doctors (MO/SMO/PMO/CMO), Support Staff, Information Management (IT) Department, Clerical/Single Cadre Ministerial Staff at MTI-ATH. Service structure for Pharmacists and Maintenance staff shall be issued separately after approval by the Board.

Under MTI-Act, all Jobs shall be on contract basis.



LENGTH OF SERVICE CRITERIA

EXISTING		PROPOSED AND APPROVED	
Govt. Pay Scale	Minimum Required Length of Service	Govt. Pay Scale	Minimum Required Length of Service
From BPS-17 to BPS-18	05 years in BPS-17	From BPS-17 to BPS-18	08 years in BPS-17
From BPS-18 to BPS-19	12 years' service in BPS-17 & above	From BPS-18 to BPS-19	14 years' service in BPS-17 & above
From BPS-19 to BPS-20	17 years' service in BPS-17 & above	From BPS-19 to BPS-20	20 years' service in BPS-17 & above

Linking of Promotion with Training

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EXISTING

Obtaining a degree or diploma in clinical specialties, ethics, planning, management, public health research etc.

OR

CME equivalent to 08 credit hours amended by bog as CME should be 30 credit hours per year

OR

A research paper based on data collected in ATH

OR

District Abbottabad published in a peer reviewed medical journal within the first three authors. Amended by bog one research paper every 02 years in an indexed journal and that the word "district abbottabad and "per review" are to be removed from the criteria.

OR

Certificate duly attested and verifiable of teaching in nursing school and paramedical institute submitted at the end of the academic YEARS in these institutions (at least ten lectures of one hour) amended by BOG certificate will be 10 hours per year.

PROPOSED AND APPROVED

- (A) Obtaining a degree or diploma (at least one-year duration; from an HEC or PMDC recognized Institute) in relevant clinical specialties, ethics, health/hospital planning, hospital management, public health or health research.

OR

- (B) Thirty (30) credit hours of accredited CME per year. The number of total credit hours per year shall be 30 credit hours, and these credit hours shall be CME-certified (accreditation by HEC, PMDC, PGMI, Dean AMC or MD, ATH).
- The CME certification for CME credit hours must clearly indicate the accrediting institution, such as PMDC, HEC, PGMI, Khyber Medical University (KMU), or any other recognized institution authorized to conduct accredited CME activities.
- The Dean and Medical Director shall be responsible for Developing, reviewing, and implementing the CME activities.

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- A CME committee shall be constituted under the chairmanship of the Medical Director, with the Associate Dean (Postgraduate) serving as Co-Chairperson. The Chairperson may nominate additional committee members from relevant clinical and academic departments to ensure effective implementation and oversight.

PLUS

- (C) The provision relating to Peer Review for all publications shall remain an essential component of the publication requirements and shall remain part of the promotion criteria.
- Faculty members shall be required to produce a minimum of one peer-reviewed publication every two years.

OR

- (D) At least 15 hours of teaching per year in a recognized and accredited nursing OR paramedical institute (out of which 08

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hours of lectures per year should be outside the institute).

The final criteria shall be: A + C or D or B+C or D; subject to satisfactory PER / ACRs, no litigation against the institute and no inquiry in process and other criteria. Working on institutional management position shall not be part of the promotion criteria.

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Comprehensive Efficiency Index (CEI)

EXISTING		PROPOSED	
PER Grading	Marks	PER Grading	Marks
OUTSTANDING	10	VERY GOOD	10
Very Good	08	GOOD	07
Good	07	AVERAGE	05
Average	05	BELOW AVERAGE	01
Below Average	01		

CURRENT STATUS OF SANCTIONED POSITIONS

As per Existing/ Approved 4 Tier Formula						
Nomenclature of Post with Pay Scale	Sanctioned Posts	% of Sanctioned Posts	Filled	Vacant	Promotes	Financial Implications
Medical Officers & Dental Surgeons (BS-17)	51	36%	32	19	Nil	Nil (Already Budget Available)
Sr. Medical Officers & Sr. Dental Surgeons (BS-18)	67	47%	52	15	15	Nil (Already Budget Available)
Additional Principal Medical Officers & Additional Principal Dental Surgeons (BS-19)	23	16%	20	3	3	Nil (Already Budget Available)
Principal / Chief Medical Officer (BS-	2	1%	2	0	0	Nil (Already Budget

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As per Existing/ Approved 4 Tier Formula						
Nomenclature of Post with Pay Scale	Sanctioned Posts	% of Sanctioned Posts	Filled	Vacant	Promotes	Financial Implications
20)						Available)
Total	143	100%	106	37	100%	

As per Proposed 4 Tier Formula (Already in practice in Health Department)						
Nomenclature of Post with Pay Scale	Sanctioned Posts	% of Sanctioned Posts	Filled	Vacant	Promotes	Financial Implications
Medical Officers & Dental Surgeons (BS-17)	60	42%	32	28	Nil	Nil
Sr. Medical Officers & Sr. Dental Surgeons (BS-18)	52	36%	52	0	0	Nil
Additional Principal Medical Officers & Additional Principal Dental Surgeons (BS-19)	27	19%	20	7	7 (3 existing + 4 New)	Rs. 8000 Per Seat Monthly Rs. 32000 total impact

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As per Proposed 4 Tier Formula (Already in practice in Health Department)

Nomenclature of Post with Pay Scale	Sanctioned Posts	% of Sanctioned Posts	Filled	Vacant	Promotes	Financial Implications
Principal / Chief Medical Officer (BS-20)	4	3%	2	2	2 (2 New)	Rs. 19000 Per Seat Monthly Rs. 38000 total impact
Total	143	100%	106	37	9	RS. 70,000/-

2. SUPPORT STAFF SERVICE STRUCTURE

CRITERIA FOR PROMOTION ON REGULAR AND CONTRACTUAL POSITION BPS-03/ IPS-1 TO BPS-10/ IPS-2

An employee will be allowed for promotion to higher scale as mentioned below upon satisfactory completion of first 10 years of service alongwith and subsequently 2nd and 3rd step for promotion subject to fulfill all codal formalities as detailed in the proceeding section. Under MTI-Act, all jobs shall be on contract basis.

S.No	Regular & Contractual Pay Scales	Promotion
1	BPS-3/ IPS-1 to BPS-10/ IPS-2	Maximum Three Promotions ☐ First Promotion → 12 Years ☐ Second Promotion → 18 Years ☐ Third Promotion → 25 Years

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NO	TOTAL EMPLOYEES	Employees over 10 Years of service	BPS/IPS	NO OF PROMOTEES	FINANCIAL IMPLICATION
1	691	385	3-6/1	385	RS. 5000 perstaff / month Total Rs. 1.925 mil / month
2	09	09	7-11/0	09	Rs. 7000 per staff / month Total Rs. 63000 / month

a. Mandatory pre-requirements for promotion:

1. Fulfillment of required length of service.
2. No adverse findings/ remarks in the required length of service.
3. No pending litigation.
4. No inquiry in process

b. The promotion/ grant of higher pay scale (BPS-03/ IPS-1 TO BPS-10/ IPS-2) will be subject to the following terms and conditions:

1. The service rules, nomenclature of the posts and seniority of the employees shall remain intact.
2. The length of service will be counted retrospectively and in the present post held.
3. The existing incumbent will be promoted to the higher pay scale in such a way that he/ she will move forward along with his/ her existing position and will not be subject to the availability of post. Hence, creation of new posts will not be required.
4. The promotion from BPS-03/ IPS-1 to BPS-10/ IPS-2 shall be processed, if the incumbent has not been elevated/ upgraded to higher pay scale during the last 10 years.
5. After the retirement of incumbent working on it; the position will be filled as per prescribed criteria and initial recruitment.

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3. INFORMATION MANAGEMENT (IT) DEPARTMENT SERVICE STRUCTURE

CRITERIA FOR PROMOTION, SERVICE STRUCTURE AND AGE LIMITS FOR REGULAR AND CONTRACTUAL POSITIONS OF IT STAFF WORKING IN MTI ATH ABBOTTABAD (BPS-11/IPS-02 TO BPS-19/IPS-07)

The IT / Information Management Department Service Structure Criteria are divided into two categories: IT Professional & Management Cadre and IT Support & Operations Cadre.

Under MTI-Act, all jobs shall be on contract basis.

PART 1:- IT PROFESSIONAL & MANAGEMENT CADRE

S. No.	Nomenclature of Post	Qualification for Appointment by Initial Recruitment	Age Limits	Method of Promotion / Initial Appointment
1	Director ITBPS-19	MSc degree in Computer Science / an equivalent qualification, along with 15 years of relevant professional experience. <u>OR</u> MS / MPhil degree in Computer Sciences along with 13 years of relevant experience.	Not applicable	• 35% by promotion cum Fitness • 25% by Qualification-cum-Fitness • 40% by initial induction 35% by promotion on the basis of seniority-cum-fitness from amongst the Deputy Directors IT having at least Eight (08) years' service in BPS-18 / IPS equivalent, or fifteen (15) years' service in BPS-17 and above / IPS equivalent.

				The officer must possess relevant in-line, hands-on technical and digital transformation related to the post.
2	Deputy Director IT BPS-18 (Database administrator, Network administrator etc)	MSc / BS (16 years' education) degree in Computer Science, Software Engineering, Information Technology, Computer Systems Engineering, or an equivalent qualification from an HEC-recognized institution, with at least seven (07) years' relevant post-qualification experience in the IT field.	Not applicable	• 35% by promotion cum Fitness • 25% by Qualification-cum-Fitness • 40% by initial induction 35% by promotion on the basis of seniority-cum-fitness from amongst the holders of technical posts in BPS-17 / IPS-05, namely Network Administrator, Database Administrator, System Engineer, Web Developer, Data Processing Officer, Programmer, and other equivalent technical posts, having at least Ten (10) years' relevant in-line service experience in BPS-17 / IPS-05. The officer must possess relevant in-line, hands-on technical experience in core IT operations related to the post.
3	Assistant Director	At least BS degree (16 years of	As per rule &	• 35% by promotion cum

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	IT / Assistant Manager IT / Network Administrator / Database Administrator / System Engineer / Web Developer / Data Processing Officer / Programmer / Software Engineer and other equivalent technical posts BPS-17 / IPS-05	education) or Master's degree in Computer Science, Software Engineering, Computer Engineering, or any other equivalent relevant degree from a recognized university, along with relevant certification where required for a specific post having 3 Years' experience in relevant position .	for initial recruitment upto 35 years	Fitness • 25% by Qualification-cum-Fitness • 40 % initial induction 35% by promotion on the basis of seniority-cum-fitness from amongst the employees holding technical posts in BPS-16 / IPS-04, including Associate System Engineer, Associate Network Engineer, Associate Database Administrator and other equivalent technical posts, having at least ten (10) years' relevant in-line service experience in BPS-16 / IPS-04. The official must possess relevant in-line, hands-on technical experience in core IT operations related to the post.
4	Associate System Engineer , Associate Network Administrator , Associate web developer, and equivalent technical IT position BPS-16 / IPS-04	(a) BS (Computer Science) or computer software/hardware engineering equivalent degree or equivalent degree in Computer Science from a recognized university	As per rule & for initial recruitment upto 35 years	100% by initial recruitment.

PART 2:- IT SUPPORT & OPERATIONS CADRE

S. No.	Nomenclature of Post	Qualification for Appointment by Initial Recruitment	Age Limits	Method of Promotion / Initial Appointment
4	IT Supervisor BPS-17 / IPS-05 (total no 05 & position capped)	BS (Computer Science) or equivalent degree in Computer Science from a recognized university having 2 Year experience in information technology for initial recruitment.	As per rule & for initial recruitment upto 35 years	35% by promotion based on seniority-cum-fitness, 25% by qualification cum-fitness and 40% by initial recruitment from amongst Computer Operators in BPS-16/IPS-04 having 10 years' service. The official must possess relevant in-line, hands-on technical experience in core IT operations related to the post.
6	Chief Hardware Technician / Chief Network Technician / Chief Medical Record Clerk / Data Processing Assistant / Computer Operator BPS-16 HIMS Support Assistant BPS-16 / IPS-04	BA/BSC with 3 Year associate engineer diploma in relevant field with 2 years' post-qualification experience in a similar position or in the relevant IT field. For Computer operator: BA with DIT 1 year or BS (Computer Science) or equivalent degree in Computer Science from a recognized university having 2 Year experience in information technology for initial recruitment.	As per rule & for initial recruitment upto 35 years <i>M/S</i>	35% by promotion based on seniority-cum-fitness, 25% by qualification cum-fitness and 40% by initial recruitment from amongst Senior Hardware Technicians, Senior Network Technicians, Senior IT Facilitators, Senior Unit Coordinators, and Senior Medical Record Clerks having 7 years' service in BPS-14/IPS-03. 40% by initial recruitment.

	Senior Hardware Technician / Senior Network Technician / Senior Medical Record Clerk / Senior IT Facilitator / Senior Unit Coordinator BPS-14 / IPS-03	- Diploma of Associate Engineering in relevant field along with a minimum of three (03) years of relevant experience in a recognized institution shall be required for the Technicians. - BA/BSC with one year DIT along with three year experience in relevant field.	Not applicable	35% by promotion cum Fitness 25% by Qualification-cum-Fitness 40% by initial induction 35% by promotion on the basis of seniority-cum-fitness from amongst Hardware Technicians, Network Technicians, IT Facilitators, Unit Coordinators, and Medical Record Clerks having 7 years' service in BPS-11/IPS-02.
8	Medical Record Clerk BPS-11 / IPS-02	FA / F.Sc. with 1-year Diploma in IT from a recognized board. Preference shall be given to the person having experience in the relevant field.	As per rule & for initial recruitment upto 35 years	100% by initial recruitment.
9	Hardware Technician BPS-11 / IPS-02	SSC with 3-year Diploma in Electronics from a recognized board.	As per rule & for initial recruitment upto 35 years	100% by initial recruitment.
10	Network Technician BPS-11 / IPS-02	SSC with 3-year Diploma in Electronics or Computer Science from a recognized board.	As per rule & for initial recruitment upto 35 years	100% by initial recruitment.
11	Unit Coordinator / IT Facilitator BPS-11 / IPS-02	SSC with 1-year Diploma in IT from a recognized board.	upto 35 years years	100% by initial recruitment.

Pre-Requisites for Promotion

1. Fulfillment of the required length of service.
2. No adverse remarks in PERs during the required length of service for promotion to the higher pay scale.
3. No pending litigation/inquiry.
4. Higher qualification in respective field will be equal to 02 years experience.

Terms and Conditions for Promotion / Grant of Higher Pay Scale

1. The service rules, nomenclature of the posts, and seniority of the employees shall remain intact.
2. The length of service shall be counted retrospectively in the present post held by the employee.
3. Regular positions will be upgraded, and the incumbent will be promoted along with the post in the relevant BPS.
Upon retirement, the post will revert to its original position in the IPS scale.
4. Upon retirement of the incumbent working against the post, the position shall be filled as per the prescribed criteria through initial recruitment.

S.NO	EMPLOYEES	BPS/IPS	NO OF PROMOTEEES	FINANCIAL IMPLICATION
1	82	11/02	38	Rs. 7000 / staff / month Total Rs. 266000 approx
2	0	14/03	0	0
3	39	16/04	05	Rs. 19803 / staff / month Total: Rs. 99015 approx
4	04	17/05	02	Rs. 18000 / staff / month Total Rs. 36000 approx
5	01	18/06	01	Rs. 12000 / staff / month Total Rs. 12000 approx
6	0	19/07	0	0

6. CLERICAL/SINGLE CADRE/MINISTERIAL SERVICE STRUCTURE

All the Ministerial/Clerical staff shall be promoted in accordance with the KP Government approved criteria in accordance with the ratio approved for paramedical staff subject to fulfillment of all the codal formalities. All employees need to possess minimum bachelor qualification who have been initially recruited after MTI ACT 2015. Under MTI-Act, all jobs shall be on contract basis.

All the employees following under single cadre and having more than 10 years of service where in they have not been promoted/upgraded previously would be eligible for promotion into next grade on already approved institutional hardship policy subject to fulfill all the codal formalities.

MINISTERIAL/CLERICAL STAFF

S.NO	EMPLOYEES	BPS/IPS	NO OF PROMOTEEES	FINANCIAL IMPLICATION
1	14	11/02	As per vacant/available seats	Accordingly
2	17	14/03	As per vacant/available seats	Accordingly
3	13	16/0	As per vacant/available seats	Accordingly
4	12	17/05	As per vacant/available seats	Accordingly
5	1	18/0	As per vacant/available seats	Accordingly

SINGLE CADRE STAFF

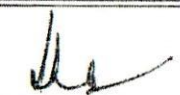
- Eligibility shall be a minimum of ten (10) years of continuous service under specific policy.
- Such employees shall be granted one-time promotion during their service, subject to fulfillment of the prescribed criteria and availability of post under the approved policy.

S.NO	EMPLOYEES	BPS/IPS	NO OF PROMOTEEES	FINANCIAL IMPLICATION
1	83	03-18/01-06	As per eligibility	Accordingly

a. Mandatory pre-requirements for promotion:

1. Fulfillment of required length of service.
2. No adverse remarks in PERs during the required length of service for promotion to higher pay scale.
3. No pending litigation and no pending inquiry.
4. After the retirement of incumbent working on it; the position will be filled as per prescribed criteria and initial recruitment

Signatures

Name	Designation	Signature
Dr. Junaid Sarwar	Chairman Committee / Incharge A&E	
Mr. Altaf Ur Rehman	Finance Director	
Dr. Khurram Shahzad	HOD-Admin	
Dr. Muhammad Abkar	SMO-ENT	
Mr. Muhammad Younas	Senior Manager-HR	

Copy to:

1. Hospital Director, AMTI-ATH Abbottabad
2. Medical Director, AMTI-ATH Abbottabad
3. Finance Director, AMTI-ATH, Abbottabad
4. Senior Manager Human Resource, AMTI-ATH, Abbottabad
5. Chairman of the Committee/Chief of A&E, AMTI-ATH, Abbottabad
6. Secretary to the Board of Governors AMTI-ATH, Abbottabad