

PM&DC – FORM-IV  
**REQUEST FOR RECOGNITION OF EXPERIENCE**

TEL: 051-9106151-54 Fax No. 051-9106159

APPENDIX-13

Website: [www.pmdc.org.pk](http://www.pmdc.org.pk) E-mail: [pmdc@pmdc.org.pk](mailto:pmdc@pmdc.org.pk)

This form can be downloaded from our website by using Acrobat Reader. Photocopy of this form is also acceptable

**PM&DC Registration Number**

|  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
|  |  |  |  |  | - |  |
|--|--|--|--|--|---|--|



Please paste one  
Photograph and then  
get it attested by the  
person specified  
overleaf as in  
instruction 4

The Registrar  
Pakistan Medical & Dental Council  
G-10/4, Mauve Area, Islamabad.

**Subject: RECOGNITION OF EXPERIENCE**

Dear Sir,

I am enclosing experience certificates (instructions overleaf) as per details given below for recognition. Please issue me experience certificate for \_\_\_\_\_  
(purpose). My PM&DC Registration No. is \_\_\_\_\_.

| Sr. No. | Detail of experience |                  | Department & Institution |
|---------|----------------------|------------------|--------------------------|
|         | Designation          | Duration (dates) |                          |
|         |                      |                  |                          |

| Sr. No. | Details of original articles (attached original Journals) | Published in |
|---------|---|--------------|
|---------|---|--------------|

**Undertaking:**

I undertake to abide by the Code of Ethics prescribed by the PM&DC for registered Medical / Dental practitioner and will inform the Registrar, Pakistan Medical and Dental Council of any change of address of residence or practice with in their days. I have never been registered with PM&DC in the past. If considered necessary, PM&DC may disclose any information when asked for or obtain any information from any of my institution of which teach / practical experience is being claimed and I liberate PM&DC and the institution for any liability for this action. I further undertake that if there has been an erroneous entry in the certificate and I am told by the PM&DC to send the certificate back to PM&DC I shall do so immediately and shall not take any benefit of the error. Above information is correct and nothing has been concealed and if found false or contrary to PM&DC rules. I am liable for necessary action by the Council which may lead to cancellation of registration and license to practice. I take full responsibility of authenticity of documents submitted along with this application.

SUBJECT TO INSTRUCTIONS OVERLEAF

Signature \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Designation \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Date \_\_\_\_\_

\*Attach extra sheet if required

**General information**

- a. The experience certificate is issued on the basis of experience as communicated by the Principal / Dean / Head of teaching institution, and is liable to be modified on the Dean / Principal's request.
  - b. The experience certificates enclosed with this form for recognition must contain the details of nature and job, period of job (day, month and year) in addition to name of doctor and must be submitted by.
  - c. In case of eligibility for teaching appointments or other appointments, the Government Servants should route their applications through proper channel.
- The applicant should provide attested copy of degree of basic and postgraduate qualification, training letter of all PG qualifications, equivalence certificate of PG qualification issued by PM&DC, attested copies of DMC, election letter, transcript, degree etc.

- d. The applicant should be fully aware of the fact that the experience certificate is accepted / process and issued in accordance with PM&DC rules.
- e. Applicants with incomplete or deficient information shall not be processed.
- f. Application forms not accompanied by publications as required by PM&DC shall not be processed.
- g. Fee shall be remitted with every submission.
- h. There shall be no urgent processing of the experience certificate.

#### **Local Experience:**

Teaching experience certificate must be issued by the Principal / Dean or Head of the Institution recognized by PM&DC on official letter-head mentioning his name clearly. **The testimonials issued by the teachers / medical superintendents are not acceptable.** The following document must accompany the form on pre-page:-

- i. This form (per-page) duly filled-in and signed by the doctor.
- ii. Three passport size photograph duly attested by the Medical Superintendent of a District Headquarters level hospital or Principal of a Medical / Dental College or by the member of the Council or by authorized officer of Pakistan "Embassy abroad with white background and both ears are visible.
- iii. Three Photostat copies each of the experience certificate duly attested separately by the person specified above.
- iv. Photostat copy of the valid registration certificate.
- v. Three Photostat copies of each experience certificate duly attested separately by the person specified above.
- vi. Experience certificate fee of Rs. 1950/- through Bank Draft / Pay Order in favour of Pakistan Medical and Dental Council, Islamabad.
- vii. Courier charges according to the no of institution, where the applicant has worked will be Rs. 200/- per courier through Bank Draft / Pay Order in favour of Pakistan Medical and Dental Council, Islamabad.
- viii. An Affidavit on Rs. 10/- Stamp Paper (specimen No. 1 & 2).
- ix. Statement by Director Finance / Treasurer (Specimen no. 3)
- x. Submitted certification order from Health Department.

Foreign Nationals and Pakistani doctors applying from foreign countries should pay equivalent amount in foreign exchange through Bank Draft / Cashier's Cheque of a recognized bank payable in Pakistan in favour of bank account titled "PAKISTAN MEDICAL & DENTAL COUNCIL" (without mentioning account number). For further details to submit fee while being abroad kindly visit our website.

#### **Foreign Experience:**

- a. This form (per-page) duly filled-in and signed by the doctor.
- b. Photostat copy of valid registration certificate under which basic as well as postgraduate qualifications are registered with this Council.
- c. Four photostat copies of each experience certificate (signed by the Head of Institute) duly attested by the Principal of any Medical / Dental College in Pakistan who knows you personally OR by an authorized Officer of Pakistan Embassy in that Country OR by an authorized Officer of the Ministry of Foreign Affairs in Pakistan OR by member of the Council who know you personally..
- d. Three passport size photographs duly attested by the person specified above.
- e. Complete Bio-Data duly signed.
- f. Experience certificate fee of Rs. 1950/- through Bank Draft/Pay order in Favour of Pakistan Medical and Dental Council, Islamabad.
- g. Processing fee Rs. 6500/- (non-refundable) through Bank Draft/Pay Order in favour of Pakistan Medical & Dental Council, Islamabad.
- h. Green Proforma A for recognition of foreign experience (Annex-I) and affidavit as per specimen no. 1.
- i. Please fill out the release liability form.

#### **Additional Copy of Experience Certificate:**

- a. An application on plain paper referring previous experience certificate etc. mentioning PM&DC registration number, and purpose of additional copy.
- b. Two passport size photographs duly attested by the person specified above.
- c. Experience Certificate fee of Rs. 650/- through Bank Draft/Pay Order in favour of Pakistan Medical & Dental Council, Islamabad.
- d. An affidavit of Rs. 10/- Judicial Stamp Paper (specimen No. 4).

#### **Publications/Articles**

Provide original Journals in which articles were published and copies of each article and front page of the Journal, duly attested by a professor of a recognized medical / dental college.

**SPECIMEN NO. 1 OF AFFIDAVIT ON STAMP PAPER OF RS. 10/-**

**For Issuance of Experience Certificate**

**AFFIDAVIT**

**(DEMONSTRATOR / LECTURER / SENIOR DEMONSTRATOR /  
SENIOR LECTURER / SENIOR REGISTRAR / ASSISTANT PROFESSOR /  
ASSOCIATE PROFESSOR & PROFESSOR ETC.....  
MEDICAL / DENTAL COLLEGE / UNIVERSITY / DAIS)**

Affidavit of Mr. Mrs. Dr. \_\_\_\_\_ S/o, D/o \_\_\_\_\_  
CNIC No. \_\_\_\_\_ PM&DC No. \_\_\_\_\_  
Designation \_\_\_\_\_ (Demonstrator / Lecturer / Senior Demonstrator / Senior  
Lecturer / Senior Registrar / Assistant Professor / Associate Professor & Professor etc). Date of  
appointment \_\_\_\_\_ Department of Work \_\_\_\_\_ Duration of  
appointment \_\_\_\_\_ (from DD-MM-YY to DD-MM-YY) Personal responsibilities  
\_\_\_\_\_ (Visiting / Full time / Regular / Adhoc Basis etc), the undersigned  
duly affirm and declare the oath as under:-

1. That, I the undersigned duly depose that all the credentials, training letters, financial slips, present in my personal file are correct and true.
2. That the undersigned has not worked during his duty hours at any other department / institutions.
3. That I the undersigned shall be responsible personally and shall be liable to face any legal proceedings initiated before PM&DC in case any discrepancy is found in documents, any fake documents was submitted or any concealment of facts.
4. I am fully aware that more than one agency is involved in verification process and considerable time is consumed and I shall not pressurize or demand for any hurry. Will totally accept the decision of the Council and shall not challenge it in any form. I am fully aware that submitting this application is in my own interest and shall wait till PM&DC responds patiently.

Note: Full Time Faculty i.e the faculty which is available in medical / dental college / university / hospital for teaching, training and education for atleast six hours per day during college hours.

Deponent: \_\_\_\_\_

Verification:-

It is verified, on oath dated \_\_\_\_\_ at \_\_\_\_\_ that the above statement is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Deponent: \_\_\_\_\_

**SPECIMEN NO. 2 OF AFFIDAVIT ON STAMP PAPER OF RS. 10/-**

For Issuance of Experience Certificate

**AFFIDAVIT**

**(VICE CHANCELLOR / PRINCIPAL / DEAN / HEAD OF INSTITUTION  
.....MEDICAL / DENTAL COLLEGE / UNIVERSITY / DAI)**

Affidavit of Mr. / Mrs. / Dr. \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
CNIC No. \_\_\_\_\_ PM&DC No. \_\_\_\_\_ R/O \_\_\_\_\_  
\_\_\_\_\_ that the

undersigned duly affirm and declare on oath as under.

1. That, I the undersigned is performing my duty as Vice Chancellor / Principal / Dean / Head of Institution at \_\_\_\_\_ Medical / Dental College / University / DAI.

**Authentication of Faculty**

2. That, I the undersigned duly certify that all the credentials, training letters, financial slips of Mr. / Mrs. Dr. \_\_\_\_\_ S/o, D/o \_\_\_\_\_  
\_\_\_\_\_ CNIC No. \_\_\_\_\_ PM&DC No. \_\_\_\_\_  
\_\_\_\_\_ Designation \_\_\_\_\_ (Demonstrator / Lecturer / Senior Demonstrator / Senior Lecturer / Senior Registrar / Assistant Professor / Associate Professor & Professor etc). Date of appointment \_\_\_\_\_ Department of Work \_\_\_\_\_  
\_\_\_\_\_ Duration of appointment (from DD-MM-YY to DD-MM-YY) Personal responsibilities \_\_\_\_\_ (Visiting / Full time / Regular / Adhoc Basis), posted in this medical / dental college / university / DAI are correct and true.

3. That the above stated faculty will not work during his duty hour at any other department / institutions.

4. That I the undersigned shall be responsible personally and shall be liable to face any legal proceedings initiated before PM&DC in case any discrepancy is found in documents, any fake documents has submitted or any concealment of facts.

Note: Full Time Faculty i.e the faculty which is available in Medical / Dental College / University / Institution / Hospital for teaching, training and education for atleast six hours per day during college hours.

Deponent: \_\_\_\_\_

Verification:-

It is verified, on oath dated \_\_\_\_\_ at \_\_\_\_\_  
that the above statement is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Deponent: \_\_\_\_\_

**SPECIMEN NO. 3**

For Issuance of Experience Certificate

**STATEMENT**

**BY**

**(DIRECTOR FINANCE / TREASURER**

**.....MEDICAL / DENTAL COLLEGE / UNIVERSITY / DAI)**

Statement of Mr. / Mrs. \_\_\_\_\_ S/o / D/o \_\_\_\_\_ CNIC  
No. \_\_\_\_\_ R/O \_\_\_\_\_ that the  
undersigned duly affirm and declare on oath as under.

1. That, I the undersigned is performing my duty as Director Finance / Treasurer at  
\_\_\_\_\_ Medical / Dental College / University / DAIs.

**Authentication of Pay Slips**

2. That, I the undersigned duly certify that all the financial slips i.e Salary Slips and Tax Deposit  
certificate at FBR of Dr. \_\_\_\_\_ S/o,  
D/o \_\_\_\_\_ CNIC No. \_\_\_\_\_ PM&DC No.  
\_\_\_\_\_ Designation \_\_\_\_\_ (Demonstrator / Lecturer / Senior  
Demonstrator / Senior Lecturer / Senior Registrar / Assistant Professor / Associate Professor &  
Professor etc) his date of appointment \_\_\_\_\_ Department of Work  
\_\_\_\_\_ Duration of appointment (from DD-MM-YY to DD-MM-YY) (Visiting /  
Full time / Regular / Adhoc Basis), posted in this medical / dental institution are correct and true.

4. That I the undersigned shall be responsible personally and shall be liable to face any legal  
proceedings initiated before PM&DC in case any discrepancy is found in documents, any fake  
documents has submitted or any concealment of facts.

Name  
(Director Finance / Treasurer)

**SPECIMEN NO. 4 OF AFFIDAVIT ON STAMP PAPER OF RS. 10/-**

For Issuance of Additional Copy of Recognized Experience certificate

I, Dr. \_\_\_\_\_

S/O, D/O \_\_\_\_\_ Regn No. \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solemnly affirm as under:-

1. A copy of experience certificate No. \_\_\_\_\_ was issued to me  
which has been submitted to \_\_\_\_\_ /mis-placed by me.
2. I require another copy of certificate for the purpose \_\_\_\_\_
3. I am not concealing the facts and will not misuse the experience certificate.
4. The above facts are true to the best of my knowledge.

Signature and Seal of the Court

Deponent

**CONSENT TO RELEASE OF INFORMATION AND RELEASE OF LIABILITY IN RESPECT OF PM&DC  
AND THE INSTITUTION (Foreign Teaching and Practical Experience)**

1. Name of Authorizing Physician and Email Address: \_\_\_\_\_
2. Identity of Institution/hospital or Person from whom information: is sought \_\_\_\_\_
3. **Said Experience Details** Designation \_\_\_\_\_ Specialty: \_\_\_\_\_  
Subspecialty: \_\_\_\_\_ Duration \_\_\_\_\_ Hospital / Institute \_\_\_\_\_
4. **Requester** Identity of Institution or Person requesting information: "Pakistan Medical and Dental Council (PM&DC) or agents and authorized representatives/officials so designated in writing by or for it.
5. **Provider(Hospital / Institution where experience was gained** with its relevant hierarchy, staff and Faculty who I am authorizing to release information concerning me and my experience.

**PURPOSE:** I am providing this request and consent in order to facilitate the process and verification of my experience from the above institution (provider) by the PM&DC the requester.

**REQUEST:** I specifically request that (provider) \_\_\_\_\_ provide to the requester or any representative designated in writing by the requester, any and all information, documents, and records concerning" my professional performance; competence, character during attainment of experience including work experience and behavior while a resident and/or fellow, specifically including the circumstances of my departure from the institution. I further specifically request that (provider) \_\_\_\_\_ provide such information whether it came into possession of that information prior to my residency/fellowship, during my residency/fellowship, or after my residency/fellowship towards attainment of the said experience.

**CONSENT AND AUTHORIZATION:** I hereby authorize the requester identified above, or any representative designated in writing by that requester, to consult with(provider) \_\_\_\_\_ its relevant hierarchy, staff and Faculty, in order to obtain any and all information, documents, and records concerning" my professional performance; competence, character, experience, work/teaching experience and behavior while a resident and/or fellow, specifically including the circumstances of my departure from the institution. I hereby consent to the release of any and all information, records, documents, and/or opinions that PM&DC may require in their sole discretion and this may be provided to the PM&DC (requestor) pursuant to this authorization. I further consent to the copying of documents by (provider) \_\_\_\_\_ its relevant hierarchy, staff and Faculty, and transmittal to the requester or its representatives, of any and all records, documents, and/or opinions described in the paragraphs above, as well as any other information, documents and/or opinions that may be material to an evaluation of my professional experience in order for PM&DC to consider it for registration and my competence to practice medicine, my experience to obtain or hold clinical privileges or professional credentials, and my moral and ethical experience for employment. I hereby consent to the consultation and to the provision of information, records, documents, and/or opinions described above to the requester now, or at any time in the future, in the event of a subsequent inquiry or request. I further consent to a supplemental consultation and to the provision of supplemental information, records, documents, and/or opinions at any time in the future in the event that the (requestor) \_\_\_\_\_ its relevant hierarchy, staff and Faculty, in their sole discretion, determines for any reason that information or opinions it has previously provided pursuant to this release are no longer complete, accurate, or timely, or that such information should be amended to make it more complete, accurate, or timely.

**WAIVER OF LIABILITY:** I hereby release the requester, \_\_\_\_\_ its relevant hierarchy, staff and Faculty, and their respective representatives from all liability, to the fullest extent permitted by the law, for any and all acts performed under this authorization, specifically including the provision of information, documents, or records pursuant to this request.

**RELEASE AND WAIVER OF ALL CLAIMS:** I specifically waive any claim for damages of any kind against (provider) \_\_\_\_\_ its relevant hierarchy, staff and Faculty, for acts performed pursuant to this authorization, to the fullest extent permitted by the law, including but not limited to claims of interference with contract, invasion of privacy, defamation, slander, discrimination, denial of employment, admission, licensure, or credentials, or negligence of any kind in the communication of such information to the requester or its representatives.

**HOLD HARMLESS AND INDEMNIFICATION:** I hereby agree to hold (Provider) \_\_\_\_\_ its relevant hierarchy, staff and Faculty, and their representatives harmless from any and all claims made against them by me, the requester, or any other person or entity as a result of the release of information, documents, or records pursuant to this authorization. Specifically included in "hold harmless and indemnification" within this paragraph are any claims arising from denial of employment, admission, or credentials to me-by the requester or its representatives. I further specifically agree to indemnify (Provider) \_\_\_\_\_ its relevant hierarchy, staff and Faculty and their Representatives for any and all legal fees, costs, or any other expenses incurred in defending any claim arising from the release of information, records, or documents sought by this request or provided pursuant to this authorization.

I shall pay fee for this verification to the provider if any,

Signature of Authorizing Physician \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Authorizing Physician \_\_\_\_\_

## CHECK LIST FOR APPLICANT

Dear Dr,

Please ensure

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. You have filled in the PM&DC Form-IV for recognition of experience completely.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. You have attached required copies of teaching experience certificate duly issued by the Principal / Dean / Vice Chancellor of the concerned teaching medical / dental institutions where you have served. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. You have attached three latest passport size photographs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. You have attached one attested copy of each original article (if applicable)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. You have routed your application through your Principal / Dean / Vice Chancellor if you are in service applicant.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. You have got your experience certificates issued by Medical Superintendent / in charge of the hospital countersigned by your Principal / Dean / Vice Chancellor.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. You have attached the required Affidavits vide specimen No. 1 & 2 given on PM&DC Form-IV.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. You have attached duly filled Green Proforma A (For Recognition of Foreign Experience only).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. You have attached the Statement by Director Finance / Treasurer vide specimen No. 3 given on PM&DC Form-IV.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Consent to release of information and release of liability in respect of PM&DC and the Institution duly filled and signed by the candidate.  | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Name and Signature of Applicant

Dated: \_\_\_\_\_



Government of Pakistan  
**PAKISTAN MEDICAL & DENTAL COUNCIL**  
 G- 10/4,  
 MAUVE AREA ISLAMABAD.



**GREEN -A - Performa for obtaining additional information about foreign work experience**  
**To be filled for EACH DESIGNATION held by the applicant doctor**

**To be filled in by the candidate**

Name of the Doctor: \_\_\_\_\_

Name & address of Hospital/workplace: \_\_\_\_\_  
 \_\_\_\_\_

Field of Work / Specialty: \_\_\_\_\_

Designation Held: \_\_\_\_\_

Designation of first reporting officer: \_\_\_\_\_

**KINDLY MARK "X" IN THE RELEVANT BOX**

1. Duration of work experience: In Date /Month/Year From :         
 To :

2. Nature of the Appointment:     
 Full time Part time Visiting

3. Prerequisite minimum academic qualification for the above stated Appointment/Designation: \_\_\_\_\_

4. Prerequisite experience required for the above stated Appointment/Designation: \_\_\_\_\_

5. Whether the hospital is affiliated with any University/Medical School:    
Yes No

If yes please specify the name of University/Medical School: \_\_\_\_\_

6. Please specify in percentage, the division of work between Clinical, teaching, research duties of the doctor:     
Teaching Clinical Research

7. If the doctor was involved in teaching, please specify The main category of students tutored     
Medical Nursing Para-medical

8. If the doctor was involved in teaching, please Please specify in percentage the teaching assignment    
Undergraduate Postgraduate

a. If teaching undergraduate students , please specify Contact Hours - limited to    
- Lectures/ Demonstrations/Tutorials:   
\* minimum 50 minutes of continuous session   
Equals 1 contact hour per week per month

b. If teaching post graduate students please specify Percentage of teaching work between    
Clinical teaching, research teaching of the doctor:   
Clinical Teaching Research

9. Please specify the reason for job termination/Resignation: \_\_\_\_\_  
\_\_\_\_\_

10. Any cases of malpractice / professional negligence during service :

Yes

No

11. Any other information which may be considered necessary \_\_\_\_\_  
for the recognition of work experience \_\_\_\_\_  
(use additional Sheet if necessary). \_\_\_\_\_

Signature of the CANDIDATE:

PMDC registration number:

Email: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_