



**MEDICAL TEACHING INSTITUTION  
AYUB MEDICAL COLLEGE, ABBOTTABAD  
HUMAN RESOURCES DEPARTMENT**

<http://www.ayubmed.edu.pk>, Phone: +92 (992) 9311100

No.F.7-8/2024-HR/4193-96

Dated: 07-06/2024

**NOTIFICATION**

In pursuance of 96<sup>th</sup> BoG meeting dated: 03.04.2024, Board of Governors against agenda Item No: 1, "BoG Administration & Management Sub-Committee 2<sup>nd</sup> & 3<sup>rd</sup> meeting minutes"; unanimously approved the 2<sup>nd</sup> A&M Subcommittee meeting dated: 14.02.2024 and 3<sup>rd</sup> A&M Committee meeting dated: 22.02.2024 regarding "**Service Structure for Single Cadre Positions in AMC & ATH**" (attached) which is hereby circulated for information.

The above mentioned service structure is also available on official website of Ayub Medical College Abbottabad i.e. ([www.ayub.edu.pk](http://www.ayub.edu.pk))

  
**DEAN & CEO**  
AYUB MEDICAL COLLEGE  
ABBOTTABAD

*Copy for information to:-*

1. All the Basic/ Clinical Chairperson/ Head of Branches.
2. Incharge IT, Ayub Medical College, Abbottabad. (for official website).
3. PS to Dean, Ayub Medical College, Abbottabad.
4. Office Copy





**MEDICAL TEACHING INSTITUTION ABBOTTABAD**  
**[AYUB MEDICAL COLLEGE-AYUB TEACHING HOSPITAL]**  
**BOG SECRETARIAT**



No. BOG/MTI/2024/572

Dated: 08-04-2024

**NOTIFICATION**

In pursuance of 96<sup>th</sup> BoG meeting dated 03-04-2024 Board of Governors against agenda Item No. 1, " BOG Administration and Management Subcommittee 2<sup>nd</sup> & 3<sup>rd</sup> meetings minutes".

3rd A&M Subcommittee - Agenda Item no.01, "Service Structure of Single Cadre Positions In AMC & ATH."

**Decision of A&M Sub Committee:**

The BOG A&M Subcommittee approved the service structure in principal and directed the following to be included before presentation to the Board for final approval.

- All cadres qualified pooling with names should be defined and enlisted with requirements in the service structure.
- Categorizations of 1 to 10 BPS/CPS and distinguish them by education making sections along with other single cadres
- Review/segregation of 3 steps promotion of BPS 1-10 CPS 1-3 amongst the qualified staff(education wise) in these cadres.
- For advertised vacancies employee who fulfill the criteria for the post will be given priority for selection to the higher scale.

The Senior Manager HR & Manager HR AMC have submitted the updated Single Cadre Service Structure as per decision of the 3rd A&M Subcommittee decision dated 22-02-2024 in March-2024.

The same is updated in the final minutes of the 3rd A&M Subcommittee for review and approval of the Board.

**Decision of 96th BoG meeting dated 03-04-2024:**

Furthermore, the Board unanimously approved the 2<sup>nd</sup> A&M Subcommittee meeting dated 14-02-2024 & 3<sup>rd</sup> A&M Subcommittee meeting dated 22-02-2024, "

**Attachment: Approved Single Cadre Service Structure**

  
Secretary BoG  
MTI(AMC/ATH)  
Abbottabad

**Copy to:**

- Board members MTI (AMC,ATH) Abbottabad
- Dean/CEO MTI - Abbottabad
- Hospital Director MTI - Abbottabad
- Finance Director MTI - Abbottabad
- Senior Manager HR MTI(ATH) Abbottabad
- Manager HR- AMC MTI(AMC) Abbottabad
- Litigation Officer - ATH
- Litigation Officer - AMC



**PROMOTION CRITERIA FOR REGULAR & CPS EMPLOYEES SERVING ON SINGLE CADRE POSITIONS IN (AMC & ATH) MTI ABBOTTABAD**

It is pertinent to mention that except Teaching staff, Ministerial staff, Secretarial and Paramedic staff, there is no service structure for the incumbents serving on single cadre posts in AMC and ATH.

Numbers of applications have been submitted to Chairman BoG, MTI Abbottabad which have accordingly been forwarded to the constituted committee. The opportunities for promotion/ career progression of incumbents working on single cadre positions are very rare.

Therefore, as directed and keeping in view in current situation and to address the grievances of incumbents serving on single cadre posts regarding their career progression; the following criteria have been proposed for Promotion of incumbents serving on Single cadre (Regular & Contractual) positions in AMC and ATH.

The following information details about the respective employees working on Regular & Contractual posts, the respective equivalence of BPS & CPS is as under:

S.No	CPS	Equivalent BPS
1	01	2 to 6
2	02	7 to 12
3	03	13 to 15
4	04	16
5	05	17
6	06	18
7	07	19
8	08	20

**1. CRITERIA FOR PROMOTION ON REGULAR AND CONTRACTUAL POSITION  
BPS-16/ CPS-4 TO BPS-20/ CPS-8**

For Promotion from BPS-16 and above to higher scales, the criteria mentioned in Establishment Code of Government of KPK may be adopted for Single cadre (Regular & Contractual CPS) positions as following:

S. No	Designation & BPS/CPS	Length of Service Required for Promotion to Next Higher Pay Scale
1	BPS-16/ CPS-4 Electro Medical Supervisor, Video Operator, Network Administrator, Assistant Warden, Pre-Auditor, etc.	=====
2	BPS-17/ CPS-5 Accounts Officer, Assistant Director Finance & Planning, Security Officer (ATH), Manager Radiology, Administrative Officer (ATH), HR Manager, Procurement Officer, Civil Engineer, Assistant Director Civil, Electro Medical Engineer, Director Physical Education, Librarian, Warden Girls Hostel, Clinical Psychologist, Social Welfare Officer, Manager Media, AC Plant Engineer, Biochemist, Pharmaceutical Chemist, Bacteriologist, etc	5 years service in BPS-16/ CPS-4  ** The following condition will be applicable to employees appointed after the promulgation of MTI Act, 2015 and the employees appointed before the promulgation of MTI Act, 2015 will be promoted till BPS-17 only having required length of service without fulfillment of the below mentioned condition (as only one time practice):  • Incumbents having at least BS Degree (16 years education) or Masters Degree in the relevant field from a recognized university will be promoted to BPS-17/ CPS-5.
3	BPS-18/ CPS-6 Security Officer (AMC), Boiler Engineer, Deputy Director Procurement, Deputy Director Administration etc.	5 years service in BPS-17/ CPS-5
4	BPS-19/ CPS-7	7 years service in BPS-18/ CPS-6 or 12 years in BPS 17 & above
5	BPS-20/ CPS-8	5 years service in BPS-19/ CPS-7



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.
4. No pending inquiry.

b. **The promotion/ grant of higher pay scale (BPS-16/ CPS-04 to BPS-20/CPS-08) 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. Upon fulfilling the above mentioned length of service, the incumbent will be promoted to the higher pay scale involving change in designation as following based upon already approved structure/ creation of positions:

S. No	BPS/CPS	Designations in BPS/ CPS
1	20/ 08	General Manager
2	19/ 07	Senior Manager
3	18/ 06	Deputy Director/ Manager
4	17/ 05	Assistant Director/ Assistant Manager
5	16/ 04	Assistant/ Officer

5. After the retirement of incumbent working on it; the position will be filled as per prescribed criteria and initial recruitment.



**2. CRITERIA FOR PROMOTION ON REGULAR AND CONTRACTUAL SINGLE CADRE POSITIONS BPS-07/ CPS-2 TO BPS-16/ CPS-4**

Regular & Contractual employees (BPS-11/ CPS-2 to BPS-16/CPS-4) working on single cadre positions will be promoted as per following criteria:

S.No (A)	Name of Single Cadre Post (B)	BPS/CPS (C)	Method of Promotion (D)
1	Chief (as in column 3(B)) <b>Note:</b> In case of promotion from BPS-14/ CPS-3, the designations of Library Assistant, Sub Engineer Civil & Electrical will be designated as Assistant Librarian, Assistant Engineer Civil & Assistant Engineer Electrical	BPS-16/ CPS-4	2 years service in BS-14/CPS-3 or 5 years of service in BPS-12 & above.  ** The following condition will be applicable to employees appointed after the promulgation of MTI Act, 2015: - Incumbents having at least Bachelor's Degree (14/16 years education) in the relevant field will be promoted to BPS-16/ CPS-4. - Employee who does not possess the above qualification will be promoted till BPS-16 only, once they have promoted to BPS-14 and after the required length of service i.e 2 years in BPS-14.
2	Senior (as in column 3(B))	BPS-14/ CPS-3	3 years service in BS-11/BS-12/ or in CPS-2 as name of post mentioned in column 3(B)
3	Electro Medical Technician, PET, Hostel Superintendent, Library Assistant, Hygienist (BS-14), Photographer, Security Supervisor, Artist, Storekeeper, Associate Engineer (Civil), Sub Engineer Civil & Electrical, HVAC Supervisor, Sub Engineer Mechanical, Brace Maker, Hardware Technician, Boiler Operator, Telephone Exchange Supervisor, Medical Gas Supervisor, etc.  Any other single cadre post created in this category.	BPS-11 & 12/ CPS-2	- Initial Recruitment as per prescribed criteria  However, for promotion on M&E cadre positions, 5 years service in BPS-9/CPS-2 or 7 years service in BPS-7/CPS-2 will be required alongwith Diploma in Associate Engineering (DAE) qualification.
4	Sub-Station Supervisor, etc  Designation of incumbents as per column 5B will remain same after fulfillment of promotion criteria given in column 4D	BPS09/ CPS-2	Initial Recruitment as per prescribed criteria  5 years service in BPS-7/ CPS-2
5	Electrician/ Technician/Operator, etc (M & E Deptt, MTI Abbottabad)	BPS07/ CPS-2	Initial Recruitment as per prescribed criteria

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 pending inquiry.

b. The promotion/ grant of higher pay scale (BPS-03/ CPS-1 TO BPS-10/ CPS-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. 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. CRITERIA FOR PROMOTION ON REGULAR AND CONTRACTUAL POSITION  
BPS-03/ CPS-1 TO BPS-10/ CPS-2**

An employee will be allowed for promotion to higher scale as mentioned below upon satisfactory completion of each 10 years of service alongwith other codal formalities as detailed in the proceeding section.

S.No	Regular & Contractual Pay Scales	Promotion
1	BPS-3/ CPS-1 to BPS-10/ CPS-2	Maximum 3 Steps

- 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 pending inquiry.
- b. The promotion/ grant of higher pay scale (BPS-03/ CPS-1 TO BPS-10/ CPS-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/ CPS-1 to BPS-10/ CPS-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.
  6. For promotion beyond BPS-11/CPS-2; the criteria for promotion of Clerical cadre shall be followed as approved criteria, where 40% quota is reserved for promotion to the post of Junior Clerk (CPS-2) alongwith fulfillment of other codal formalities as prescribed.

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**4. CRITERIA FOR PROMOTION ON REGULAR AND CONTRACTUAL SINGLE CADRE POSITIONS OF IT STAFF IN MTI ABBOTTABAD (AMC, ATH) BPS-16/ CPS-4 TO BPS-20/ CPS-8:**

The following criteria is proposed for the IT Staff of MTI Abbottabad (AMC, ATH):

S. No	Nomenclature of Post	Qualification for appointment by Initial Recruitment	Age Limits	Method of Promotion & Initial Appointment
(A)	(B)	(C)	(D)	(E)
1	General Manager IT BPS-20/ CPS-8			15% by promotion on the basis of Seniority cum fitness from amongst the Senior Manager IT having 5 years in service in BPS-19/CPS-7.
2	Senior Manager IT BPS-19/ CPS-7			30% by promotion on the basis of Seniority cum fitness from amongst the Deputy Director IT/ Manager IT having 7 years service in BPS-18/CPS-6 or 12 years in BPS 17 & above.
3	Deputy Director IT/ Manager IT BPS-18/ CPS-6			50% by promotion on the basis of Seniority cum fitness from amongst the Assistant Director IT/ Assistant Manager IT & other technical IT staff having 5 years in service in BPS-17/CPS-5.
4	Assistant Director IT/ Assistant Manager IT BPS-17/ CPS-5	At least BS Degree (16 years education) or Masters Degree in Computer Science or equivalent relevant degree from a recognized university.	23-35 Years	<p>a. Forty percent (40%) by promotion on the basis of Seniority cum fitness from amongst the holders of posts of Computer Operator and other technical IT staff who have 5 years service in BPS-16/CPS-4 having qualification prescribed for initial recruitment in column (4C).</p> <p>Where the strength of employees working in BPS-16/ CPS-4 is less than 10 numbers, then it will be processed as hundred percent (100%) by promotion on the basis of Seniority cum fitness from amongst the holders of posts of Computer Operator and other technical IT staff having qualification prescribed for initial recruitment.</p> <p>Based on above mentioned strength, the employees appointed before the promulgation of MTI Act, 2015 will be promoted till BPS-17 only having required length of service without fulfillment of the prescribed qualification for initial recruitment (as only one time practice).</p> <p>b. Thirty percent (30%) by promotion on the basis of Seniority cum fitness from amongst the holders of posts of IT staff working in BPS-14/ CPS-3 and BPS-11/ CPS-2 who have 5 years service in the respective scales having qualification prescribed for initial recruitment in column (4C).</p> <p>c. Thirty percent (30%) by initial recruitment.</p>

HR Department AMC & ATH, MTI Abbottabad

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5	Computer Operator BPS-10/CPS-4	BS (Computer Science) OR equivalent Degree in Computer Science from a recognized university having three (03) years post qualification experience in the similar position or in the relevant IT field. OR Bachelors Degree with 01 year Diploma in IT from a recognized institution.		70% by promotion based on seniority-cum fitness from amongst Senior Unit coordinator and Senior Medical Record Clerk having basic qualification of computer operator having 2 years' of service in BS-14. 30% by initial recruitment. • 100% by initial recruitment where the sanctioned posts of Computer Operator are less than 10 numbers.
6	Chief Hardware Technician Chief Network Technician HIMS Administrator Chief Medical Record Clerk BPS-10/CPS-4	BS (Computer Science) 16 years of education OR equivalent Degree in Computer Science from a recognized university having three (03) years post qualification experience in the similar position or in the relevant IT field.		70% by promotion based on seniority-cum-fitness from Senior Network Technician/ Sr. Hardware Technician Sr. IT Facilitator/ Sr. Unit Coordinator having 2 years' of service in BS-14. 30% by initial recruitment.
7	Senior Hardware Technician Senior Network Technician Senior Medical Record Clerk Senior IT Facilitator Senior Unit Coordinator BPS-14/CPS-3			100% by promotion based on seniority-cum fitness amongst Network Technician/Hardware Technician/IT Facilitator/ Unit Coordinator/ Medical Record Clerk having 3 years of service in BS-11.
8	Medical Record Clerk BPS-11/CPS-2	FA / FSC with 01 year Diploma in IT from recognized Board. Preference will be given to the person having experience in relevant field.		100% by initial recruitment.
9	Hardware Technician BPS-11/CPS-2	SSC with 03 years Diploma in Electronics from recognized Board.		100% by initial recruitment.
10	Network Technician BPS-11/CPS-2	SSC with 03 years Diploma in Electronics or Computer Sciences from recognized Board	<i>Handwritten initials</i>	100% by initial recruitment.
11	Unit Coordinator IT Facilitator BPS-11/CPS-2	<del>SSC</del> and 01 Year Diploma in IT from recognized Board.	<i>Handwritten initials</i>	100% by initial recruitment.

**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.
4. No pending inquiry.

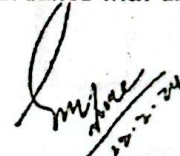


The promotion/ grant of higher pay scale (BPS-16/ CPS-04 to BPS-20/CPS-08) will be subject to the following terms and conditions:

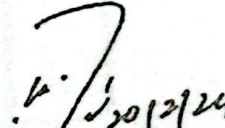
1. The service rules, nomenclature of the posts and seniority of the employees shall remain intact.
2. The length of service will be counted retrospectively and in the present post held.
3. The existing incumbent will be promoted to the higher pay scale in such a way that he/ she will move forward along 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. After the retirement of incumbent working on it; the position will be filled as per prescribed criteria and initial recruitment.


**Note:** It is pertinent to mention that all the newly created single cadre positions will be dealt with in accordance with above mentioned promotion criteria against each cadre and will follow the above service structure.

  
Mr. Pervalz  
Incharge HR Cell, ATH

  
Mr. Asif Khan  
AD Finance, ATH

  
Mr. Khurram Sohail  
HR Manager, AMC  
Member

  
Mr. Kamran Alam Khan Swali  
Senior Manager HR, ATH  
Member

  
Mr. Anzaar ur Rehman Abbasi  
Senior Pharmacist ATH & Chairman  
Single Cadre Service Structure Committee  
MTI, Abbottabad