

**GOVERNMENT OF THE NORTH-WEST FRONTIER PROVINCE NWFP**  
**HEALTH DEPARTMENT**

**NOTIFICATION**

**Peshawar, dated the 11<sup>th</sup> DECEMBER, 2008**

No. **SOH(EV)4 – 20 / 08** : In exercise of the powers conferred by section 26 of the North West Frontier Province Civil Servants Act, 1973 (N.-W.F.P. Act XVIII of 1973), the Governor of the North-West Frontier Province is pleased to make the following rules, namely:

**THE NORTH-WEST FRONTIER PROVINCE**  
**HEALTH (MANAGEMENT) SERVICE RULES, 2008.**

**PART – I**  
**GENERAL**

1. **Short title and commencement.**---( 1 ) These rules may be called the North-West Frontier Province Health (Management) Service Rules, 2008.

(2) They shall come into force at once.

2. **Definitions.**--- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say -

- (a) “appointing authority” in relation to a post, means the respective authority specified in para 4 of the North-West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1989;
- (b) “Commission” means the North-West Frontier Province Public Service Commission;
- (c) “Cadre” means Health Management Cadre;
- (d) “Government” means the Government of the North-West Frontier Province;
- (e) “Governor” means the Governor of the North-West Frontier Province;
- (f) “Initial recruitment” means appointment made otherwise than by promotion or transfer;
- (g) “Member of Service” means officer belonging to health management cadre as reflected in schedule I, II & III;
- (h) “PHSA” means Provincial Health Services Academy;

- (i) "Post" means a post specified in the Schedule-I of the rule and such other posts as may, from time to time, be determined by the Government;
- (j) "Schedule" means the schedule appended to these rules; and
- (k) "Service" means the North-West Frontier Province Health (Management) Service.

## **PART-II** **RECRUITMENTS**

- 3. Number and nature of posts.**---The Service shall comprise the posts specified in the Schedule -I and such other posts as may be determined by Government from time to time.
- 4. Method of Appointment.**---Method of appointment, qualifications and other conditions to applicable to a post in the Service shall be such as laid down in the column 3 to 5 of the Schedule - II.
- 5. Syllabus and examination for appointment by initial recruitment.**--- Syllabus and standard for competitive examination for appointment by initial recruitment to the post in BS-17 shall be, as laid down in Schedule-III.

## **PART-III** **CONDITIONS OF SERVICE**

- 6. Pre-Service Training & Departmental Examinations.**--- (1) On appointment to a post borne on the service in BS-17, every officer so appointed shall complete six months mandatory training including attachment as specified in schedule -IV.

( 2 ) The training shall be followed by departmental examination to be conducted by Provincial Health Services Academy, which will be part of probation period.

- 7. In-Service Training.**---Selection for in-service trainings which are linked with promotion shall be done on seniority basis and those at verge of promotion shall be given priority.

- 8. Private Practice.**--- ( 1 ) No Member of Service shall be allowed private practice, in lieu he shall be entitled to non-practicing allowance, at such rate as may be prescribed by Government.

( 2 ) In case of default, the Member shall be liable to disciplinary action under the law.

- 9. General rule.** --- In all matters not expressly provided for in these rules, Members of Service shall be governed by such rules as have been or may hereafter be prescribed by Government from time to time.

Provided that in case of a dispute the Government shall have the final authority to decide the matter in any manner it deems fit.

**10. One time exercise.** --- (1) Notwithstanding anything contained in the provision of these rules, Government shall, as one-time exercise, fill in posts in the Service described in Schedule-I by way of permanent transfer from amongst the Officers of General Cadre in equivalent basic pay scale who have the qualification of Master of Public Health or Postgraduate Diploma in Public Health or Postgraduate Diploma in Hospital Administration or Health Planning & Management or equivalent Master's Degree / Diploma in Health management or allied disciplines and opt for absorption;

Provided that the option once exercised shall be final.

(2) Where the number of officers opting for absorption in Management Cadre is more than the available positions in respective grade, the selection under one time exercise shall be done on the basis of seniority-cum- merit only in the respective grade;

Provided that for determining the suitability of the officers, additional relevant qualifications, trainings/courses in the relevant field and managerial experience, as such, shall be taken into consideration.

**11. Deletion of posts.**---Posts reflected in the schedule-I shall stand deleted from any other service rules for the time being in force and such rules shall be deemed to have been amended to the above extent:

SECRETARY TO GOVERNMENT OF NWFP  
HEALTH DEPARTMENT

Endst. of even No & Date.

Copy to:

1. The Chairman, Public Service Commission, NWFP, Peshawar
2. PS to Minister for Health, NWFP.
3. PS to Chief Secretary, NWFP.
4. PS to Additional Chief Secretary, NWFP.
5. PS to Secretary E&A Department.
6. PS to Secretary Law Department.
7. PS to Secretary Finance Department.
8. Ps to Secretary Health.
9. PA to DGHS NWFP.
10. Computer Programmer, Health Department.

(ADIL SAEED SAFI)  
SECTOIN OFFICER – V

**SCHEDULE – I**  
**(Management Cadre)**

**Members of Service in BPS-20:**

<b>S.No.</b>	<b>Nomenclature of post</b>	<b>Number of post</b>
1	Director General Health Services, NWFP, Peshawar	01
2	Director (Admn) DGHS NWFP Peshawar	01
3	Director Health Services DGHS NWFP Peshawar	01
4	Medical Superintendent Govt. LRH/KTH/HMC Peshawar	03
5	Medical Superintendent DHQ.Hospitals Kohat, Bannu, DIKhan, Mardan, Swat, Abbottabad	06
6	Medical Superintendent, Mufti Mehmood Memorial Hospital DIKhan	01
7	Medical Superintendent, Khalifa Gul Nawaz Hospital Bannu	01
8	Medical Superintendent, Govt. City Hospital Kohat Road Peshawar	01
9	Medical Superintendent, Sarhad Hospital for Psychiatric Diseases Peshawar	01
10	Medical Superintendent, Ayub Teaching Hospital Abbottabad	01
11	Executive District Officer (Health) Peshawar	01
12	Executive District Officer (Health) Swat	01
13	Executive District Officer (Health) Mardan	01
14	Executive District Officer (Health) Kohat	01
15	Director Provincial Health Services Academy, Peshawar	01
16	Principal Public Health School Hayatabad Peshawar	01
17	Principal Pubic Health School Abbottabad	01
18	MS Mardan Medical Complex	01
	<b>TOTAL:</b>	<b>25</b>

**SCHEDULE – I**  
**(Management Cadre)**

**Members of Service in BPS-19:**

<b>S.No.</b>	<b>Nomenclature of post</b>	<b>Number of post</b>
1.	Executive District Officers (Health) in NWFP	20
2.	DDHOs/Coordinators EDO(H) Offices in NWFP	31
3.	Medical Superintendent DHQ.Hospitals in NWFP	17
4.	Medical Superintendent Govt. ID Children Hospital Peshawar	01
5.	Medical Superintendent Police/Services Hospital Peshawar	01
6.	Medical Superintendent Mental & General Hospital Dadar Mansehra	01
7.	Medical Superintendent, City Hospital Lakki Marwat	01
8.	DMS Women and Children Hospital DIKhan,	01
9.	DMS in DHQ. Hospital, Mardan, Swat, Nowshera, Haripur, Abbottabad and DIKhan	06
10.	District TB Control Officer, Peshawar, Mardan, Swabi, DIKhan, Haripur, Battagram, Mansehra, Swat, Chitral, Upper Dir	10
11.	Deputy Administrator Mardan Medical Complex Mardan	01
12.	MS/Incharge Civil/THQ.Hospital Tangi, Shabqaddar, Dargai, Pabbi, Matta, Darosh (Chitral), Rehana, Kulachi	08
13.	SMO I/C Women & Children Hospital Bannu	01
14.	Vice Principal Paramedical Institute, Abbottabad, DIKhan, Swat	03
15.	SMO (Health) Municipal Corporation Peshawar	01
16.	Deputy Directors in DGHS NWFP Peshawar	05
17.	DMS (Stores) Govt. LRH/KTH Peshawar	02
18.	Principal Postgraduate Paramedical Institute Peshawar	01
19.	Deputy Director (HRD) PHSA NWFP	01
20.	Deputy Director(Monitoring and Research) PHSA NWFP	01
21.	Deputy Director(Management) PHSA NWFP Peshawar	01
22.	Course Directors (PH/CDC and Management, Trg.& Development) PHSA NWFP	02
23.	DD HRD / Vice Principals DHDC Bannu, Chitral, Mardan, Abbottabad and Swat	05
24.	DMS, Khalifa Gul Nawaz Hospital Bannu	01

25.	DMS Ayub Teaching Hospital Abbottabad	01
26.	Director Health Services FATA Peshawar	01
27.	MS AHQ Hospital Parachinar, Ghallanai, Wana, Bajaur	04
	<b>TOTAL:</b>	<b>128</b>

**Note:** All Program Manager/Provincial Coordinators of Vertical Programs/ Projects & FATA Health positions would be filled from amongst Management Cadre.

**SCHEDULE – I**  
**(Management Cadre)**

**Members of Service in BPS-18:**

<b>S.No.</b>	<b>Nomenclature of post</b>	<b>Number of post</b>
1.	Incharge Civil/THQ.Hospital Ziarat Kaka Sahib Nowshera, Rustam, Lund Khawar Mardan, Topi Swabi, Kalu Khan Swabi, Shakar Darra (Kohat), Thall Hangu, Serai Naurang Lakki Marwat, Balakot Mansehra and Thana Malakand Agency	10
2.	Senior Instructors DHDCs in NWFP ( Abbottabad, Swat and DIKhan)	03
3.	Instructors in Public Health School, Hayatabad Peshawar and DIKhan	03
4.	Instructor Public Health School, Nishtarabad Peshawar	01
5.	Epidemiologist Govt. LRH and HMC Peshawar	02
6.	Course Director (MCH & Family Planning) PHSA NWFP	01
7.	Epidemiologist PHSA NWFP	01
8.	DMS Govt. Maternity Hospital Peshawar	01
9.	DMS (Admn) KTH Peshawar	01
10.	District TB Control Officer, Abbottabad, Kohistan, Nowshera, Charsadda, Malakand, Buner, Shangla, Lower Dir, Kohat, Hangu, Karak, Bannu, Lakki Marwat and Tank	14
11.	Deputy Director Admn./Deputy Director Dev.(02), Assistant Director EPI(02), DHS FATA	04
12.	Agency Surgeon Mohmand, Bajaur, Orakzai, Kurram, NW Agency, SW Agency, Khyber, FR Peshawar/ FR Kohat, FR DIKhan, FR Bannu,	10
13.	DMS(Admn), DMS(Stores) DMS (Dispensary) at Ayub Teaching Hospital Abbottabad	03
14.	Assistant Directors in Directorate General Health Services, NWFP, Peshawar	13
15.	ADHO FATA Health	4
	<b>TOTAL:</b>	<b>71</b>

**Note:** All Program /Project positions & FATA Health positions in BPS-18 would be filled from amongst Management Cadre.

**SCHEDULE – I**  
**(Management Cadre)**

**Members of Service in BPS-17:**

<b>S.No.</b>	<b>Nomenclature of post</b>	<b>Number of post</b>
1.	Health Educator Directorate General Health Services, NWFP Peshawar	01
2.	Assistant Director (Homeo & Tibb) AD Personnel, AD Administration Directorate General Health Services, NWFP, Peshawar	04
3.	MO Trainer DHDC (02 each) in Mardan, Kohat, Bannu, DIKhan, Abbottabad, Swat and Chitral	14
4.	Instructors in PHSA, NWFP	03
5.	Evaluation Officer PHSA, NWFP	01
6.	Instructors Public Health School, Hayatabad Peshawar and Abbottabad	03
7.	Secretary Medical Faculty, NWFP Peshawar	01
8.	DMS Maintenance HMC Peshawar	01
9.	DMS Stores HMC Peshawar	01
10.	DMS Casualty, OPD and OTs HMC Peshawar	01
11.	Coordinator EDO(H) Offices in NWFP	71
	<b>TOTAL:</b>	<b>101</b>

**Note:** All Program /Project positions in BPS-17 & FATA Health positions would be filled from amongst Management Cadre.



**SCHEDULE – II**

<b>S. No</b>	<b>Nomenclature of Post.</b>	<b>Qualification for appointment by initial recruitment</b>	<b>Age limit</b>	<b>Method of Appointment</b>
1	2	3	4	5
1	Director General Health Services (BS-20)		-	By transfer, on the basis of selection on merit, from amongst the ten senior most Members of the Service in (BS-20).  <b>Note:</b> Preference will be given to those having additional postgraduate relevant qualifications or specialized courses.
2	Members of Service (BS-20)			(a) By promotion, on the basis of selection on merit, from amongst the Members of Service in (BS-19) with 5 years service as such or 17 years service in (BS-17) and above; and  (b) Four months advance in-service training in Management from a recognized institution or PHSA NWFP.

1	2	3	4	5
4.	Members of Service (BS-18)	(a) MBBS/BDS or equivalent qualification, from any institute recognized by the PMDC; and  (b) (i) Doctorate / M.Phil in Public Health or Health Administration or Health Management or equivalent qualification from any University recognized by the H.E.C or PMDC; or  (ii) Master in Public Health/Health Administration/ Health Management, allied discipline or equivalent qualification from any University recognized by H.E.C or PMDC with 5 years experience in the relevant field.	30-40 years	(i) Eighty percent by promotion, on the basis of seniority cum-fitness, from amongst Members of the Service in BS-17 having at least five years service as such, with two months in service training in Management from a recognized institution or PHSA; and  (ii) Twenty percent by initial recruitment
5.	Members of Service (BS-17)	(a) MBBS/BDS or equivalent medical qualification from any institute recognized by PMDC; and  (b) Master in Public Health/Health Administration/ Health Management or equivalent qualification from any institute recognized by H.E.C or PMDC.	25-32 years	By initial recruitment.

## SCHEDULE – III

### (HEALTH MANAGEMENT CADRE)

#### Syllabus and Standard for competitive exam for initial recruitment in BS-17

1. The Examination shall include General Compulsory and Specialized Compulsory Subjects, and every candidate will take all the compulsory subjects.
2. A candidate shall answer the papers in English unless otherwise directed. However, the paper in Islamiyat may be answered in Urdu or English.
3. The total marks of General Compulsory Subjects are 350 while there should be two Specialized Compulsory Papers of 300 marks each covering 150 marks.
4. Psychological aptitude test                      50      Marks
5. Viva Voce    200      Marks
6. The general compulsory and specialized compulsory subjects and maximum marks fixed for each subject shall be as shown in the statement below:

#### General Compulsory Subjects (350 Marks)

Serial No.	Subjects	Maximum Marks
1.	English	100
2.	English Essay	50
3.	General Knowledge / Everyday science	50
4.	Current affairs	50
5.	Pakistan affairs	50
6.	Islamiyat	50

#### Specialized Compulsory Subjects (400 Marks)

<b>1. Health Planning and Management (Single Paper)</b>	<b>200</b>
<b>Topics:</b> Planning, Planning Cycle, Strategic Planning, Management, Project Management, Hospital Administration, Financial / Stock Management, Human Resource Management, Total Quality Management, Leadership, Decision Making, Organization, Effective Organization and Culture, Organizational Behavior, Human Factor and Motivation, Social Responsibility and Ethics, Management and Society (External Environment), Management of Training and HRD, Communication, Management Information System, etc.	

<b>2. Epidemiology, Health System Research, Public Health and Disease Control (Single Paper)</b>	<b>100</b>
<p><b>Topics:</b>  Epidemiology, Research Methodology and Biostatistics, Health Systems, Surveillance and Disease Control, Monitoring &amp; Evaluation. Infectious Diseases, Epidemiology and preventive methods, Reproductive Health, Occupational Health, Environmental Hazards and Sanitation, Nutrition with related disorders and prevention.</p>	

7. In case of non-Muslim, the paper of Pakistan Studies and Current Affairs will be each of 75 marks instead of Islamiyat.
8. No candidate will be called for Psychological Aptitude Test unless he has obtained 40% marks in individual subject with aggregate of 50%.
9. The passing marks in Psychological Aptitude Test are 40%. Those failed will not be called for the interview.
10. The passing marks for Viva Voce are 40%. The candidate failing in interview or remained absent will not be included in the merit.
11. The selection of selected candidates will be purely on merit as per Zonal Allocation Formula notified by the Establishment Department.
12. In case of a tie, the order of merit will be determined in accordance with the total number of combined marks achieved in Psychological Aptitude Test and interview. In case of tie in this case even, the decision will be on the basis of marks obtained in compulsory subjects. Even still if there is a tie, the order of merit will be on the basis of age.

## SCHEDULE IV

### **Induction training**

#### **Target Group:**

The training is designed for newly recruited Medical Officers BS 17 in Health Management cadre .

#### **Objective :**

- To equip the doctors with Official Procedures , Financial & Procurement Rules and Regulations, Rules of Business, and other government functions with a view to benefit them for working as Health Managers.
- To develop their skill and knowledge in Planning, management and leadership.
- To develop skill and Knowledge regarding routine office procedures and management

#### **Training Schedule :**

The training is divided into two portions:

- Theory                      total duration 2 months
- Practical                    total duration 4 months

#### **Theory:**

To be imparted in PHSA in collaboration with STI, Audits and accounts training institute, NIMS, IMSciences etc.

#### **Topics:**

- Relationship of Management with Behaviour
- Principles of Management and planning
- Leadership
- Communication and advocacy
- Motivation.
- Team building
- Project management
- Donor coordination
- Health policies
- Human resource management
- Public private partnership.
- Decentralization.
- Use of information.
- Role of Provincial and district government in context of Local Government Ordinance.
- Medical ethics
- Healthcare financing
- Disease surveillance
- Basics of Epidemiology and epidemic control
- Monitoring and supervision
- Primary health care
- Hospital management
- Waste disposal
- Quality Management
- Vertical programmes and their linkages with in the health system.
- Health system research

- Rules of business
- Auditing & Accounting
- General Financial rules
- Esta code etc.

Practical Training (Attachment): Duration 4 months

During this period the under trainee health managers will be attached with different sections and institutions of DOH to gain supervised Practical experience which will help in developing the needed skills.

Beak up of Practical Training is as follows :

- |   |         |
|---|---------|
| 1. Health Directorate including Vertical Programmes | 1 Month |
| 2. Health Secretariat                               | 1 Month |
| 3. EDO H Office                                     | 1 Month |
| 4. Hospital   | 1 Month |

The Time table and other details of the theory part as well as practical training will be developed by PHSA and to be approved by academic committee of PHSA and DOH.