

Ministerial Decision

No. 16/2014

**To the Effect of Issuing the Executive Regulation of the
Occupational Affairs of the Occupants of Medical Jobs and
Assistant Medical Jobs in the Governmental (Civil and Military)
Medical Institutions**

Pursuant to the Royal Decree No. 33/2013 issued with regard to the medical jobs and assistant medical jobs in the governmental (civil and military) medical institutions,

And based on the prerequisites of public interests,

The following has been decided:

Article 1

The attached Executive Regulation of the Occupational Affairs of the occupants of medical jobs and assistant medical jobs in the governmental (civil and military) medical institutions shall be applied.

Article 2

All bylaws breaching the attached Regulation or contradicting its provisions shall be null and void.

Article 3

The present decision shall be published in the Official Gazette and shall be in effect as of the next day of its publication.

Issued on: Rabi`i Ath-Thani 6, 1435 AH

Corresponding to February 6, 2014 AD

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Minister of Health

**The Executive Regulation of the Occupational Affairs of the
Occupants of the Medical Jobs and Assistant Medical Jobs in the
Governmental (Civil and Military) Medical Institutions**

Chapter 1

Definitions and General Provisions

Article 1

For the purpose of the application of the present Regulation, the following words and phrases shall have their respective meaning herein under each term, unless the context otherwise necessitates:

Unit:

Any of the State Administrative Apparatus units which shall be subordinate to the governmental (civil and military) medical institution

Committee:

Personnel Affairs Committee of the Unit

Job:

A set of duties and responsibilities identified in the job description card of the medical jobs and assistant medical jobs in the Unit

Employee:

Every person occupying one of the medical jobs or assistant medical jobs in the Unit

Salary:

The basic salary identified next to each grade in accordance with the Tables of Salaries, Allowances and Incentives attached to the Royal Decree No. 33/2013. The periodical and incentive bonuses shall also be included in the Salary.

Allowance:

The amount of money paid in addition to the Salary and it shall not be considered as a part of the Salary

Total Salary:

The Salary in addition to all allowances and incentives set forth in accordance with the Royal Decree No. 33/2013 as well as other payments given under the provisions of the present Regulation

Competent Medical Body:

The Unit's health institution

Academic Mission:

Commissioning for study inside or outside the Sultanate at the expense of the Government or the Unit in order to get a qualification in undergraduate education, university education or a scientific degree in post graduate studies

Scholarship:

Material expenses and benefits provided by a governmental or non-governmental national or foreign entity or an international organization and dedicated for getting a qualification in undergraduate education, university education or post graduate studies from inside or outside the Sultanate

Study leave:

The consent issued by the Unit so that the Employee shall be fully dedicated to get a qualification in undergraduate education, university education or post graduate studies in accordance with the provisions of the present Regulation

Scholarship Student:

The Employee commissioned at the expense of the Government or the Unit in an academic mission inside or outside the Sultanate

Delegated Employee:

The Employee delegated in a mission, scholarship or study leave

Post Graduate Studies:

A study in order to get a scientific degree higher than a university certificate

Training and Missions Committee:

The Committee concerned with training, missions and academic scholarships in each Unit

Article 2

The provisions of the present Regulation shall apply to the occupants of medical jobs and assistant medical jobs in the governmental (civil and military) medical institutions with the exception of the employees whose employment affairs are organized under special contracts with their relevant provisions.

When there is no special text in this Regulation or the contracts set forth in the above Paragraph, the provisions of the applied laws on the other employees in the Unit shall be applicable on the occupants of medical jobs and assistant medical jobs.

Article 3

Occupying medical jobs and assistant medical jobs shall be effected through recruitment, promotion, transfer, delegation or the contracts made by the Unit under the provisions of the present Regulation.

Article 4

Calculation of the periods set forth in the present Regulation shall be based on the Gregorian calendar.

Chapter 2

Jobs

Article 5

Medical jobs and assistant medical jobs are either permanent or temporary. Permanent jobs are divided into qualitative groups. Each qualitative group shall be prepared by a Unit specialized in the fields of recruitment, promotion, transfer and delegation.

Article 6

Permanent jobs shall be identified in accordance with the two Appendixes attached to the Royal Decree No. 33/2013 and the financial allocations approved in the Unit budget.

Article 7

In the aftermath of coordination of the heads of Units, a decision shall be issued by the Minister of Health to the effect of approving the job description cards. The job description card shall contain the following data:

- A. Job nomenclature: it shall be concise and indicative of the nature of the job.
- B. The general description of the job: it shall contain the following:
 - 1- Job grading in the organizational structure of the Unit
 - 2- General specialization of the job
- C. The higher job level to which the job shall be subordinate with regards to supervision
- D. The lower job level subordinate to the supervision of the job
- E. Job duties and responsibilities as well as the specializations of its occupants
- F. Job appraisal in one of the financial grades set forth in the Tables of Salaries, Allowances and Incentives attached to the Royal Decree No. 33/2013

In coordination with the Minister of Health, the Head of the Unit may add any other data commensurate with the nature and duties of the Unit to the job description card.

Article 8

The organizational division concerned with the personnel affairs shall prepare a record titled "Job Balance Record". In this record, the permanent jobs in accordance with the approved tables of jobs shall be registered. The record shall also contain a summary of the occupied jobs, names of occupants, vacant jobs and the vacancies to be occupied in the light of the various organizational divisions in the Unit.

Article 9

Introducing temporary jobs shall be effected through a decision to be issued by the Head of the Unit in accordance with the requirements and conditions of work and within the limits of the financial allocations approved for such purpose and commensurate with the controls set forth in the present Regulation.

Article 10

When introducing temporary jobs in the Unit, a temporary project or provisional works shall be required in accordance with the following controls:

- 1-Determining the number and types of the required jobs, their nature and levels commensurate with the nature of the temporary work within the framework of each project taking into consideration the nature and needs of each phase of the projects
- 2-Determining the term of each job in accordance with the prerequisites of work within the limits of the time period allocated for the temporary work
- 3-Determining the conditions of occupying the temporary jobs based on the duties and responsibilities assigned to their occupants. Academic qualifications and practical experiences required for occupying such jobs shall be the very same qualifications and experiences required for occupying the permanent jobs when both jobs are similar in terms of duties and responsibilities.
- 4-Determining the salaries and allowances of the occupants of the temporary jobs regardless of the salaries and allowances allocated for the similar permanent jobs in terms of duties and responsibilities

Chapter 3

Personnel Affairs Committees

Article 11

In each Unit, a Personnel Affairs Committee shall be set up. The Committee shall be concerned with the medical jobs and assistant medical jobs. It shall be made up by virtue of a decision to be issued by the Head of the Unit, and its members shall be an odd number that shall not be less than five (5) members. The Chairman of the Committee shall occupy a job that shall not be less than a Senior Consultant Physician.

Another Committee or more than a Committee may be made up in the Unit when the conditions of its work so require.

The decision of setting up the Committee shall identify the Vice Chairman of the Committee and its Secretary who shall be one of the Personnel Affairs specialists in the Unit but they shall not have the right to vote.

Article 12

The Committee shall be concerned with the following issues:

- 1-Considering issues such as recruitment, promotion and extension of service
- 2- Any other issues referred to it by the Head of the Unit

Article 13

The organizational division concerned with the personnel affairs in the Unit shall prepare a statement of the issues to be referred to the Committee and a detailed memo shall be attached to each of these issues. The Division shall distribute a copy of such statement to the Chairman and members of the Committee at least three days before the meeting unless such meeting shall be held in order to consider an urgent matter based on the request of the Head of the Unit.

Article 14

The Committee shall hold its meetings based on the call for meeting issued by its Chairman or Vice Chairman. The meeting of the Committee shall be valid in case the majority of its members attend such meeting, provided

that they shall include the Chairman of the Committee or the Vice Chairman. The debates of the Committee shall be confidential and it shall issue its recommendations by virtue of the majority of the attending members' votes. In case votes are equal, preponderance shall be given to the party which includes the Chairman of the meeting.

The Chairman of the Committee or any of its members may abstain from voting, and such abstention shall be considered as a refusal of the recommendation. In all cases, abstention from voting shall be justified.

The Chairman of the Committee or any of its members may neither attend its debates nor vote in case the issue referred to it is personally related to them, their spouses or any of their relatives up to the fourth degree.

Article 15

The Secretary of the Committee shall record the minutes of its meetings. These minutes shall include a list of the names of the members who attended the meeting, the members who abstained from attendance, the issues referred to the Committee, the relevant debates and the issued recommendations. The Chairman of the Committee, its members and Secretary shall sign such minutes.

Article 16

The Committee shall issue its recommendations within a period that shall not exceed fourteen (14) days from the date on which the issues have been referred to it. The Chairman of the Committee shall refer such recommendations to the Head of the Unit within a period that shall not exceed ten (10) days from the date of issuing them. In turn, the Head of the Unit shall decide on such recommendations within thirty (30) days from the date of receiving them. Once approved by the Head of the Unit, such recommendations shall be effective as of the date of approval. If the Head of the Unit neither approved nor expressed his/her objection within thirty (30) days from the date of receiving these recommendations, such situation shall be regarded as a decision to approve the said recommendation which shall be effective as of the date following such deadline.

In case the Head of the Unit objected to the recommendation, he/she shall refer the objected issue to the Committee. He/she shall also attach the reasons for such objection so that the Committee shall reconsider its

recommendation within a period that shall be identified by him/her and which shall not exceed ten (10) working days. If such period came to an end and the Committee has not expressed its opinion, the opinion of the Head of the Unit shall be considered as final and effective as of the date of the end of such term. In case the Committee adhered to its opinion, it shall refer the issue once again to the Head of the Unit in order to take the relevant decision. In such case, his/her decision shall be final and effective as of the date of its issuance.

Chapter 4

Employment

Article 17

Employment shall be preliminarily effected at the lowest jobs of the qualitative group of the medical jobs and assistant medical jobs. Employment may be effected in jobs other than these lower jobs whether from inside or outside the Unit in case occupying such jobs through promotion is not viable.

Employment - whether from inside or outside the Unit – shall be effected in accordance with the following controls:

- 1-The candidate shall fulfill the conditions set forth in the present Regulation.
- 2-Employment shall be based on credibility and the rules of selection set forth in the present Regulation.

Article 18

Employment shall be effected via a decision to be issued by the Head of the Unit or through the employment contracts attached to the present Regulation. The Head of the Unit may delegate others for such purpose.

Article 19

The following conditions shall be stipulated in the candidates for one of the permanent jobs:

1-To be Omani national except when there are needs to appoint non-Omanis.

2-To have excellent manners and conduct

3-No final imprisonment sentence in a felony or a crime against honor or honesty has been issued on the part of the candidate unless he/she has been acquitted from such crimes. However, if the sentence has been issued for the first time while the punishment is subject to stay of execution, employment shall be permissible if the Committee regarded that the circumstances of the incident and the justifications for the sentence shall not contradict the requirements and nature of the job.

4-No decision to the effect of punishing the candidate by ending his/her service or referring him/her to retirement unless three (3) years have passed ever since this decision has been issued.

5-The candidate shall have fulfilled the requirements of occupying the job in accordance with Appendix No. 1 attached to the present Regulation.

6-The candidate's age shall not be less than eighteen (18) years old. Age shall be proved either through the Certificate of Birth or the ID Card as the case may be.

7-The candidate shall pass the exam and the personal interview or the professional assessment held for occupying the job.

8-The candidate shall be physically fit for service. Such fitness shall be proved through a report to be issued by the medical body concerned after conducting the necessary medical examinations.

In addition to the above stipulations, the Unit may add other conditions commensurate with the nature of its work.

Article 20

The Head of the Unit may exempt some candidates from the condition related to the minimum scientific qualification required for occupying the job in case such candidate has a prolonged experience in the field of specialization. The same exception may be applied with regard to the minimum period of practical experience in case the required specialization is rare or there are special considerations related to the public interest which necessitate such exception.

Article 21

The organizational division in which the job is vacant shall notify the organizational division concerned with the personnel affairs about its need for occupying such vacancy in order to get prepared for taking the necessary procedures.

Article 22

Except for the jobs approved in the budget of each Unit which may be occupied through promotion, job vacancy announcements shall be made for the required jobs in at least one daily newspaper. The announcement shall include the data related to the job in terms of its title, areas of specialization, the conditions required for occupying it and the documents required to be attached to the recruitment application. The announcement shall also include the venue and the period allocated for receiving recruitment applications, provided that such period shall not be less than ten (10) working days from the date of publication. The announcement may be internally published if occupying the job is restricted to the Unit employees. In such case, the announcement shall include all the above-mentioned data. The Head of the Unit may hire the employees required to occupy the vacancies without making any announcements in the cases when occupying such job requires rare scientific qualifications or practical experience, the job is urgently required, necessity mandates occupying such vacancy through making an employment contract or applying for occupying such vacancy is limited to the Unit employees who have scientific qualifications which were not the bases for hiring them in the Unit.

Article 23

The organizational division concerned with the personnel affairs shall prepare a record for registering the recruitment applications in a sequential order in accordance with the priority of receiving them. The record shall also contain the applicant's name, address, date of submitting the application and the applied job. The applicant shall be handed over a receipt indicating the number and date of registering the application if the application has been submitted by hand.

Article 24

By virtue of a decision to be issued by the Head of the Unit, a Committee or more shall be made up in order to test the applicants for occupying the announced jobs and conducting personal interviews with them. The said Committee shall consist of at least three (3) members who have adequate knowledge of the work fields of the job. The Committee shall include an employee from the organizational division concerned with the personnel affairs. The Head of the Unit shall take the decision of making up such Committee which shall sort out the recruitment applications and reject the applications which applicants have not fulfilled the requirements of occupying the job as a preparatory step to make tests and interviews. The Committee shall prepare a list of the names of the applicants who successfully passed the tests and interviews and state their names in a descending order in accordance with the scores each of them recorded.

The Unit may seek the assistance of a specialized organization to hold the professional tests for the occupants of the medical jobs and assistant medical jobs. In such case, the Unit may just rely on the result of the exam or subject the applicant for an interview or both.

Article 25

If any of the members of the Committee stated in Article 24 of the present Regulation has a degree of kinship with one of the applicants until the fourth degree, such member shall withdraw from participating in the procedures of sorting out, examination or interview. In case such member has not withdrawn, this shall be considered as a violation which requires administrative questioning. If it turned out that there is deceit, fraudulence or collusion with the applicant to occupy the job which led to selecting such candidate for the job, the recruitment decision shall be considered null and void.

Article 26

Appointment in the medical jobs and assistant medical jobs shall be effected from among the candidates to occupy them in accordance with their precedence in the final sequence of the list of the results of examinations and personal interviews. In case of equality, precedence shall

be given to the higher in terms of qualifications, then the senior graduates then the older in age.

Article 27

The Unit may appoint one of the applicants to occupy the announced jobs in another job provided that such candidate shall fulfill the requirements of occupying it, the interview Committee recommended such recruitment in this job, the Unit needs such job and the candidate accepted such recruitment.

Article 28

The organizational division concerned with the personnel affairs shall notify the selected candidate for occupying a job in writing or any other means which guarantees such notification with such selection. The division shall also request the candidate to submit the documents set out in Article 29 of the present Regulation within a deadline that shall not exceed thirty (30) days from the date of notification. If the deadline passed without submitting such documents, nomination of such candidate shall be canceled and the next applicant in the list of candidates shall be selected.

Article 29

Once notified of his/her nomination for appointment, the applicant to occupy the job shall provide the following recruitment documents to the organizational division concerned with the personnel affairs:

- 1- A copy of the ID or passport
- 2- A copy of the Certificate of Birth and when a candidate does not have such certificate, the ID shall be sufficient.
- 3- An evidence of registration in the National Manpower Registry for Omanis
- 4- A certificate of the required qualification, provided that it shall be recognized and approved by the competent authority in the Sultanate
- 5- A certificate of the required practical experience, provided that it shall be approved by the competent authority in the Sultanate
- 6- A Certificate of No Criminal Conviction
- 7- The result of the medical examination approved by the competent medical authority on the form prepared for such purpose
- 8- A number of personal photographs as identified in the announcement

- 9- A statement that the candidate does not occupy a job in one of the State Administrative Apparatus Units
- 10- A statement that the candidate has not been punished by referral to retirement or dismissal from service in case the candidate has previously worked in one of the State Administrative Apparatus Units or other Units, unless three (3) years have passed ever since this decision has been issued. In such case, it shall be sufficient to submit a copy of the said decision.

Article 30

After the recruitment credentials have been fulfilled, the organizational division concerned with the personnel affairs shall prepare the recruitment decisions, get them signed by the Head of the Unit, prepare employment contracts for non-Omanis and get them signed by the Head of the Unit and the contracted employee.

Employment shall be effective as of the date of issuing the decision unless the decision identified another date or the date set out in the contract as the case may be.

Article 31

The organizational division concerned with the personnel affairs shall prepare a service file for each employee. Such file shall include the recruitment credentials, the reports and recommendations prepared on the employee during the period of examination and all documents and decisions related to the employee's occupational affairs throughout the term of service. All such documents shall be recorded on the cover of the file from the inside after numbering and saving them. No document shall be taken out from such file except with the consent of the manager of the organizational division concerned with the personnel affairs in accordance with the recognized procedures in this respect.

Article 32

Employees appointed for the first time and re-appointed employees shall be in a probation term for a period that shall not exceed six (6) months from the date of their commencement of work. During the probation period, their performance shall be thoroughly appraised.

Article 33

The efficiency or otherwise of the employee shall be determined in the light of the results of his/her performance appraisal in accordance with the provisions of Article 32 of the present Regulation. The line supervisor shall prepare a detailed report on the efficiency or otherwise of the employee. The report shall include the recommendations of the supervisor who shall hand it over to the organizational division concerned with the personnel affairs. As for the employees who are appraised as inefficient, this division shall refer their report to the Committee in order to reconsider it and recommend any of the following procedures:

- 1- Termination of the employee's service
- 2- Extending the probation period for additional two (2) months in order to check whether a positive change has been introduced with regard to the employee's level of performance. If it turned out that the employee is still unfit for the job, the provision of the above clause shall be applied in accordance with the conditions stipulated in this Article.

Article 34

Based on the Committee's recommendation, the employee who shall not pass the probation period shall be terminated by virtue of a decision to be issued by the Head of the Unit within a period that shall not exceed thirty (30) days from the date of the end of the probation period.

Article 35

The employee whose service has been terminated in accordance with the provisions of Article 34 of the present Regulation shall be eligible for his/her total salary in consideration of the actual working days.

Article 36

Seniority in a job shall be determined as of the date of appointment. In case the recruitment decision included more than an employee, seniority shall be determined as follows:

- 1- If the employee is appointed for the first time, seniority among appointed employees shall be considered in accordance with the final order in the list

of the results of examinations and personal interviews in the light of the provisions of Article 26 of the present Regulation.

- 2- If appointment includes promotion, seniority shall be regarded based on the employee's seniority in the previous job.
- 3- If the employee is appointed in a job affiliated to another group in his/her grade or in another grade, seniority shall be regarded as of the date of appointing him/her in such job.

Article 37

The seniority of the employee whose job and financial grade are reduced shall be determined based on the date of occupying the job and the grade from which he/she has been reduced. His/her seniority among the occupants of the reduced job and grade shall be determined by placing him/her in a position precedent to the employee who shared with him/her the date of occupying such job and in a position next to the employee who preceded him/her with regard to the date of occupying such job.

Article 38

The Head of the Unit may appoint the employee who gets a higher qualification during occupying a job which he/she fulfills the requirements of occupying it in terms of qualifications and experience after passing the interview which shall be held in order to check his/her capabilities to occupy the job once it is vacant. In this case, the employee shall be granted the salary prescribed to the grade of this job or his/her salary in addition to a bonus whichever is higher. Seniority in occupying such job shall be determined in the light of the provisions of Article 36 of the present Regulation.

Article 39

The employee whose service has been terminated for any of the reasons set forth in the present Regulation may be reappointed in his/her previous job and grade or another similar job or grade. The reappointed employee shall receive the same total salary or the total salary prescribed to the reappointed job whichever is higher. The reappointed employee shall also keep the period he/she spent in the previous job and grade as a justification for seniority, provided that he/she shall fulfill the requirements of appointment set forth in Article 19 of the present Regulation and the

conditions stipulated for occupying the job in which he/she shall be reappointed.

Article 40

The Unit may make contracts with non-Omani employees to occupy the permanent jobs in accordance with the contract form set forth in Appendix No. 3 attached to the present Regulation.

Article 41

Occupying temporary jobs shall be effected through making contracts after announcing such vacancies and making scheduled tests and interviews. The Head of the Unit may exempt the candidates supposed to work in rare specialties from tests and interviews. It is also permissible to make employment contracts whenever necessary in accordance with the contract form set forth in Appendix No. 4 attached to the present Regulation.

In all cases, scientific qualifications and the certificates of practical experience required to occupy the job shall be officially authenticated if they are issued by an organization outside the Sultanate. Before completing the recruitment procedures, scientific certificates shall be equalized by the competent authorities.

Article 42

As an exception, the Head of the Unit may make employment contracts with the candidates who have high efficiencies or rare specialties – whether Omanis or not – to occupy jobs regardless of adherence to the condition of age stipulated for ending the employee's service or when considered as one of the prerequisites of the announcement. Such appointment may even be effected with a salary higher than the payment determined in the Tables of Salaries, Allowances and Incentives attached to the Royal Decree No. 33/2013 for the permanent jobs with similar duties and responsibilities, provided that such increase shall not exceed fifty (50%) percent of the starting salary of the counterpart permanent job.

Following the approval of the Minister of Health, the Head of the Unit wishing to make employment contracts may raise the percentage referred to in the above-mentioned paragraph.

Article 43

Before arriving in the Sultanate, non-Omanis nominated for occupying jobs via making employment contracts shall submit a medical report indicating their physical fitness for the job. After their arrival in the Sultanate, the Unit – at its own expense – shall take the necessary procedures to subject them to physical examinations by the competent medical organization.

Article 44

The Head of the Unit may appoint the employee on a temporary basis in one of the supervisory jobs for a period to be determined by the Head of the Unit.

Chapter 5

Job Performance Appraisal Reports

Article 45

Job performance appraisal annual reports shall be prepared on employees in accordance with the system of measuring performance efficiency in a manner which conforms to the nature of work in the Unit.

Article 46

All occupants of medical jobs and assistant medical jobs shall be subject to the system of job performance appraisal reports. The report shall include the employee's performance during the year, achievements, contributions, manners, conducts, punctuality and his/her way of dealing with stakeholders in accordance with the form of the job performance appraisal report dictated by virtue of a decision to be issued by the Minister of Health in coordination with the Units.

Article 47

A job performance appraisal report shall be prepared on each employee who successfully passed the probation period and spent at least six (6) months of service until the end of September on the year in which he/she was appointed.

Article 48

Scoring the grades of "Excellent", "Very Good", "Good", "Average" or "Poor" shall be based on the following criteria:

- Excellent: from 90 to 100 marks
- Very Good: from 80 to less than 90 marks
- Good: from 70 to less than 80 marks
- Average: from 60 to less than 70 marks
- Poor: less than 60 marks

Normal performance is the criterion which shall be taken as a basis for measuring performance efficiency. The Unit may add other criteria commensurate with the nature of its work.

Article 49

The line supervisor shall prepare job performance appraisal reports on the employees under his/her supervision and refer them to the next higher manager for approval. Once these reports have been approved, the organizational division concerned with the personnel affairs shall notify the employee with the content of the report.

The line supervisor shall notify the employee in writing with his/her points of weaknesses on a pro rata basis throughout the year on which the report has been developed.

The job performance appraisal report which scored an employee as "Poor" shall be justified and it shall point out the points of weaknesses which led to generating the report. The report shall not be approved unless it fulfilled such data.

Pursuant to the provisions of this Article, the "line supervisor" shall refer to the Head of the Unit as for the employees under his/her direct supervision. It shall also refer to the undersecretaries or their counterparts, chairman assistants or vice chairmen, general managers, managers of departments and heads of divisions as for the employees under their direct supervision.

The "next higher manager" shall refer to the Head of the Unit as for the employees under his/her direct supervision. It shall also refer to the

undersecretaries or their counterparts, chairman assistants or vice chairmen, general managers, managers of departments and heads of divisions as for the employees under their direct supervision.

Article 50

The employee may file a complaint against the job performance appraisal report to the Grievances Committee set forth in Article 51 of the present Regulation within thirty (30) days from date of his/her sure knowledge of the report.

Article 51

By virtue of a decision to be issued by the Head of the Unit, a Committee for resolving grievances shall be set up from an odd number of members which shall not be less than three (3) employees, excluding the employee who has prepared or approved the report against which the complaint has been filed. The decision shall name one of the Committee members as its chairman and nominate one of the employees of the organizational division concerned with the personnel affairs as its Rapporteur.

Article 52

The Rapporteur of the Committee set forth in Article 51 of the present Regulation shall receive complaints and register them in a special record with a serial number. The Rapporteur shall also prepare a statement of these complaints and refer them to the Chairman of the Committee within a maximum period of three (3) working days from the date of receiving these complaints. The Chairman of the Committee shall reconsider them within a maximum period of fifteen (15) working days from the date of referring the statement to him/her.

Article 53

The debates of the Grievance Committee shall be confidential and it shall be entitled to get the required data either from the employee or the organizational division concerned with the personnel affairs.

The decisions of the Committee shall be issued by the majority of its voting members while its Rapporteur shall not have the right to vote or sign its decisions.

The Committee shall resolve the complaint within a period that shall not exceed thirty (30) days from the date of its meeting. It shall have the option either to reject the complaint or amend the job performance appraisal report in a manner that shall not cause harm to the employee. In all cases, the decision of the Committee shall be justified and signed by its Chairman and all members.

The Rapporteur of the Committee shall register all its decisions and the date of their issuance in the Record set forth in Article 52 of the present Regulation, notify the complainant with a copy thereof and deposit another copy in the complainant's service file.

Article 54

In case the employee is delegated or seconded inside the Sultanate, the organization where he/she spent the largest period of the year shall prepare the job performance appraisal report for this year.

No job performance appraisal report shall be developed on the employee in case he/she has been seconded outside the Sultanate, granted a sick, academic or personal leave or delegated in a scholarship or for training for a period exceeding six (6) months until the first of October of the year on which the report shall be developed.

Article 55

The last job performance appraisal report shall be taken into account when conducting any occupational affair in which the grade of efficiency shall be a governing criterion or when such grade is one of the considerable elements in this respect and this shall apply to the following cases:

- 1- Secondment outside the Sultanate or delegation in a scholarship or for training for a period exceeding six (6) months until the first of October of the year on which such occupational affair shall be conducted.
- 2- Sick, academic or personal unpaid leave for a period exceeding six (6) months until the first of October of the year on which such occupational affair shall be conducted.
- 3- A penalty to the effect of suspension from work even by virtue of the law in accordance with the provisions of the present Regulation whenever the period – or periods in case the penalty is reiterated - exceeded six (6) months until the first of October of the year on which such occupational

affair shall be conducted. This ruling shall be applicable when the procedures of administrative questioning came to an end without inflicting a penalty on the employee or when the penal trial did not issue a verdict to the effect of condemning the employee.

The provision of this Article is applicable to the employee who satisfied more than one of the cases mentioned in the above items and their duration exceeded six (6) months until the first of October of the same year.

Article 56

When two successive reports are issued on an employee who scored "Poor" in both of them, the issue of such employee shall be referred to the Committee in order to recommend the termination of his/her service or grant him/her another opportunity. In both cases, the matter shall be referred to the Head of the Unit in order to take the proper decision.

In case the Head of the Unit decided to grant the employee another opportunity while the next direct report marked him/her as "Poor", the employee's service shall be terminated as of the day following the date on which the report is considered final.

Chapter 6 Promotions

Article 57

Promotion shall be effected to the directly next higher position, whenever vacant, and the candidate is meeting the conditions of occupying it.

In all cases, the duration required for promotion to the higher position shall not be less than three (3) years, except for the positions requiring spending an Internship period to be successfully passed. For those positions and the Internship periods prescribed to them, a decision shall be issued by the Minister of Health in coordination with the Heads of the Units, such that they shall not be less than twelve (12) months for physicians.

Article 58

A central Committee is to be formed by virtue of a decision issued by the Minister of Health, including in its membership the Unit representatives who shall be responsible for interviewing the

physicians nominated for occupying the positions of senior specialized physicians or higher in all medical institutions, except for the medical staff of Sultan Qaboos University Hospital, in order to identify their professional qualifications and capabilities needed for occupying the positions for which they are nominated.

The issued decision shall determine the Committee chairman, members, Rapporteur and work mechanism.

Article 59

All Units shall raise the names of their candidates for occupying the jobs of senior specialized physicians or higher to the Committee referred to in Article 58 of the present Regulation, along with indicating the procedures upon which those candidates have been selected, and how far they meet the conditions set for the positions they are nominated for as shown in Appendix No. 1 attached to the present Regulation. Three (3) recommendation letters written by arbitrators in the same specialization where the position of each of them is no less than the nominated position shall be attached. If the Committee finds that commitment to the conditions and procedures approved for the nomination has been overlooked, it shall return back the names of the candidates to the Unit along with explaining the reasons for such action.

Article 60

It is permissible to allow for an exception with regard to the number of scientific papers required for occupying the position of Consultant Physicians and Senior Consultant Physicians in the specializations specified by a decision to be issued by the Minister of Health in coordination with the Heads of the Units and such data shall be periodically updated for the best interests of the work system.

The Minister of Health may reduce the number of the years of experience required for occupying the medical jobs and assistant medical jobs included in Appendix No. 1 attached to the present Regulation, if such reduction shall be to the advantage of the work system and upon the request of the Head of the Unit.

Article 61

The organizational division concerned with the personnel affairs shall prepare - based on the Job Balance Record - a list of the vacant medical jobs and assistant medical jobs which are entitled to promotions as well as their grades. It shall also prepare a list of the names of the employees satisfying the promotion prerequisites as per

the minimum level of the requirements of occupying the positions included in Appendix No. 1 attached to the present Regulation.

The order of promotion priority of the candidates shall be based in accordance with the grade of the last job performance appraisal report for each of them, followed by their seniority in occupying the position, grade and age.

Article 62

The organizational division concerned with the personnel affairs shall refer the priority order to the Committee to consider promoting the candidates satisfying the promotion prerequisites in light of the number of positions worthy of promotion. The Committee shall adhere to the candidates' priority order in accordance with the order provided for in Article 61 of the present Regulation.

Article 63

A promotion decision shall be issued by the Head of the Unit. The promotion shall be enforceable as of the date of the approval of the Head of the Unit of the Committee minutes, unless another date is fixed in the minutes.

Article 64

- 1- An employee shall not be promoted to the position of a senior specialized physician or higher if delegated in a mission, grant, Study Leave or training before the elapse of at least six (6) months after the resumption of service.
- 2- An employee convicted of jail shall not be promoted throughout his/her imprisonment period. The same ruling applies to the employee suspended from work or referred to administrative questioning or penal trial during the suspension or referral period. However, the position shall be held for him/her. If he/she is not condemned or just punished by warning or salary deduction a penalty that shall not exceed more than five (5) days, he/she shall be promoted to it, along with returning his/her seniority in it to the date on which it would have been done if he/she had not been referred to the administrative questioning or penal trial.

Article 65

The employee, upon whom one of the penalties shown below has been conflicted, shall not be promoted unless after the elapse of the period shown opposite each of them:

- 1- Six months: in case of discounting from five (5) days to fifteen (15) days from the salary.

- 2- Nine months: in case of discounting more than fifteen (15) days from the salary, deprivation from the periodic bonus or reducing the salary within the bound of a periodic bonus.
- 3- One year: in case of inflicting a penalty severer than the penalties provided for in the above two items.

Article 66

The employee whose last job performance appraisal report is marked as "Poor" shall not be promoted.

Chapter 7

Salaries, Increments, Allowances, Bonuses and Compensations

Article 67

The employee shall deserve the salary fixed to the grade of his/her job, as per the Appendixes of Salaries, Allowances and Bonuses attached to the Royal Decree No. 33/2013.

The employee whose practical experience exceeds the period required by the job shall deserve the salary of the job and the grade he/she is occupying in addition to a periodic increment of the job allocated increments for each year of the excess experience years, with a maximum of 10 increments, provided that such experience shall be commensurate with the nature of the job with respect to duties and responsibilities.

If the employee is appointed in a job within another qualitative group, he/she shall retain the salary he/she used to get in his/her previous job if it exceeds the salary fixed to the job he/she is appointed in.

Article 68

The employee shall deserve the total salary of the job as of the date of starting work after the issuance of the recruitment decision for Omanis, and after signing the contract for non-Omanis if he/she is contracted from within the Sultanate, and from the date of entering the Sultanate if contracted from outside the Sultanate.

In all cases, the allowance provided for housing, electricity, water and transport shall be suspended upon provision by the Unit.

Article 69

The employee shall deserve a periodic increment on the 1st of January of each year in accordance with the grade assigned to the job he/she occupies, provided that he/she has spent at least six (6) months, and that he/she has not got a "Poor" efficiency grade in the job

performance appraisal report that had been submitted for him/her in the last year.

Article 70

The promoted employee shall deserve as of the date of promotion the salary fixed to the job grade he/she is promoted to, or the salary he/she has got added in addition to an increment of the new grade whichever is higher, without prejudice to his/her worthiness of the periodic increment on time.

Article 71

The Head of the Unit may grant an employee a promotional increment or more at the very rate of the periodic raise set to his/her job grade in accordance with the following conditions and controls:

- 1- The financial funding needed for spending from the Unit budget is available.
- 2- The last job performance appraisal report presented on the employee scored at least "Very good".
- 3- The employee has exerted a special effort, saved costs or raised the performance level.
- 4- The number of promotional increments shall not exceed four (4) in one and the same grade.

The Head of the Unit may increase the number of promotional increments by one increment each year, and this shall be applicable only to the employee who has spent more than five (5) years in his/her grade.

This does not prejudice the employee's eligibility for the periodic increment on time.

Article 72

By virtue of a decision to be issued by the Head of the Unit, promotional bonuses may be granted to the employee who has provided excellent services, actions, researches or proposals that help improve business procedures, raise performance efficiency or cut down expenses, such that the bonus amount does not exceed four (4) months' salary in one and the same financial year or the sum of five thousand (5000) Omani Riyals, whichever is higher.

Article 73

Allowances necessitated by the job nature, conditions, risks or place may be determined by virtue of a decision to be issued by the Minister of Health in coordination with the Heads of the Units following the approval of the Ministry of Finance, with a value that

shall not exceed 75% of the professional allowance set for the job. Those allowances are granted by virtue of a decision to be issued by the Head of the Unit.

Article 74

Allowances granted under the provision of Article 73 of the present Regulation shall be suspended in the following cases:

- 1- Employee's transfer or delegation to another position which shall not entitle him/her to the deserved allowance.
- 2- Employee's absence from work. In this case, the pay for the absence days shall be suspended.
- 3- If the employee is delegated in a mission, granted a study leave or training course exceeding six (6) months.

Article 75

The employee shall deserve payment for the overtime he/she is charged with after the scheduled working hours in accordance with the rules and provisions provided for by Articles 76 and 77 of the present Regulation.

Article 76

Each work which the employee is charged with at times other than the schedule working hours, whenever necessary, is considered overtime.

The employee is not allowed to work an overtime unless upon a predetermined assignment by the line supervisor.

Article 77

So that the employee shall get the overtime against work he/she is charged with in accordance with Article 76 of the present Regulation, the following conditions shall be met:

- A. The employee's performance of the overtime he/she is charged with is confirmed.
- B. The overtime period is not less than a full hour daily.
- C. The monthly overtime granted to the employee shall not exceed 50% of his/her salary.

When paying the overtime, the following shall be adopted:

- 1- The employee shall be paid the rate of one hour and a quarter per each overtime hour, if that work has been performed in a formal working day.
- 2- The employee shall be paid the rate of one hour and a half per each overtime hour, if that work has been performed in an official vacation day.

The Head of the Unit may raise the overtime to two hours per each overtime hour for the employee who is assigned to work in some

divisions for which a decision shall be issued by the Minister of Health in coordination with the Heads of the Units.

Article 78

The employee shall deserve a management allowance as per the Appendix No. 2 attached to the present Regulation if he/she undertakes administrative missions in addition to his/her medical duties. However, it is not allowed to combine between this allowance and any other allowance paid to him from his/her Unit.

Article 79

The employee delegated on a formal mission or training inside or outside the Sultanate shall deserve a travel allowance for his/her category in accordance with the Unit established rules.

Employee's delegation on a formal mission or training inside or outside the Sultanate shall be effected by a decision to be issued by the Head of the Unit, clarifying the delegation period, the place of delegation, the purpose of delegation and the privileges and allowances due to him/her.

Article 80

The employee delegated on a formal mission or training shall deserve an air travel ticket born by the Unit, unless paid by any other authority in accordance with the Unit established rules.

Cash compensation may be issued to the employee delegated on a formal mission or training rather than being granted the travel ticket due to him, if he/she uses a private means of transportation.

Article 81

The Unit may assign furnished houses to accommodate the employees delegated to work in governorates other than their original governorates for the sake of public interest, without depriving them from their housing allowance.

Article 82

The employee shall deserve a financial compensation equal to the costs he/she has incurred when conveying his/her luggage, upon transfer or delegation for a period more than six (6) months to another work place.

Article 83

The Omani employee who usually resides in Dhofar Governorate, Musandam Governorate or Wilayat of Masirah while his/her work

place is outside them or who works in them while resides elsewhere shall deserves an air travel ticket with the class fixed to his/her grade, as per the provisions of Article 85 of the present Regulation, to be paid to him/her, his/her spouse(s) and children whose ages shall not exceed twenty one (21) years in the following cases:

- 1- Upon starting work for those appointed for the first time.
- 2- Upon starting a leave of absence, a one-time annual return ticket.
- 3- Upon transfer
- 4- Upon delegation for a period more than two (2) months. If the delegation is for a period less than two (2) months, the employee shall deserve only one ticket.
- 5- Upon termination of service.

Article 84

The non-Omani contracted employee shall deserve air travel tickets in the class set for him/her, or the financial compensation thereof and a financial compensation against transporting his/her excess personal luggage, in accordance with the contract concluded with him/her.

Article 85

A calling-in and shifting allowance shall be paid to the physicians who undertake work shifts in excess to the established working hours, ranging between one hundred (100) Omani Riyals monthly as a minimum to six hundred (600) Omani Riyals as a maximum, as per the controls set by a decision to be issued by the Minister of Health.

Article 86

The Unit may, at its expense, host the contracted non-Omani employee from outside the Sultanate upon coming to the Sultanate for the first time for a period no more than fifteen (15) days, until a private housing is arranged for him/her. This period may be extended for another equal period. The hosting comprises only the accommodation.

Article 87

The Unit may issue a cash advance to the non-Omani employee appointed for the first time, such that its value shall not exceed 100% of his/her salary. The value of this advance shall be refunded by deducting from his/her salary during the following two months.

Article 88

The employee shall be refunded all the costs he/she has incurred in order to perform his/her job in all the cases where he/she is enforced to, as long as he/she presents documents proving such matter.

Chapter 8

Transfer, Delegation, Secondment, and Charging with the Burdens of another Job

Article 89

By virtue of a decision to be issued by the Head of the Unit, an employee may be transferred inside the Unit or to any other Unit following the approval of the Unit transfer division. If transfer is effected between the Units subject to the provisions of the present Regulation, the employee maintains the salary he/she got at the time of transfer. But if the transfer is outside the Units which are not subject to the provisions of the present Regulation, the employee's salary, financial benefits and allowances shall be set in accordance with the employment system applicable in the Unit to which he/she has been transferred.

In all cases, an employee shall not be transferred if the said transfer shall lead to depriving him/her from the promotion opportunity, unless the transfer is effected upon his/her request and such transfer shall not lead to promoting him/her to a higher position or grade or granting him/her a higher position or grade.

Article 90

In case of transferring an employee inside the Unit, the organizational division concerned with the personnel affairs shall prepare the related executive decision to be sent to the organizational division to which the employee shall be transferred and the organizational division from which he/she has been transferred. The organizational division from which he/she has been transferred shall discharge the employee on the day following its notification of the executive decision. The organizational division to which the employee shall be transferred shall hand over work to him/her at most on the day following his/her discharge.

If the transfer is effected from one of the State Administrative Apparatus units to the Unit, the organizational division concerned with the personnel affairs shall prepare the relevant executive decision to be sent to the organizational division to which the employee shall be transferred.

If the transfer is effected to one of the State Administrative Apparatus units, the organizational division concerned with the personnel affairs shall discharge the employee from the Unit at most on the day following its notification of the transfer decision, in addition to sending the employee's file to the Unit to which the employee shall be transferred within fifteen (15) days at most from the date of discharge. Starting from this date, all the benefits and allowances that had been paid to the employee from the Unit from which he/she has been transferred shall be suspended.

Article 91

Seniority of the employee transferred from one of the State Administrative Apparatus units shall be set on the same date of seniority in the job from which he/she has been transferred. His/her seniority among the Unit employees, in the qualitative group or job category to which he/she has been transferred, shall be as follows:

- 1- If the transfer has not been effected upon the employee's request, he/she shall be placed in a hierarchy similar to the one he/she had among the qualitative group or job category from which he/she has been transferred, such that he/she shall be senior to those who have filled the job later than him/her.
- 2- If the transfer has been effected upon the employee's request or due to his/her incapability of meeting the requirements of keeping the job from which he/she has been transferred, he/she shall be placed in a hierarchy next to the last employee in the qualitative group or job category to which he/she has been transferred, such that he/she shall be senior to those who have filled the job later than him/her.

Article 92

By virtue of a decision to be issued by the Head of the Unit, an employee may be delegated inside the Unit to fill another job, provided that the job to which he/she has been delegated shall be on the same job grade, occupying it in such manner shall be to the best interest of work, and work needs in the original job allows such delegation.

Article 93

By virtue of a decision to be issued by the Head of the Unit, an employee may be delegated from one of the State Administrative Apparatus units to fill one of the Unit jobs following the approval of the Unit competent authority. An employee may be delegated from the Unit to those Units upon request by its Head.

The job to which he/she has been delegated shall be on the same employee's job grade, the work need in the original job allows such delegation, and the delegation period is no more than a year unless the delegation is made in other than the working hours. If the interest of the work system in the Unit to which he/she has been delegated requires keeping the employee after elapse of one year, the procedures of his/her secondment to it shall be taken; such that secondment shall start as of the day following the elapse of such period.

The delegated employee's salary and all his/her financial dues shall continue from the Unit from which he/she has been delegated, without prejudice to any benefits and allowances established in the Unit to which he/she has been delegated which may be different from what he/she gets from his/her original workplace or the excess thereof; in which case the Unit to which he/she has been delegated shall bear such benefits or excess thereof, in addition to bearing the employee's reward if the delegation takes place in other than the working hours.

Article 94

The organizational division concerned with the personnel affairs shall prepare the delegation decision, if the delegation is effected to another job inside the Unit. The decision shall indicate the delegation duration and the job to which the employee shall be delegated.

If the delegation is effected to fill another job outside the Unit, the organizational division concerned with the personnel affairs has to prepare the delegation decision; including the data referred to in the above Paragraph. Moreover, it shall notify the Unit to which the employee shall be delegated by sending it a copy thereof and discharge the employee on the day following the notification of the said Unit if the delegation takes place in the official working hours.

Article 95

By virtue of a decision to be issued by the Head of the Unit, an employee appointed by a means other than making a contract may be seconded to the State Administrative Apparatus units or the companies in which the government shares in their capital at a percent which is not less than twenty five (25%) percent, provided that his/her written consent on the dedicated form shall be guaranteed. Secondment may be also effected to the governments, authorities, Arab and foreign organizations. Secondment shall be effected for a period no more than four (4) years, unless the public interest requires it to be extended for a period of no more than two (2)

years. The secondment decision fixes its duration and starting date. The seconded employee's salary and all his/her dues shall be paid by the authority to which he/she has been seconded.

In all cases, the seconded employee shall deserve the established financial benefits in the authority to which he/she has been seconded if they are different from what he/she gets from his/her workplace or even exceeding them. In such case, the authority to which he/she has been seconded shall pay for those benefits or the excess thereof. Another agreement may be reached between his/her workplace and the authority to which he/she has been seconded if this authority is one of the State Administrative Apparatus units.

Article 96

The secondment period shall be counted among the actual service period, eligibility for the periodic raise and promotion and the end of service award.

Article 97

If the employee agrees in writing to be seconded, pursuant to the provision of Article 95 of the present Regulation, the organizational division concerned with the personnel affairs in the Unit has to prepare the secondment decision including its period and the authority to which the employee shall be seconded. The Unit shall have such decision approved by the Head of the Unit from which the employee shall be seconded. All the benefits and allowances that had been paid to him/her from his/her workplace shall be suspended as of the date of his/her discharge.

Article 98

When necessary, the position and grade of the seconded employee may be filled by way of appointment or delegation, provided that the secondment period shall not be less than one year. Upon return, the employee shall fill his/her original position and grade if vacant; or any other position equivalent to it if not vacant.

Article 99

The Head of the Unit may issue a decision to the effect of assigning an employee to perform the duties of another job in the Unit or any of the State Administrative Apparatus units, upon a request from the Head of this Unit whether in the working hours or not, in addition to the burdens of his/her original job, provided that:

- 1- The public benefit requires that the employee perform the burdens of both jobs.

- 2- The employee is capable of performing the burdens of the other job.
- 3- The assignment shall be temporary and for a period set in accordance with the public benefit.
- 4- The assignment shall not violate the duties and responsibilities of the original job.
- 5- The employee shall be granted a monthly reward which shall not exceed 50% of his/her salary, provided that the Unit to which the employee shall be assigned shall bear such reward.

Chapter 9

Training, Missions and Academic Grants

Article 100

Training is a job duty and right to all employees. The Unit has to undertake the training of its employees with all their grades and positional levels, within the available resources as per the work prerequisites and approved training programs and plans.

Article 101

The organizational division concerned with training in the Unit shall develop the bases and criteria pertaining to preparing the annual training plans, in a manner commensurate with the nature of the jobs. It shall also prepare the annual training draft projects that meet those bases and criteria along with giving priority to selecting the training programs held inside the Sultanate or organized inside the Unit.

Article 102

The period spent by the employee in training is considered a work period, in which he/she shall have all the benefits of the job and he/she shall be bound by the duties of the job. The unwarranted employee's absence from training shall be considered deviation from the requirement of job duties and would enforce him/her to refund all the sums spent on his/her training. Excuses are to be expressed in writing to the line supervisor.

Article 103

When selecting the employee training programs and events, the following shall be considered:

- 1- Their objectives shall aim at helping the employee upgrade his/her performance in the job he/she fills, or prepare him to bear more responsibilities and duties in the Unit through promotion or appointment in a higher job.

- 2- Develop the employees' capabilities in using equipment and devices or new techniques adopted by the Unit.
- 3- Contents and timing would not contradict the works and missions assigned to the employee.
- 4- Should include elements that would enable the employee to overcome the basic deficiencies that might be present in his/her skills and abilities.
- 5- Their contents shall be commensurate with the employee's level.

Article 104

The organizational division concerned with training in the Unit shall prepare the annual training schedule as follows:

- 1- Propose the training programs and events required for its employees in the light of their job performance appraisal reports.
- 2- Collect and study the training proposals, and prepare a brief of them showing the estimated cost and the time intervals required for implementing them.
- 3- Set the implementation priority of the training programs and events in the light of the employees' needs and the work interests.
- 4- Present the annual training schedule to the Training and Missions Committee for approval.
- 5- Have the training schedule approved by the Head of the Unit.

The organizational divisions in the Unit shall not introduce any changes to the annual training plan except after guaranteeing the consent of the Training and Missions Committee.

Article 105

The Unit may delegate its employees to participate in the training events outside the Sultanate, such as courses, seminars, programs and workshops within the budget set for training. The priority in respect thereof shall be given to the specialists whose local training opportunities are unavailable.

Article 106

The Unit may organize on the job training schedules to its employees, inside or outside the Unit, that are appropriate to the nature of their jobs.

Article 107

The Unit wishing to hold training events inside the Sultanate such as courses, seminars, programs and workshops shall determine the time intervals needed for implementing them in the light of the nature of the training field in the event and in coordination with the

organizational division concerned with training in the Unit which shall supervise all training events to be held.

Article 108

The Unit may get the assistance of whomever it deems appropriate, from inside or outside the Sultanate, in the different training fields as per the rules established in the Unit.

Article 109

The Head of the Unit may send employees appointed in a manner other than contracts in an academic mission or scholarship in accordance with the provisions of the present Regulation and any other conditions set by the Unit.

Article 110

The date of sending a candidate to an academic mission or scholarships shall be counted as of the date set for sending him/her and for the period set for that academic system.

Article 111

The Training and Missions Committee shall undertake the following:

1. Study the needs while covering university majors and studies as well as higher studies inside and outside the Sultanate, and set priorities among those training majors, studies and courses in the light of the funds available.
2. Propose the bases and controls to select the candidates for delegating them in academic missions or scholarships.
3. Study the requests for delegating employees in academic missions or scholarships and nominate them to attend training courses.
4. Set the level of study, follow up the performance of the delegates, and propose the suspension or cancellation of the academic missions or scholarship in the light of such follow-up.
5. Study the requests for changing specialties, university or country of study.
6. Study the requests for getting a study leave and the requests from the employees to study at their own cost, and making the relevant recommendations.
7. Any other missions or duties assigned by the Head of the Unit.

When considering the delegation requests, the recommendations shall be commensurate with the approved employees' preparation and qualification plan, taking into consideration, when reconsidering the delegation requests for study or training courses, the recommendations raised by the candidates' organizational divisions

and raising a recommendation of the cases which fulfilled their requirements to the Head of the Unit.

Article 112

In case the number of applicants exceeded the number of annual delegations and missions, the priority of selecting among those meeting the delegation requirements shall be given to those who have been appointed by virtue of a qualification with a higher rating, the percentage of success, the more senior in occupying the job, and finally the higher estimate in the performance and efficiency level in the last job performance appraisal report in addition to interviewing and the other criteria set by each Unit.

Article 113

The organizational division concerned with the personnel affairs in the Unit shall prepare the employees' delegation decisions in academic missions or scholarships and have them approved by the Head of the Unit.

Article 114

The delegation candidates for an academic mission or scholarship shall meet the following:

1. Be an Omani citizen.
2. Age on the first of October following nomination shall not exceed thirty five (35) years for the university education level, and forty five (45) years for the higher studies level.
3. Has never gained an academic mission, scholarship or leave from the Unit he/she works for nor gained it but has not completed it or withdrew from it without an acceptable excuse, unless two (2) years have passed since such action.
4. Meet the admission requirements of the university to be joined.
5. His/her percentage of success in the High School Certificate or equivalent shall not be less than (60%) for the candidate to obtain B.Sc. certificate or equivalent.
6. Hold a B.Sc. certificate or equivalent from a recognized scientific organization for the candidate to obtain the M.Sc. degree or equivalent; and hold an M.Sc. degree or equivalent for the candidate to obtain the PhD degree or equivalent.
7. The rating of the last job performance appraisal report is not less than "Very good".

Article 115

A delegate in an academic mission or scholarship shall meet the following:

- 1- Full dedication for the study and refraining from practicing any work or job throughout the delegation period.
- 2- Obtain the scientific qualification or degree during the period set for the delegation or scholarship as per the delegation decision.
- 3- Periodically notify the Unit via the cultural attaches abroad or whichever replaces them with his/her academic results as per the systems established for each university.
- 4- Shall not change the specialty, university or country of study without the approval of the Unit.
- 5- Serve the Unit for a period no less than two (2) years against each one of the delegation years or higher study scholarship and for one year against each one of the delegation years or higher study scholarship for the studies lower than that level.
- 6- Authorize the employee selected by the Unit to address the educational organization where he/she studies in order to get regular periodic reports concerning his/her academic grade.
- 7- Return back to resume his/her work immediately after the termination of the academic delegation or scholarship, or obtaining the scientific qualification or degree he/she was delegated for, whichever is closer in case the delegation is effected inside the Sultanate. The delegate outside the Sultanate shall be subject to the provisions of the academic delegations, scholarships and grants and its executive regulations in respect thereof.

Article 116

The Head of the Unit, after getting the approval of the Training and Missions Committee, may suspend the applicability of the academic delegation period or extend it for no more than one academic year or the equivalent in accordance with the approved hour timing system in the following cases:

1. If the delegate, for any personal reason, has not been able to get admitted to the study on time.
2. If the delegate demanded for suspension of the same due to social or health circumstances which would prevent him/her from continuing on his/her study.
3. If the delegate's request for changing the university, country of study or type of specialty has been approved, and hence his/her academic delegation period has to be extended.
4. If the delegate is summoned by his/her workplace for an emergency.

Upon suspending the applicability of the academic delegation period as per items (1, 2 and 3) of this Article, the delegate shall return, at his/her own cost, and resume his/her work in addition to bearing the travel costs to resume the study after the termination of the suspension period.

Article 117

The Head of the Unit may terminate the employee's academic delegation or scholarship upon a recommendation raised by the Training and Missions Committee in the following cases:

1. If the delegate missed some of the conditions upon which he/she was delegated as per the provisions of the present Regulation.
2. If it was proven that he/she has done wrong to his/her religion, society, country or government.
3. If he/she practiced a work negatively affecting his/her study, or practiced an activity contradicting with it, and kept doing that after being warned.
4. If he/she has missed the academic delegation or scholarship, or postponed its procedures beyond the set timings.
5. If he/she has failed for two (2) academic years or the equivalent in the approved hour system, or exceeded the period set for completing the academic delegation or scholarship.
6. If it was proven through his/her academic reports that he/she is inefficient or not serious in keeping the study.

Article 118

The delegate in an academic delegation or scholarship deserves his/her whole salary during the delegation period, in addition to the other benefits and allowances established under the provisions of the academic delegations, scholarships and grants and its executive regulations, except for the nature of work allowance set to the job.

Article 119

The employee delegated in a special academic scholarship deserves his/her whole salary and travel tickets from the Sultanate to his/her study place and vice versa each academic year in accordance with the rules established in the Unit. Such tickets shall be issued to him, his/her spouse and three of his/her children under the age of twenty one (21), if the delegation is for higher studies. Otherwise, only one ticket is to be issued to him/her alone. In all cases, he/she shall not have got all or some of the travel tickets from the issuing entity, otherwise the Unit is bound only by issuing the remaining tickets only.

Article 120

The employee, whose delegation or scholarship is terminated, as per the provisions of Article 117 of the present Regulation, is bound to turn back the salaries, allowances, increments and benefits that have been issued to him/her. In addition, upon breaching the provision of item (5) of Article 115 of the present Regulation, the employee is bound to return back to the Unit he/she works for all that was mentioned in the above Paragraph, in addition to the academic fees, while discounting from them the amount equal to the percentage he/she has already spent compared to the whole period dues.

The employee may be exempted from such commitment provided for in the two previous Paragraphs as per the rules and bases established in the Unit.

Article 121

Under the approval of the Head of the Unit and based on a recommendation raised by the Training and Missions Committee, the Omani employee may be enrolled inside the Sultanate in one of the acknowledged educational institutions, with a view to being qualified in one of the scientific or professional specialties required to the best interest of the work system. The Unit shall bear the academic fees due, provided that the employee meets the following:

1. His/her term of service in the Unit is not less than four (4) years.
2. He gets the needed non-conditional acceptance of the study.
3. His/her job performance appraisal report in the last year is at least "Very goods".
4. He signs a statement to serve the Unit one year against each academic year; otherwise he/she is bound to turn back the academic fees.

Article 122

If necessary, the job of a delegate in an academic delegation or scholarship or training course may be filled by way of mandating during the period of his/her delegation.

Article 123

The delegation period in an academic delegation or scholarship or training course shall be included among the actual service and it shall not compromise the employee's eligibility for periodic increments and promotion.

Chapter 10

Working Hours and Leaves

Article 124

The Head of the Unit shall issue a decision identifying the start and end times of the daily work of the Unit, in the light of the official working hours determined by virtue of a decision to be issued by the Minister of Health following the approval of the Cabinet.

The Head of the Unit may identify the working hours of the jobs requiring the shifting system commensurate with the nature of work at the divisions of the medical institution. He/she also may identify the working hours in the month of Ramadan as required to the best interest of the work system.

Article 125

The employee is not entitled to get absent from work, unless by means of an approved leave within the limit of the leaves established as per the provisions of the present Regulation.

Article 126

Upon the employee's absence from work without any approved leave, he/she shall be deprived of his/her total salary for the period of his/her absence, without prejudice to his/her administrative questioning if he/she has not presented an excuse or has presented an unacceptable excuse.

Article 127

The employee shall deserve a fully paid annual leave as per the manner established in the Unit and this shall be applicable to those occupying the jobs of senior specialist physician or higher. But with respect to those occupying the rest of the jobs, leaves shall be as follows:

- (48) days for those occupying the rest of medical jobs and the assistant medical jobs in the second grade and higher.
- (38) days for those occupying the assistant medical jobs in the fourth grade and higher.
- (36) days for those occupying the rest of the grades in the assistant medical jobs.

Article 128

An employee shall enjoy the leave of absence he/she deserves as per the prerequisites of the work system. An employee has no right to get a leave of absence before the elapse of at least six (6) months from

the date of his/her appointment, unless in the cases of emergency as considered by the Head of the Unit.

Article 129

An employee shall get a leave of absence which shall not be less than (75%) of the annual leaves due, unless the interest of work system requires otherwise. The balance of the remaining periods of the leaves shall not exceed the leaves of three (3) years, unless in case of delaying or cutting down the leave or interrupting it for an emergency or for justifiable reasons necessitated by the work interest upon a written request filed by his/her line supervisor such that the employee shall enjoy the leave or the part remaining of it later on in the same year or the next year.

Article 130

An employee may be granted a leave of absence for no more than ninety (90) days in the same year, if he/she has a relevant balance thereof.

Article 131

Without prejudice to the employee's right in getting his/her annually accrued leave of absence, the Head of the Unit, in the light of the requirements of the work interests, may terminate the approved employee's leave of absence and summon him/her to resume work.

Article 132

The employee has the right to enjoy a fully paid leave for the official vacations legally established.

Article 133

If the work interests require that an employee shall not have the official vacations legally established, he/she should be compensated in return of them by taking alternative days later on off at the rate of one day against each day or by getting a financial allowance equal to full pay per each day, provided that his/her performance of the work is effected by virtue of commissioning from his/her line supervisor.

Article 134

If the work interests require that an employee's working hours shall be extended beyond the working hours officially established in the Unit, he/she should be compensated by taking alternative days off later on at the rate of one day against the established daily working

hours; or by getting a financial allowance equal to a full pay for the established daily working hours.

Article 135

An employee shall not deserve a leave of absence for the following periods:

1. The dedication period due to assignment in an academic delegation or scholarship or training course, if it has been more than nine (9) months in a row
2. The study leave period
3. Non-paid special leave period
4. Secondment period
5. The period of work suspension exceeding three (3) months, if proven guilty
6. Jail sentence execution period
7. Periods of work interruption, unless they are counted as a leave of absence as per the provisions of the present Regulation.

Article 136

The employee whose service has been terminated for any reason whatsoever shall deserve a financial compensation for the balance of the leaves of absence due to him/her up to the date of his/her end of service, with a maximum of the accrued leaves of three (3) year. If his/her balance exceeds such limit and he/she has not consumed them either due to work interests or death, he/she or his/her inheritors shall be paid the said compensation for the total balance. The financial compensation shall be computed on the basis of the last salary due to the employee.

Article 137

The legally established official vacations shall be added to the balance of the leaves of absence, whether those vacations occur at the beginning, middle or end of the approved employee's leave of absence. The weekend(s) shall not be included among the said vacations.

The legally established official vacations shall not be included in the employee's absence periods, even if they intervened or followed the period of absence.

Article 138

The employee's annual balance of the leaves of absence shall be computed at the end of December of each year.

The organizational division concerned with the personnel affairs in the Unit shall prepare in November of each year a time schedule for the leaves of absence for the next year in coordination with all the Unit organizational divisions.

Article 139

The application for the leave of absence shall be filed by the employee to his/her line supervisor on the form assigned for that purpose, well enough before the leave start date. The line supervisor shall refer the application to the organizational division concerned with the personnel affairs in the Unit to notify him/her whether the employee's balance of leave of absence would allow him/her to approve the leave period required. The application shall then be refereed after counting the leave period due and guaranteeing the consent of the line supervisor. The approval of the line supervisor shall be sufficient if the schedule of the leaves of absence has been already approved.

Article 140

When approving the employee's leave of absence, it should be considered that its days shall be continuous as much as possible.

Article 141

Upon the employee's request, the line supervisor may extend the leave of absence approved to him/her, provided that his/her balance of leaves allows for extending such leave, and that he/she has notified his/her line supervisor in writing thereof well enough before the end of the leave. The extension application shall be settled either by acceptance or refusal and the employee shall be notified thereof at the address shown in his/her service file well enough before the end of the leave term. If the settlement is made to the effect of acceptance, the new period shall be computed as of the first working day following the end of the last leave. If settlement is made to the effect of refusal and the employee has been notified thereof while such notification has not reached him/her before the end of his/her leave, he/she shall end the leave and return to work. However, if the leave period passed before settling the extension application, the procedure provided for in Article 139 of the present Regulation shall be enforced.

Article 142

When the employee gets sick, he/she shall deserve a fully-paid leave for a period no more than seven (7) days at a time, such that the

weekend shall be included in this leave; based on a sickness certificate issued by a licensed medical institution. If the illness requires allowing the employee a leave for more than seven (7) days, the said leave shall be computed within the following limits:

1. A fully-paid six-month leave.
2. A six-month leave with three-quarter pay and full allowances.

This type of sick leave is due every five (5) years, to be counted as of the date of the first sick leave exceeding seven (7) days granted to the employee since the date of implementing the present Regulation. If the sick leave results from an occupational accident, it shall be granted with full pay irrespective of the five-year period.

If, upon termination of the sick leave provided for in the above Paragraph of this Article, the employee is still sick, his/her case shall be referred to the Unit Medical Committee in order to decide whether another work appropriate to his/her medical case could be assigned; or he/she may be declared physically unfit.

Article 143

As an exception from the provision of the last Paragraph of Article 142 of the present Regulation, the employee inflicted with one of the chronic and incurable diseases to be specified by a decision from the Ministry of Health shall get a half-paid sick leave, in addition to all the allowances fixed for his/her grade and job, until he/she is cured or his/her case is settled to an extent that he/she would be able to undertake the duties of his/her job; or he/she may be declared physically unfit.

Article 144

Upon illness, the employee has the right to benefit from the leave of absence, if he/she has enough balance of it whether during or after the sick leave period.

Article 145

If the employee's sick leave occurs during any other approved leave, it shall not be considered. If a part of the sick leave occurs at the end of an approved leave, the period exceeding such sick leave shall be considered a sick leave.

However, if the employee deserves a sick leave before starting an approved sick leave, that leave would be postponed to another time unless otherwise requested.

Article 146

If an occupational accident leads to a temporary employee's incapability, the employee shall get a fully paid special sick leave which shall not be counted among his/her sick leaves as of the date of accident; such that it shall not exceed eighteen (18) months until his/her case is totally cured or until his/her incapability is proven wholly or partially permanent whichever is earlier.

The time of affliction with an occupational disease leading to incapability shall be counted from the date of the employee's absence because of the illness or from the date determined by the Medical Committee whichever is earlier.

Article 147

Upon the termination of the sick leave referred to in Article 146 of the present Regulation, the sick employee's case shall be raised to the Unit Medical Committee in order to decide whether he/she may resume his/her work or terminate his/her service due to his/her physical incapability along with compensating him/her against the occupational accident based upon his/her wholly or partially permanent incapability.

Article 148

The employee shall deserve, in case of emergency to be estimated by his/her line supervisor, a fully paid ten (10) day leave annually. Upon refusal by the line supervisor, the absence period shall be considered a leave of absence if he/she has got an enough balance thereof. If he/she does not have an enough balance, he/she shall be deprived of full pay for the absence period, without prejudice to his/her administrative questioning.

Article 149

The employee shall deserve a fully paid special leave to perform the pilgrimage (Hajj) duty to Holy Mecca for a period not exceeding twenty (20) days, provided that he/she had not been previously granted such leave during his/her service term in any of the State Administrative Apparatus units.

If the employee exceeded this period, the excess period shall be considered a leave of absence if he/she has got an enough balance thereof, otherwise it shall be considered a non-paid leave.

Article 150

The employee shall present the Hajj leave application to his/her line supervisor one month at least before the date fixed for travel. The line

supervisor shall refer the application to the organizational division concerned with the personnel affairs in the Unit which in turn shall record the application on the same date with a serial number to be created for such purpose.

Upon returning from his/her approved Hajj leave and resuming work, the employee shall present the papers proving his/her travel for Hajj to the organizational division concerned with the personnel affairs in the Unit, which in turn shall get a copy thereof and save it in the employee's service file.

Article 151

The female employee whose husband dies shall deserve a fully paid special leave for the period provided for in the Personal Status Law as shown below:

1. Four months and ten days from the date of decease for the non-pregnant female employee.
2. The period from the date of decease to the delivery date for the pregnant female employee.

In all cases, granting this leave requires the female employee to submit to the organizational division concerned with the personnel affairs in the Unit the certificate of death of her husband in order to confirm the death event, get a copy thereof and save it in her service file.

Article 152

The female employee shall be granted a fully paid special leave to cover the duration before and after the delivery period for a total of fifty (50) days, such that it would not exceed five (5) delivery cases throughout her service term in the State Administrative Apparatus units.

Article 153

The female employee shall be granted a non- paid special leave for caring for her child (maternity leave) no more than one year, provided that she would submit an application for getting it during the period from the end of the leave granted to her to cover the post-delivery period until the child reaches 6 years of age, and that she shall not be appointed by way of a contract.

Article 154

The employee who has passed the probation period shall deserve a non-paid special leave, for a period not exceeding four (4) years, to accompany his/her wife that is delegated in an academic delegation or

scholarship or training course or deputized, delegated or transferred outside the Sultanate. The provision for granting this leave is that the employee shall be appointed by means of contracting, the delegation period shall not be less than six (6) months at a time, and the employee submits an application at least one month prior to the date fixed for it. The Head of the Unit may extend this leave for a period no more than two (2) years, if necessary.

The employee is not entitled to demand for getting this leave for another period(s), unless after the elapse of a period in the Unit equal to the period of the leave he/she has got, as per the provisions of this Article.

Article 155

The employee, selected to represent the Sultanate in the cultural or sportive field inside or outside the Sultanate, may be granted a fully-paid special leave which period does not exceed the period set by the authority concerned. The employee, contributing in the formal competitions inside the Sultanate, shall be considered on a fully-paid special leave on the day his/her club is participating in any of the matches; in accordance with the formal schedules of the matches.

This leave shall be granted, upon an application to be submitted by the employee to his/her line supervisor, to be attached with the documents confirming his/her contribution in any of the activities or matches referred to in the above Paragraph, and a copy of the time schedule of his/her club matches. The line supervisor shall refer those documents to the organizational division concerned with the personnel affairs in the Unit to issue the executive decision required, and save them in the employee's service file.

Article 156

The employee may be granted a special leave to escort a sick person to the medical facility, with a full pay for a period of fifteen (15) days in accordance with the following controls:

1. To prove the illness of the escorted person.
2. The medical condition of the escorted person requires admitting him/her in a hospital if such escort is inside the Sultanate based on the view to be decided by the medical authorities concerned.
3. The employee is the spouse of the sick person, or one of his/her relatives up to the second degree of kinship; as long as such is confirmed by a formal document, with the exception of the case of escorting a person for treatment from an occupational accident.
4. In case of escorting a sick person for treatment outside the Sultanate, it is not necessary that the employee shall be a spouse of the sick

person, or one of his/her relatives up to the second degree of kinship, if necessary.

5. The number of special leaves for escorting a sick person for treatment shall not exceed three (3) times annually, or with a maximum of (45) forty five days whichever is higher.

If the treatment period exceeds the leave period provided for in the first Paragraph, the Head of the Unit may extend that leave for a period no more than another thirty (30) days. In such case, if the treatment period exceeded that period, the excess period would be considered a leave of absence if the employee has an enough balance thereof; otherwise it shall be considered a non-paid leave.

In all cases, the employee shall submit, upon returning to his/her workplace, a certificate from the institution that had undertaken treating the sick person confirming his/her escort, provided that such certificate shall be approved by the formal medical authority if treatment was done outside and approved by the Sultanate embassy there if the Sultanate has a diplomatic representation in the country where treatment took place.

Article 157

For reasons estimated by the Head of the Unit, the employee may be granted a non-paid special leave for a period no more than a year, renewable for a similar period, with a maximum limit of four (4) years throughout his/her service term.

Article 158

An employee, appointed by a means other than contracting, wishing to study at his/her own cost, may be granted a fully-paid study leave in order to obtain the following scientific qualifications, degrees or the equivalent:

1. A diploma after the completion of the High School Diploma Certificate where the study period shall not be less than nine (9) months.
2. B.Sc. certificate
3. A diploma after the B.Sc. certificate where the study period shall not be less than nine (9) months.
4. M.Sc. degree
5. Ph.D. degree

The period of leave shall be set in accordance with the educational organization system to be joined.

Article 159

The employee may be granted a study leave provided that:

1. He/she is enrolled for study in one of the institutes, colleges or universities or one of the higher institutes recognized by the Sultanate competent authorities.
2. He/she has spent in serving the Unit a period no less than one year if the purpose of the leave is to obtain a diploma, two (2) years for the B.Sc. certificate, and three (3) years for the M.Sc. or Ph.D. degrees. The said period may be cut down in the last two cases to one or two years alternatively, provided that his/her last job performance appraisal report was with rated as "Excellent", and that his/her estimate in the university qualification was at least "Good".
3. His/her last job performance appraisal report is at least with a "Very good" rating.
4. The study shall be in one of the scientific specialties related to his/her job duties and domain.
5. He/she has not been previously granted that leave to get the same qualification, whether from the Unit he/she works for or from one of the State Administrative Apparatus units.
6. No study leave has been previously cancelled upon his/her request, unless that was due to physical or social circumstances or for the sake of work.
7. To sign a statement to adhere to serving the Unit after the end of his/her leave, such that he/she serves his/her Unit at the rate of two (2) years against each academic year. He/she may be exempted from such commitment for no more than half that period by virtue of a decision to be issued by the Head of the Unit.

Article 160

The academic study leave licensed to the employee shall be terminated in the following cases:

1. Upon failure in two (2) academic years or equivalent if the study follows the approved hours system.
2. Upon termination of the total period set for completing the study without obtaining the scientific qualification required.
3. If the employee changes the country of delegation, university, type or specialization of study, without the Unit's approval.
4. If he/she demands for canceling the leave for any reason whatsoever.
5. Upon practicing a work which would negatively affect his/her study or an activity contradicting with it.
6. If it is proven that the employee is continuously absent from study without an acceptable reason; in accordance with the notification

from the supervisory authorities despite warning him on the part of the Unit.

7. If the employee behaves in a way that would do harm to his/her country or government.
8. If the interest of the Unit work requires summoning him to resume work in the Unit.

The end of the leave shall be effected via a decision to be issued by the Head of the Unit.

Article 161

Notwithstanding the provision of Article 160 of the present Regulation, the study leave licensed to the employee may be extended in the following cases:

1. If he/she fails in the final year and the academic system allows him/her to be regularly enrolled therein; in which case the leave extension would be for one academic year or equivalent in accordance with the approved hour system. If the academic system only allows him/her to enter the exam without being regularly enrolled, he/she shall be granted an exam leave as per the provision of Article 162 of the present Regulation.
2. If the remaining period, after the end of the leave, required for getting the qualification does not exceed one academic year or equivalent in accordance with the approved hour system.
3. If the study conditions require extending the leave for another year in order to obtain the scientific degree.
4. If the Unit agreed to change the type of study or specialty. However, in all cases the Unit is not allowed to change the type of study or specialty after the elapse of a complete academic year or equivalent in accordance with the approved hour system from the date of the start of the study.

Article 162

The employee shall deserve a non-paid special leave to attend the exam, provided that:

1. He/she is enrolled for study and submits whatever confirms his/her entry of the exam or other occupational tests approved by the Unit.
2. The leave shall be granted only once per each exam of the academic year exams.
3. The leave period shall not exceed the period set for performing the exam if it has to be performed inside the Sultanate; added to it three (3) days before the date set for the exam and two (2) days after doing it if the exam is to be done outside the Sultanate. This leave includes weekends.

The leave may exceptionally be granted again to perform any of the academic year exams after which the scientific qualification shall be granted even if the study period set for granting it is one year.

The employee shall provide the organizational division concerned with the personnel affairs in the Unit, immediately after returning from the leave and starting work, with whatever proves that he/she has already performed the exam, the original of his/her passport if the exam was done outside the Sultanate, and save a copy thereof in his/her service file.

Article 163

Upon the employee absence from work or non-return to work after the end of the licensed leave for a period more than seven (7) days without notifying his/her line supervisor, the line supervisor shall inform the organizational division concerned with the personnel affairs in the Unit of such absence in writing to take action for suspending the payment of his/her salary. If the absence extends for more than fifteen (15) days, the organizational division concerned with the personnel affairs in the Unit shall prepare a memo and raise it to the Head of the Unit in order to take the action suitable in respect thereof as per the provisions of the present Regulation.

Article 164

The seconded employee's leave shall be effected in accordance with the provisions of the system adopted in the entity to which he/she has been seconded.

Article 165

All types of leaves shall be granted by virtue of the approval of the Head of the Unit or whoever commissioned by him/her.

Article 166

Upon termination of his/her approved leave, the employee shall return to his/her workplace and start work on the first workday after the end of the leave. His/her line supervisor shall inform the organizational division concerned with the personnel affairs in the Unit of his/her return and resumption of work as per the form set for such purpose.

Chapter 11

Occupational Accidents

Article 167

The provisions of the laws and regulations applied in the Unit are enforceable for those filling the medical jobs and assistant medical jobs, with respect to the occupational accidents or injuries.

Chapter 12

Employees' Duties and the Activities Prohibited to Them

Article 168

Public positions are assignments to those filling them, aiming at achieving the public welfare. The employee shall adhere to the provisions of the present Regulation and other related laws and regulations especially the following ones:

1. Preserve the dignity of the position in accordance with the public practice and tradition and commitment with regard to his/her behaviors to the appropriate and relevant conduct and respect.
2. Adhere to punctuality of work and commitment to formal working hours.
3. Assign the time of the working hours for performing his/her occupational duties.
4. Perform the work assigned to him accurately and honestly.
5. Carry out his/her superiors' orders accurately and honestly, within the limits of the adopted laws, regulations and systems. The managers and superiors of the different organizational divisions – each in their area of specialization – shall assume responsibility for the progress of work and follow up of the orders they issue.
6. Commitment, when disbursing the Unit monies, to the provisions of the related laws, regulations and instructions and the requirements of honesty and integrity.
7. Cooperate and coordinate with his/her colleagues when practicing the duties of his/her job in order to secure the progress of work.
8. Upkeep and maintain the Unit properties and belongings in accordance with the established rules or recognized traditions in respect thereof.
9. Disclose any interests that may be in the favor of himself/herself, his/her spouse or relatives up to the fourth degree of kinship in any works related to the Unit.
10. Notify his/her line supervisor with all acts of transgression, negligence, fraud, or violations of laws, regulations or instructions.
11. Attendance in work with the uniform fixed to the job he/she fills.

12. Return whatever in his/her charge or possession due to his/her job, including the belongings and properties of the Unit, in good condition such as vehicles, devices, equipment, residential units ...etc. upon the termination of his/her service or upon meeting their purpose.

Article 169

The employee shall be prohibited to practice any of the following:

1. Combine between his/her job and any other job in the State administrative body Units, unless his/her assignment with the burdens of another job is made to the best interest of the public interests as per the provisions of the present Regulation.
2. Work for special medical institutions without the prior approval by the Unit and in accordance with the controls issued by virtue of a decision by the Minister of Health.
3. Negligence, default and refusing to adhere to the adopted laws, regulations and systems.
4. Exceeding the limits and misbehavior in dealing with his/her superiors such as using words which are not appropriate to their prestige.
5. Transgress, by action or words, on his/her superiors or colleagues in work or other sick people and stakeholders.
6. Possess or have drugs or mental stimulus, drink liquors or attend to work under their influence.
7. Access to documents, information or data which he/she has no right, by virtue of his/her job, to access.
8. Disclose any information he/she knows by virtue of his/her job, if such information is confidential by nature or relevant instructions have been issued to such effect. This prohibition remains valid until after the termination of the job relation, unless such disclosure is required for providing a testimony in front of investigation authorities or courts of law.
9. Deliver any statements, information or data related to the Unit or the activities of his/her job to the press or any other media means unless approved by the Head of the Unit.
10. Negligence or nonfeasance in performing the duties of his/her job in a way that would waste any of the financial or intellectual rights of the Unit.
11. Suspension of work
12. Demonstrate, organize or participate in organizing meetings or gatherings at the workplace without following the established rules in respect thereof.

13. Address the units of the State administrative body or public sector...etc. unless he/she is assigned or deputized from the Unit to do that.
14. Smoke in any of the Unit buildings or vehicles.
15. Misuse his/her job to achieve personal benefits and purposes.
16. Accept gifts, rewards, grants, loans, commissions or financial or in-kind benefits which would affect his/her occupational duties.
17. Exploit the Unit belongings, properties and its real estate or movable properties in gaining personal benefits.
18. Undertake any prohibited political activity, collect money for the sake of persons or entities, distribute publications or collect signatures for illegal purposes.
19. Promote false news and biased rumors which would infringe or harm the State bodies or its employees.
20. File malicious complaints against his/her colleagues or superiors or against one of the Unit principals or an executive at one of the Units of the State administrative body.
21. Submit proposals in tenders, auctions or bids offered by the Unit or participate in Committees or perform the duties of a certain job in which he/she himself, his/her spouse or relatives up to the fourth degree of kinship has personal benefits.
22. Perform a certain behavior that does not match professional ethics.

Article 170

The employee is entitled to practice any charitable, social, religious, artistic or literary activities, provided that they do not contradict or interfere with the duties and prerequisites of his/her job, and that they take place at times other than the working hours.

Chapter 13 Administrative Questioning

Article 171

The provisions of the laws and regulations applicable in the Unit shall be enforceable on the occupants of medical jobs and assistant medical jobs with respect to administrative questioning.

Chapter 14 Termination of Service

Article 172

Without prejudice to the laws and systems applicable in the Unit, the employee's service shall terminate for any of the following reasons:

1. Reaching the age of retirement in accordance with the system established in the Unit. When counting that age, the birth date shown in the document that was presented for employment, and not any other document presented later, shall be considered.
2. Physical incompetence for service as declared by a decision to be issued by the medical authority concerned. The decision shall be issued after consuming the sick leaves allowed unless the employee applies for terminating his/her service before consuming such leave.
3. Resignation
4. Losing the Omani citizenship
5. Retiring the employee on pension or firing him by a decision to be issued by the Accountability Board concerned.
6. Announcing a final sentence on a crime or penalty against honor or honesty. The convicted employee's service shall be considered terminated from the date of announcing the final sentence incriminating him/her. If the sentence of first instance imposed a punishment on him/her, his/her service shall be considered as terminated from the date of announcing such sentence. However, if the incriminating sentence of first instance was issued for the first time or issued with the suspension of penalty; or an eminent pardon was issued for the penalty, the Head of the Unit may keep the employee in his/her job if he/she sees from the circumstances of the event and the reasons for the sentence that such does not contradict the necessities or nature of the job after raising the case to the Committee.
7. Getting two job performance appraisal reports in a row with the rating of "Poor" upon the recommendation of the Committee.
8. Release or discharge from service by a virtue of a Royal order or decree.
9. Death

Article 173

Upon a recommendation by the Committee, the Head of the Unit may take a decision to the effect of extending the service of an employee who has reached the retirement age for a period of five (5) years, renewable to another five (5) years.

In case of extending the service under the provisions of this Article, such extension of service shall be considered as continuous. In all his/her occupational affairs, the employee shall be subject to the provisions of the present Regulation.

Article 174

The service of the employee filling one of the following temporary jobs shall terminate for any of the following reasons:

1. Job cancellation
2. Termination of the contract term without renewing it
3. Physical incompetence for service as declared by a decision to be taken by the medical authority concerned, after consuming the sick leaves allowed to the employee.
4. Termination of the contract by the free will of any of the parties, as per its provisions before the termination of its term.
5. Announcing a final sentence in a crime or penalty against honor or honesty.

The convicted employee's service shall be considered terminated from the date of announcing the final sentence incriminating him/her. If the sentence of first instance imposed a punishment on him/her, his/her service would be considered terminated from the date of announcing such sentence.

6. Death

Article 175

For the validity of the resignation, it shall meet the following conditions:

1. It shall be written and signed by the employee.
2. It shall be unconditional.
3. The Head of the Unit takes a decision to the effect of accepting it.

Article 176

The Head of the Unit shall make a decision with respect to the resignation request by accepting or refusing it within sixty (60) days from the date of its submission. If this period elapsed without making a decision with respect to the request, the resignation shall be implicitly accepted.

The Head of the Unit, during the period referred to in the Paragraph above, may postpone the date of accepting the resignation to a later date for reasons pertaining to the interest of work within another thirty (30) days, and notify the employee in writing thereof.

Article 177

The resignation of an employee, referred to administrative questioning, shall not be accepted unless after the completion of the accountability procedures and the issuance of a resolution declaring his/her innocence or referring his/her case to the Head of the Unit to penalize him with an appropriate punishment, or penalize him/her

without retiring him/her on pension or discharging him/her from service.

Article 178

Upon accepting the resignation, the organizational division concerned with the personnel affairs in the Unit shall inform the employee thereof and disseminate the resignation acceptance decision to all the organizational divisions concerned.

Article 179

The employee shall continue performing the duties of his/her job until he/she is informed in writing of accepting his/her resignation, or until the duration set for making a decision on the resignation request elapses, or the duration set for making a decision on the resignation in case of postponing it, as the case may be.

Article 180

Without prejudice to the provisions of the laws and regulations applicable in the Unit, an employee shall be considered resigned in the two following cases:

- 1- Upon absence from work for a period of thirty (30) continuous days, or for non-continuous fifty (50) days in a year. His/her service is considered terminated from the date of his/her absence if the period is continuous, and from the day next to completion of the absence period if it is non-continuous; unless he/she returns to work within seven (7) days from the date of the completion of one of the two periods referred to, in addition to submitting an acceptable excuse. The employee whose absence takes place because of a compulsory excuse shall be excluded from the condition of returning to work during the said period.

If the employee returns during the said period, and then forwarded an acceptable excuse, his/her absence period shall be taken as a leave of absence if he/she has a balance thereof, within his/her annual balance of the leaves of absence. If he/she does not have an enough balance, he/she shall be deprived of his/her full pay for the whole period of absence or a part thereof, as the case may be.

However, if the employee returned but did not present an excuse, or presented an unacceptable one, he/she would be deprived of his/her full pay for the whole period of absence, without prejudice to his/her administrative questioning.

- 2- Upon serving a foreign government or entity, whether inside or outside the Sultanate, without the Unit's approval, his/her service

shall be considered as terminated from the date of starting the service for that government or entity.

In both cases, the employee shall not be considered as resigned if the Unit has started taking accountability procedures against him/her.

Article 181

The employee, whose service terminates upon losing the citizenship, shall deserve full pay from the date of losing the citizenship until the date of discharge from the Unit.

Article 182

If the employee is penalized by retiring on pension or discharge from service, his/her service shall be terminated from the date of the resolution issued by virtue of the penalty.

In such case, the employee shall be discharged within at most a week from the date of the issuance of the resolution.

The employee shall deserve full pay until the date of his/her discharge, if not suspended from work. If he/she is suspended from work, he/she shall deserve the pay he/she has used to get during his/her suspension until such date.

Article 183

Upon the employee's death, his/her service shall be considered as terminated from the day next to death. His/her family, or the organizational division he/she belongs to as the case may be, immediately after being informed of the death, shall notify the organizational division concerned with the personnel affairs in the Unit, and provide it with the formal certificate proving his/her death. The said division shall make a decision to the effect of terminating the employee's service, and presenting it to the Head of the Unit for approval.

Article 184

If the employee dies outside the Sultanate, the Unit shall bear the costs of embalming him, transporting his/her corpse and personal belongings (no more than one hundred (100) kilograms), and the value of air travel on a tourist class for one person to escort the corpse to the employee's country of origin, in the following cases:

1. If the employee was delegated on a formal delegation or in an academic mission or scholarship or a training course.
2. If the employee was on a study leave.
3. If the employee was on leave in order to sit for an exam.

4. If the employee was seconded abroad, unless the system adopted at the institution to which he/she has been seconded requires that that institution bears all or part of the costs. In the last case, the Unit shall bear the value of the difference.

If the deceased was a spouse of the employee or one of his/her sons below twenty one years and was residing with him outside, the Unit shall bear the costs referred to, except for the costs of transporting personal luggage, without prejudice to the system adopted in respect thereof at the institution to which he/she has been seconded, as provided for in item (4) of this Article.

Article 185

Upon the death of an employee during the work time, the Unit shall bear the costs of transporting his/her corpse from the place where he/she died to his/her cemetery, home or town, as required by his/her family.

Article 186

Upon death of a non-Omani employee in the Sultanate, his/her spouse or one of his/her sons residing with him who are below twenty one of age, the Unit shall bear the costs of embalming him, transporting his/her corpse and personal belongings (no more than one hundred (100) kilograms), and the value of air travel on a tourist class for one person to escort the corpse to the employee's country of origin.

If the deceased was the employee and he/she has not an escort in the Sultanate, the organizational division concerned with the personnel affairs in the Unit shall prepare a list of his/her belongings and personal luggage, collect, pack, and store them, and contact his/her heirs and coordinate with them on how and where to send such belongings to them or how to dispose of them. The Unit shall bear all the costs needed for such purpose.

Article 187

The organizational division concerned with the personnel affairs in the Unit shall make draft decisions for terminating the employees service and refer them to the Head of the Unit for approval, while complying with all the legal conditions and procedures. If the termination of service is due to the fact that the employee reached the retirement age, that authority shall prepare a draft decision, at least thirty (30) days before the date set for reaching such age.

The organizational division concerned with the personnel affairs in the Unit shall provide the employee, or whoever concerned as the case may be, with a copy of the service termination decision, and

send another copy of it to the organizational division concerned, and attach with it a statement of the number of service years of the employee, the last salary he/she had been paid in order to issue the end of service award, and the financial allowance against his/her balance of the leaves of absence ... etc. as well as the other financial occupational dues; in addition to depositing a third copy of the decision in the employee's service file, and sending it at most fifteen (15) days from the date of the issuance of the decision to the Unit Employees' Retirement Fund to take the action necessary for issuing the retirement dues.

Article 188

Upon termination of the employee's service, he/she shall get paid all the funds due to him/her until the date of discharging him/her from the Unit. If the service termination is due to suspension from work just after a leave licensed to him, he/she shall be paid all his/her financial dues till the date of termination of such leave.

Article 189

The employee, whose service was terminated for any reason other than death, shall comply with the following:

1. Removing his/her belongings and personal luggage out of the Unit facilities.
2. Handing over whatever in his/her charge including funds and properties to the Unit organizational divisions concerned.
3. Getting discharged from all the Unit organizational divisions concerned.

Article 190

By virtue of a request from the employee whose service has been terminated, the organizational division concerned with the personnel affairs in the Unit shall provide him/her with a certificate of experience, showing the date he/she had started work, the jobs he/she had filled, the date of service termination, and the last salary he/she has been paid by the Unit.

Chapter 15 **End of Service Gratuity**

Article 191

The Omani employee shall deserve an end of service gratuity upon termination of his/her service, as per the provisions of the laws and regulations applicable in the Unit.

Chapter 16

Transitional Provisions

Article 192

- 1- The occupants of the positions of assistant specialist physicians who are holding an M.Sc. degree or a specialist diploma where the study period shall not be less than nine (9) months after the B.Sc. of Medicine and Surgery will be transferred to the position of a specialist physician set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013.
- 2- The employees filling the positions of the assistant specialist physician and holding a diploma where the study period shall not be less than nine (9) months, or who passed the exam of part I of Oman Medical Specialty Board, part I or II of the membership certificate or fellowship of the British Royal College or the equivalents shall be transferred to occupy the position of Senior Vice Physician set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013.
- 3- The employees filling the position of senior physicians who passed the exam of part I of Oman Medical Specialty Board, or part I or II of the membership certificate or fellowship of the British Royal College or the equivalent, will be transferred to the position of a senior physician as set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013.
- 4- The employees filling the position of a senior physician who are experienced enough shall be transferred to the position of a specialized physician set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013.
- 5- The employees filling medical positions which are not mentioned in Appendix No. 1 attached to the Royal Decree No. 33/2013 who do not meet the conditions specified in Appendix No. 1 attached to the present Regulation, shall be transferred to the financial grades set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013 that are equivalent to their financial grades while keeping their job nomenclatures until they meet the conditions required for filling the position matching the grade to which they have been transferred.
In all cases, transfer shall be in the cases referred to from 1/7/2012 AD.

Article 193

The employees filling the medical positions set forth in Appendix No. 1 attached to the Royal Decree No. 33/2013 shall be granted a percentage of (35%) of the value of the periodic increment, per each

one of the years in which they have filled the position to which they have been transferred.

Article 194

The employees filling the positions of the assistant medical jobs shall be transferred to the positions included in Appendix No. 2 attached to the Royal Decree No. 33/2013, and the employees filling the positions of assistant medical jobs which are not mentioned in Appendix No. 1 attached to the Royal Decree No. 33/2013 and who do not meet the conditions specified in Appendix No. 1 attached to the present Regulation shall be transferred to the financial grades set forth included in Appendix No. 2 attached to the Royal Decree No. 33/2013 which are equivalent to their financial grades, while keeping their job nomenclatures until they meet the conditions required for filling the position matching the grade to which they have been transferred.

Article 195

The seniority of the employees filling the medical jobs and assistant medical jobs in the Unit who have been transferred to the positions and grades set forth in Appendixes 1 and 2 attached to the Royal Decree No. 33/2013 shall be counted from the date of filling the grade of their position before transfer.

Article 196

The employees filling the medical jobs and assistant medical jobs in the Unit shall deserve the living expenses allowance established by the Law.

Appendix No. 1

Requirements and Criteria of Occupying Medical Jobs and Assistant Medical Jobs in the Governmental (Civil and Military) Medical Institutions

Table No. 1

Requirements of Occupying the Posts of Physicians

Financial Grade	Post	Minimum Requirements for Occupying the Post
First	Senior Consultant Physician	<p>First: Fulfilling the requirements of occupying the job of a consultant in addition to the following:</p> <p>Three (3) years of hands-on experience as a Consultant for the physician who has fellowship in the same specialization, or</p> <p>Five (5) years of experience as a Consultant for the physician who does not have fellowship in the specialization</p> <p>Second: 2 – 5 published scientific papers, provided that from 1 to 3 of the published papers shall be the outcome of scientific researches made during occupying the job of a Consultant Physician and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>Third: The candidate shall be performing teaching and educational duties in the educational, training and health institutions</p> <p>Fourth: Passing the personal assessment interview</p>
Second	Consultant Physician	<p>First: B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period in addition to the following:</p> <p>Specialization Certificate from Oman Medical Specialty Board or the Specialized Board Certification, Category A, in accordance with Classification No. 1 of the present Appendix, in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + a year of experience in the specialization after the fellowship</p> <p>Or, fellowship in the specialization where the training period shall not be less than one (1) year + three (3) years of experience in the specialization after the</p>

		<p>fellowship, or</p> <p>Seven (7) years of experience in the specialization after the Specialization Certificate</p> <p>Specialization Certificate from Oman Medical Specialty Board or the Specialized Board Certificate such as the American Board or their equivalent in medical specialties, Category B, in accordance with Classification No. 1 of the present Appendix, in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + a year of experience after the fellowship</p> <p>Or, fellowship in the specialization where the training period shall not be less than one (1) year + three (3) years of experience in the specialization after the fellowship, or</p> <p>Six (6) years of experience in the specialization after the Specialization Certificate</p> <p>Or, a certificate of completing training in Oman Medical Specialty Board in Medical Specialties, Category A, in accordance with Classification No. 1 of the present Appendix or the equivalents + membership certificate such as MRCP, Arab Board or the equivalents, in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + two (2) years of experience in the specialization</p> <p>Or, fellowship in the specialization where the training period shall not be less than one (1) year + four (4) years of experience in the specialization, or</p> <p>Ten (10) years of experience in the specialization after the last qualification (completing training or membership/Board), or</p> <p>A certificate of completing training in Oman Medical Specialty Board in Medical Specialties, Category B, in accordance with the attached Table or the equivalents + membership certificate such as MRCS and MRCOG, Arab Board or the equivalents, in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + one (1) year of experience after the fellowship or a fellowship in the specialization where the training period shall not be less</p>
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		<p>than one (1) year + three (3) years of experience in the specialization after the fellowship, or</p> <p>Seven (7) years of experience in the specialization after the last qualification (completing training or membership/Board), or</p> <p>Specialized Board Certificate where the training period shall not be less than two (2) years such as the American Board or the equivalent in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + six (6) years of experience after the fellowship</p> <p>Or a fellowship in the specialization where the training period shall not be less than one (1) year + nine (9) years of experience in the specialization after the fellowship, or</p> <p>Twelve (12) years of experience in the specialization after the Board</p> <p>Or membership certificate such as MRCP or the equivalent, in addition to the following:</p> <p>Fellowship in the specialization where the training period shall not be less than two (2) years + six (6) years of experience after the fellowship</p> <p>Or a fellowship in the specialization where the training period shall not be less than one (1) year + eight (8) years of experience in the specialization after the fellowship, or</p> <p>Twelve (12) years of experience in the specialization after the membership</p> <p>Or fifteen (15) years of total experience in the specialization including twelve (12) years of experience in the same specialization</p> <p>Or a Master Degree in clinical specialization such as M.S. and M.D. from India or the equivalents where the training period shall not be less than three (3) years + twelve (12) years of experience in the specialization after the qualification</p> <p>Or fellowship in the specialization where the training period shall not be less than two (2) years + six (6) years of experience after the fellowship</p> <p>Or a fellowship in the specialization where the training period shall not be less than one (1) year + eight (8) years of experience in the specialization after the</p>
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		<p>fellowship, or</p> <p>Twelve (12) years of experience in the specialization after the membership</p> <p>Or fifteen (15) years of total experience in the specialization including twelve (12) years of experience in the same specialization</p> <p>Or a Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year in addition to the following:</p> <p>Fifteen (15) years of experience in the specialization after the qualification or eighteen (18) years of total experience including fifteen (15) years of experience in the same specialization</p> <p>Or Ph.D. certificate in non-clinical specializations or the equivalent + nine (9) years of experience in the specialization after the qualification</p> <p>Second: Submitting 1 – 3 published scientific papers, provided that at least one of the published papers is the outcome of scientific researches made during occupying the job of a Senior Specialized Physician and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>Third: Passing the personal assessment interview</p>
Third	Senior Specialist Physician	<p>First: B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period in addition to the following:</p> <ol style="list-style-type: none"> 1- Specialization Certificate from Oman Medical Specialty Board or the Specialized Board Certificate such as the American Board or their equivalent in medical specialties, Category A, in accordance with Classification No. 1 of the present Appendix + two (2) years of experience after the qualification, or 2- Specialization Certificate from Oman Medical Specialty Board or the Specialized Board Certificate such as the American Board or their equivalent in medical specialties, Category B, in accordance with Classification No. 1 of the present Appendix + one (1) year of experience after the qualification, or 3- A certificate of completing training in Oman Medical Specialty Board in Medical Specialties,

		<p>Category A, in accordance with the attached Table or the equivalents + membership certificate such as MRCP, Arab Board or the equivalents, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years - Or a fellowship in the specialization where the training period shall not be less than one (1) year + two (2) years of experience in the specialization - Or five (5) years of experience in the specialization after the last qualification (completing training or membership/Board), <p>4- Or a certificate of completing training in Oman Medical Specialty Board in Medical Specialties, Category B, in accordance with the attached Table Or the equivalents + membership certificate such as MRCS, MRCOG, Arab Board or the equivalents, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years - Or, fellowship in the specialization where the training period shall not be less than one (1) year + one (1) year of experience in the specialization - Or three (3) years of experience in the specialization after the last qualification (completing training or membership/Board), <p>5- Specialized Board Certificate such as the American Board where the training period shall not be less than two (2) years or the equivalent in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years + three (3) years of experience after the fellowship <p>Or, fellowship in the specialization where the training period shall not be less than one (1) year + six (6) years of experience after the fellowship</p> <p>Nine (9) years of experience in the specialization after the Board, or</p> <p>6- Membership certificate such as MRCP or the equivalent, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years + four (4) years of experience in the specialization after the
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		<p>fellowship</p> <ul style="list-style-type: none"> - Or, fellowship in the specialization where the training period shall not be less than one (1) year + five (5) years of experience after the fellowship - Or nine (9) years of experience in the specialization after the membership - Or twelve (12) years of total experience in specialization including nine (9) years of experience in the same specialization <p>Or a Master Degree in clinical specialization such as M.S. and M.D. from India or the equivalents where the training period shall not be less than three (3) years, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years + four (4) years of experience in the specialization after the fellowship - Or, fellowship in the specialization where the training period shall not be less than one (1) year + five (5) years of experience in the specialization after the fellowship - Or nine (9) years of experience in the specialization after the qualification - Or twelve (12) years of total experience in specialization including nine (9) years of experience in the same specialization <p>8- A Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year in addition to the following:</p> <ul style="list-style-type: none"> - Twelve (12) years of experience in the specialization after the qualification - Or fifteen (15) years of total experience including twelve (12) years of experience in the same specialization <p>9- Ph.D. certificate in non-clinical specializations or the equivalent + three (3) years of experience in non-clinical specializations</p> <p>Second: Passing the personal assessment interview</p>
		<p>B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period in addition to the following:</p> <ul style="list-style-type: none"> 1- Specialization Certificate from Oman Medical Specialty Board or the Specialized Board

Fourth	Specialist Physician (A)	<p>Certificate such as the American Board or their equivalent</p> <p>2- A certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalent, Category B, in accordance with Classification No. 1 of the present Appendix + membership certificate such as MRCS and MRCOG, Arab Board or the equivalents</p> <p>3- A certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalent + five (5) years of hands-on experience in the specialization after completing the training</p> <p>4- Specialized Board Certificate such as the American Board or the equivalent where the training period shall not be less than two (2) years in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years - Or a fellowship in the specialization where the training period shall not be less than one (1) year + three (3) years of experience in the specialization after the fellowship - Or six (6) years of experience in the specialization after the Board <p>5- Membership certificate such as MRCP or the equivalent, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years + two (2) years of experience in the specialization after the fellowship - Or, fellowship in the specialization where the training period shall not be less than one (1) year + three (3) years of experience after the fellowship - Or six (6) years of experience in the specialization after the membership - Or nine (9) years of total experience in specialization <p>6- Or a Master Degree in clinical specialization such as M.S. and M.D. from India or the equivalents where the training period shall not be less than three (3) years, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years + two (2)
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		<p>years of experience in the specialization after the fellowship</p> <ul style="list-style-type: none"> - Or, fellowship in the specialization where the training period shall not be less than one (1) year + three (3) years of experience in the specialization after the fellowship - Or six (6) years of experience in the specialization after the qualification - Or nine (9) years of total experience in the specialization <p>7- Or a Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year in addition to the following:</p> <ul style="list-style-type: none"> - Nine (9) years of experience in the specialization after the qualification - Or twelve (12) years of total experience including nine (9) years of experience in the same specialization <p>8- Ph.D. certificate in non-clinical specializations</p>
Fifth	Specialist Physician (B)	<p>B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period in addition to the following:</p> <ol style="list-style-type: none"> 1- A certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalent, Category A, in accordance with Classification No. 1 of the present Appendix + membership certificate such as MRCP, Arab Board or the equivalents 2- Or a certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalent + two (2) years of hands-on experience in the specialization after completing the training 3- Or Specialized Board Certificate such as the American Board or the equivalent where the training period shall not be less than two (2) years, in addition to the following: <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than one (1) year - Or three (3) years of experience in the specialization after the Board 4- Or membership certificate such as MRCP or the equivalent, in addition to the following:

		<ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than one (2) years - Or a fellowship in the specialization where the training period shall not be less than one (1) year + one (1) year of experience in the specialization after the fellowship - Or three (3) years of experience in the specialization after the membership - Or six (6) years of total experience in the specialization <p>5- Or a Master Degree in clinical specialization such as M.S. and M.D. from India or the equivalents where the training period shall not be less than three (3) years, in addition to the following:</p> <ul style="list-style-type: none"> - Fellowship in the specialization where the training period shall not be less than two (2) years - Or, fellowship in the specialization where the training period shall not be less than one (1) year + one (1) year of experience after the fellowship - Or three (3) years of experience in the specialization after the qualification <p>Or six (6) years of total experience in the specialization</p> <p>6- Or a Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year in addition to the following:</p> <ul style="list-style-type: none"> - Six (6) years of experience in the specialization after the qualification - Or nine (9) years of total experience including six (6) years of experience in the same specialization
Sixth	Specialist Physician	<p>B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period in addition to the following:</p> <ol style="list-style-type: none"> 1- A certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalent 2- Or Specialized Board Certificate such as the American Board or the equivalent where the training period shall not be less than two (2) years 3- Or membership certificate such as MRCP or the equivalent + three (3) years of total experience in the same specialization 4- Or a Master Degree in clinical specialization such as M.S. and M.D. from India or the equivalents

		<p>where the training period shall not be less than three (3) years</p> <p>5- Or a Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year in addition to the following:</p> <ul style="list-style-type: none"> - Three (3) years of experience in the specialization after the qualification - Or six (6) years of total experience after the Internship Period including three (3) years of experience in the same specialization
Seventh	Senior Physician / Senior Resident Physician	<p>First: B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period + three (3) years of total experience after the Internship Period in addition to the following:</p> <ul style="list-style-type: none"> 1- Passing the first part of Oman Medical Specialty Board or the equivalent 2- Or passing the first part of the membership certificate such as MRCP, the first and second parts of MRCS certificate or the equivalents 3- Or a Master Degree (MSc)/high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year <p>Second: B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period + five (5) years of hands-on experience after the Internship Period</p>
Eighth	General Physician (A) / Resident Physician (A)	B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period + one (1) year of experience after the Internship Period
Ninth	General Physician / Resident Physician	B.Sc. of Medicine and Surgery + Certificate of Completing the Internship Period
Tenth	Intern	B.Sc. of Medicine and Surgery

Table No. 2

Requirements of Occupying the Posts of Dentists

Financial Grade	Post	Minimum Requirements for Occupying the Post
First	Senior Consultant Dentist	<p>First: It is a prerequisite for the Unit candidate who would like to occupy this job to have already occupied the job lower to it immediately in the job ladder for a period that shall not be less than five (5) years. For candidates from outside the Unit, whether Omani nationals or contracted employees, additional five (5) years of experience shall be required after fulfilling the requirements set forth in the post of a Consultant Physician.</p> <p>Second: 2 – 5 published scientific papers, provided that from 1 to 3 of the published papers shall be the outcome of scientific researches made during occupying the post of a Consultant Physician and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>Third: The candidate shall be performing teaching and educational duties in the educational, training and health institutions</p> <p>Fourth: Passing the personal assessment interview</p>
Second	Consultant Dentist	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <ul style="list-style-type: none">1- Specialization Certificate from Oman Medical Specialty Board or the equivalent, in addition to the following:<ul style="list-style-type: none">- Specialized fellowship where the training period shall not be less than one (1) year + six (6) years of experience- Or, nine (9) years of experience after the Specialization Certificate2- DClinDent Certificate where the training period shall not be less than three (3) years in addition to the following:<ul style="list-style-type: none">- Specialized fellowship where the training period shall not be less than one (1) year + nine (9) years of experience after the fellowship- Or FDS Certificate or FRACDS (Special Stream) + nine (9) years of experience after the fellowship

		<p>- Or twelve (12) years of experience after the qualification</p> <p>3- Or Specialized Membership/Fellowship Certificate (MOMS / MOS / FFD / MOrth / MPaed / MRD / MGDS / FFGDP / MRACDS (Special Stream) in addition to the following:</p> <p>- Specialized fellowship where the training period shall not be less than one (1) year + nine (9) years of experience</p> <p>- Or FDS Certificate or FRACDS (Special Stream) + nine (9) years of experience after the fellowship</p> <p>- Or twelve (12) years of experience after the membership/fellowship</p> <p>Second: Submitting 1 – 3 published scientific papers, provided that at least one of the published papers is the outcome of scientific researches made during occupying the post of a Senior Specialized Physician and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>Third: Passing the personal assessment interview</p>
Third	Senior Specialist Dentist	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <p>1- Specialization Certificate from Oman Medical Specialty Board or the equivalent, in addition to the following:</p> <p>- Specialized fellowship where the training period shall not be less than one (1) year + three (3) years of experience after the fellowship</p> <p>- Or, six (6) years of experience after the Specialization Certificate</p> <p>2- DClinDent Certificate where the training period shall not be less than three (3) years in addition to the following:</p> <p>- Specialized fellowship where the training period shall not be less than one (1) year + six (6) years of experience after the fellowship</p> <p>- Or FDS Certificate or FRACDS (Special Stream) + six (6) years of experience after the fellowship</p> <p>- Or nine (9) years of experience after the qualification</p> <p>3- Or Specialized Membership/Fellowship Certificate (MOMS / MOS / FFD / MOrth / MPaed / MRD / MGDS / FFGDP / MRACDS (Special Stream) in addition to the following:</p>

		<ul style="list-style-type: none"> - Specialized fellowship where the training period shall not be less than one (1) year + six (6) years of experience after the fellowship - Or FDS Certificate or FRACDS (Special Stream) + six (6) years of experience after the fellowship - Or nine (9) years of experience after the Membership/Fellowship <p>4- Or Clinical Master Certificate (MDS or MClindent) or the equivalent where the training period shall not be less than two (2) years + twelve (12) years of experience after the Master or Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) + twelve (12) years of experience after the fellowship</p> <p>5- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + seventeen (17) years of total experience including twelve (12) years of experience after the Master Degree</p> <p>Second: Passing the personal assessment interview</p>
Fourth	Dental Specialist (A)	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <p>1- Specialization Certificate from Oman Medical Specialty Board or the equivalent, in addition to the following:</p> <ul style="list-style-type: none"> - Specialized fellowship where the training period shall not be less than one (1) year - Or three (3) years of experience after the Specialization Certificate <p>2- Certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalents + seven (7) years of experience</p> <p>3- Or DClinDent Certificate where the training period shall not be less than three (3) years in addition to the following:</p> <ul style="list-style-type: none"> - Specialized fellowship where the training period shall not be less than one (1) year + three (3) years of experience after the fellowship - Or FDS Certificate or FRACDS (Special Stream) + three (3) years of experience after the fellowship - Or six (6) years of experience after the qualification

		<p>3- Or Specialized Membership/Fellowship Certificate (MOMS / MOS / FFD / MOrth / MPaed / MRD / MGDS / FFGDP / MRACDS (Special Stream) in addition to the following:</p> <ul style="list-style-type: none"> - Specialized fellowship where the training period shall not be less than one (1) year + three (3) years of experience after the fellowship - Or FDS Certificate or FRACDS (Special Stream) + three (3) years of experience after the fellowship - Or six (6) years of experience after the Membership/Fellowship <p>5- Or Clinical Master Certificate (MDS or MClintDent) or the equivalent where the training period shall not be less than two (2) years + nine (9) years of experience after the Master</p> <p>6- Or Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) + nine (9) years of experience</p> <p>7- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + fourteen (14) years of total experience including nine (9) years of experience after the Master Degree</p>
Fifth	Dental Specialist (B)	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <ul style="list-style-type: none"> 1- Specialization Certificate from Oman Medical Specialty Board or the equivalent 2- Certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalents + four (4) years of experience <p>3- Or DClinDent Certificate where the training period shall not be less than three (3) years in addition to the following:</p> <ul style="list-style-type: none"> - Specialized fellowship where the training period shall not be less than one (1) year - Or FDS Certificate or FRACDS (Special Stream) - Or three (3) years of experience after the qualification <p>3- Or Specialized Membership/Fellowship Certificate (MOMS / MOS / FFD / MOrth / MPaed / MRD / MGDS / FFGDP / MRACDS (Special Stream) in addition to the following:</p> <ul style="list-style-type: none"> - Specialized fellowship where the training period shall

		<p>not be less than one (1) year</p> <ul style="list-style-type: none"> - Or FDS Certificate or FRACDS (Special Stream) - Or three (3) years of experience after the Membership/Fellowship <p>5- Or Clinical Master Certificate (MDS or MClindent) or the equivalent where the training period shall not be less than two (2) years + six (6) years of experience after the Master</p> <p>6- Or Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) + six (6) years of experience after the fellowship</p> <p>7- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + eleven (11) years of total experience including six (6) years of experience after the Master Degree</p>
Sixth	Specialist Dentist	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <ol style="list-style-type: none"> 1- Certificate of completing training in Oman Medical Specialty Board in Medical Specialties or the equivalents 2- Or DClindent Certificate where the training period shall not be less than three (3) years 3- Or Specialized Membership/Fellowship Certificate (MOMS / MOS / FFD / MOrth / MPaed / MRD / MGDS / FFGDP / MRACDS (Special Stream) 4- Or Clinical Master Certificate (MDS or MClindent) or the equivalent where the training period shall not be less than two (2) years + three (3) years of experience after the Master 5- Or Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) + three (3) years of experience after the fellowship 6- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + eight (8) years of total experience including three (3) years of experience after the Master Degree
		First: B.Sc. of Dental Surgery or the equivalent in

Seventh	Senior Dentist / Senior Resident Dentist	<p>addition to the following:</p> <ol style="list-style-type: none"> 1- MDS or DCLinDent Clinical Master Certificate or the equivalent where the training period shall not be less than two (2) years 2- Or Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) or the equivalent 3- Or passing the first part of Oman Medical Specialty Board or the equivalent + six (6) years of total experience 4- Or the first part of the Specialized Membership/Fellowship Certificate (MOMS / FFD / MOrth / MGDS or the equivalent + six (6) years of total experience 5- Or the first part of the Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) or the equivalent + six (6) years of total experience 6- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + five (5) years of total experience 7- Or seven (7) years of experience
Eighth	Dentist (A) / Resident Dentist (A)	<p>First: B.Sc. of Dental Surgery or the equivalent in addition to the following:</p> <ol style="list-style-type: none"> 1- The first part of Oman Medical Specialty Board or the equivalent + three (3) years of total experience 2- Or the first part of the Preliminary Royal Fellowship (MFD / MFDS / MFGDP / MJDF / MRACDS / (General Stream) / FRACDS (General Stream) or the equivalent + three (3) years of total experience 3- Or the first part of the Specialized Membership/Fellowship Certificate (MOMS / FFD / MOrth / MGDS or the equivalent + three (3) years of total experience 4- Or Clinical Master Certificate (M.Sc.) or high diploma in the specialization or the equivalents where the study/training period shall not be less than one (1) year + two (2) years of total

		experience 5- Or four (4) years of experience
Ninth	Dentist / Resident Dentist	B.Sc. of Dental Surgery or the equivalent + one (1) year of experience
Tenth	Trainee Dentist	B.Sc. of Dental Surgery

Table No. 3

Requirements of Occupying the Nursing Posts

Financial Grade	Post	Minimum Requirements for Occupying the Post
A	Nursing Consultant (A)	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + seventeen (17) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Nursing + Master Degree + twenty one (21) years of experience after the Master Degree + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview
B	Nursing Consultant (B)	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + fourteen (14) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Nursing + Master Degree + eighteen (18) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview
First	Nursing Consultant	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + eleven (11) years of experience after the Ph.D. and passing the interview - B.Sc. of Nursing + Master Degree + fifteen (15) years of experience after the Master Degree and passing the interview
Second	Senior Specialist Nurse (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + eight (8) years of experience after the Ph.D. - B.Sc. of Nursing + Master Degree + twelve (12) years of experience after the Master Degree - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + sixteen (16) years of experience
		<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + five (5) years of experience after the Ph.D. - B.Sc. of Nursing + Master Degree + nine (9)

Third	Senior Specialist Nurse (B) (Specialization)	<p>years of experience after the Master Degree</p> <ul style="list-style-type: none"> - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + thirteen (13) years of experience - Diploma in Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + fifteen (15) years of experience
Fourth	Senior Specialist Nurse (Specialization) Senior General Nurse (A)	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing + two (2) years of experience after the Ph.D. - B.Sc. of Nursing + Master Degree + six (6) years of experience after the Master Degree - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + ten (10) years of experience - B.Sc. of Nursing + twelve (12) years of experience - Diploma in Nursing + specialized certificate where the study period shall not be less than nine (9) months or the equivalent + twelve (12) years of experience
Fifth	Specialist Nurse (A) (Specialization) Senior General Nurse (B)	<ul style="list-style-type: none"> - B.Sc. of Nursing + Ph.D. in Nursing - B.Sc. of Nursing + Master Degree + three (3) years of experience after the Master Degree - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + seven (7) years of experience - B.Sc. of Nursing + nine (9) years of experience - Diploma in Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + nine (9) years of experience - Diploma in Nursing + twelve (12) years of experience
Sixth	Specialist Nurse (Specialization)	<ul style="list-style-type: none"> - B.Sc. of Nursing or Diploma in Nursing + Master Degree - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + four (4) years of

	Senior General Nurse (C)	<p>experience</p> <ul style="list-style-type: none"> - B.Sc. of Nursing + six (6) years of experience - Diploma in Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + six (6) years of experience - Diploma in Nursing + nine (9) years of experience
Seventh	Senior Nurse (A) (Specialization) Senior General Nurse	<ul style="list-style-type: none"> - B.Sc. of Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + one (1) year of experience - B.Sc. of Nursing + three (3) years of experience - Diploma in Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + three (3) years of experience - Diploma in Nursing + six (6) years of experience
Eighth	Senior Nurse (Specialization) General Nurse (A)	<ul style="list-style-type: none"> - B.Sc. of Nursing - Diploma in Nursing + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent - Diploma in Nursing + three (3) years of experience
Ninth	General Nurse (B)	<ul style="list-style-type: none"> - Diploma in Nursing where the study period shall not be less than two (2) years + one (1) year of experience
Tenth	General Nurse	<ul style="list-style-type: none"> - Diploma in Nursing where the study period shall not be less than two (2) years

Table No. 4

Requirements of Occupying Assistant Medical Posts

Financial Grade	Post	Minimum Requirements for Occupying the Post
A	Consultant (A) Specialization	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + twenty one (21) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization and passing the interview - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + twenty four (24) years of experience after the Master Degree + Conducting three (3) researches in the field of specialization and passing the interview
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + eighteen (18) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization and passing the interview - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + twenty one (21) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization and passing the interview
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + eighteen (18) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization and passing the interview - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2

B	Consultant (B) Specialization	attached to the present Appendix + Master Degree + twenty one (21) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization and passing the interview
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + fifteen (15) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization and passing the interview - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + eighteen (18) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization and passing the interview
First	Consultant (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + fifteen (15) years of experience after the Ph.D. and passing the interview - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + eighteen (18) years of experience after the Master Degree and passing the interview
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + twelve (12) years of experience after the Ph.D. and passing the interview - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + fifteen (15) years of experience after the Master Degree and passing the interview
Second	Senior Specialist (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + twelve (12) years of experience

		<p>after the Ph.D.</p> <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + fifteen (15) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + eighteen (18) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + nine (9) years of experience after the Ph.D. - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + twelve (12) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + fifteen (15) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + nine (9) years of experience after the Ph.D. - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + twelve (12) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months +

Third	Senior Specialist (B) (Specialization)	<p>fifteen (15) years of experience</p> <ul style="list-style-type: none"> - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + eighteen (18) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + six (6) years of experience after the Ph.D. - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + nine (9) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + twelve (12) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + fifteen (15) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization with no less than six (6) years of experience after the Ph.D. - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + nine (9) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2

Fourth	Senior Specialist (Specialization)	<p>attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + twelve (12) years of experience</p> <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + fifteen (15) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + fifteen (15) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + three (3) years of experience after the Ph.D. - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + six (6) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + twelve (12) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + twelve (12) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category

Fifth	Specialist (A) (Specialization)	<p>A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization + three (3) years of experience after the Ph.D.</p> <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + six (6) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + twelve (12) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + twelve (12) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + fifteen (15) years of experience <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree + three (3) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix +
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		<p>diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience</p> <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + nine (9) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + twelve (12) years of experience
Sixth	Specialist (B) (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Ph.D. in the specialization - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree + three (3) years of experience after the Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + nine (9) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study

		<p>period shall not be less than nine (9) months + nine (9) years of experience</p> <ul style="list-style-type: none"> - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + twelve (12) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + Master Degree - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + six (6) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + nine (9) years of experience
	Senior Technician (A) (Specialization)	<ul style="list-style-type: none"> - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + fifteen (15) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + twelve (12) years of experience

Seventh	Specialist (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + Master Degree - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + six (6) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + nine (9) years of experience
		<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix + three (3) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + six (6) years of experience
		<ul style="list-style-type: none"> - Diploma in the specializations of Category A in

	Senior Technician (B) (Specialization)	<p>accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + twelve (12) years of experience</p> <ul style="list-style-type: none"> - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + nine (9) years of experience
Eighth	Senior Technician (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix + three (3) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + six (6) years of experience - Specialized diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + nine (9) years of experience <ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + three (3)

		<p>years of experience</p> <ul style="list-style-type: none"> - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + six (6) years of experience
Ninth	Technician (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. Degree in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years + three (3) years of experience - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + six (6) years of experience - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + three (3) years of experience
Tenth	Technician (B) (Specialization)	<ul style="list-style-type: none"> - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than two (2) years - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year + three (3) years of experience

		<ul style="list-style-type: none"> - Diploma in the specializations of Category B in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) years
Eleventh	Technician (Specialization)	<ul style="list-style-type: none"> - Diploma in the specializations of Category A in accordance with Classification No. 2 attached to the present Appendix where the study period shall not be less than one (1) year

Table No. 5

Requirements of Occupying the Posts of Pharmacists

Financial Grade	Post	Minimum Requirements for Occupying the Post
A	Consultant Pharmacist (A)	<ul style="list-style-type: none"> - Ph.D. in Pharmacy + fourteen (14) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Pharmacy + Master Degree + eighteen (18) years of experience after the Master Degree + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Pharmacy + Specialized fellowship where the training period shall not be less than two (2) years + eighteen (18) years of experience after the fellowship + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview
B	Consultant Pharmacist (B)	<ul style="list-style-type: none"> - Ph.D. in Pharmacy + eleven (11) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Pharmacy + Master Degree + fifteen (15) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Pharmacy + Specialized fellowship where the training period shall not be less than two (2) years + fifteen (15) years of experience after the fellowship + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview
		<ul style="list-style-type: none"> - Ph.D. in Pharmacy + eight (8) years of experience after the Ph.D. and passing the interview

First	Consultant Pharmacist	<ul style="list-style-type: none"> - B.Sc. of Pharmacy + specialized fellowship where the training period shall not be less than two (2) years + twelve (12) years of experience after the fellowship and passing the interview - B.Sc. of Pharmacy + Master Degree + twelve (12) years of experience after the Master Degree and passing the interview
Second	Senior Specialist Pharmacist (A)	<ul style="list-style-type: none"> - Ph.D. in Pharmacy + five (5) years of experience after the Ph.D. - B.Sc. of Pharmacy + Master Degree + (9) years of experience after the Master Degree - B.Sc. of Pharmacy + specialized fellowship where the training period shall not be less than two (2) years + nine (9) years of experience after the fellowship - B.Sc. of Pharmacy + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + twelve (12) years of experience
Third	Senior Specialist Pharmacist (B)	<ul style="list-style-type: none"> - Ph.D. in Pharmacy + two (2) years of experience after the Ph.D. - B.Sc. of Pharmacy + Master Degree + six (6) years of experience after the Master Degree - B.Sc. of Pharmacy + specialized fellowship where the training period shall not be less than two (2) years + six (6) years of experience after the fellowship - B.Sc. of Pharmacy + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + nine (9) years of experience
	Senior Pharmacist (A)	<ul style="list-style-type: none"> - B.Sc. of Pharmacy + twelve (12) years of experience
Fourth	Senior Specialist Pharmacist (C)	<ul style="list-style-type: none"> - Ph.D. in Pharmacy - B.Sc. of Pharmacy + Master Degree + three (3) years of experience after the Master Degree - B.Sc. of Pharmacy + specialized fellowship where the training period shall not be less than two (2) years + three (3) years of experience after the fellowship - B.Sc. of Pharmacy + diploma/specialized

		certificate where the study period shall not be less than nine (9) months or the equivalent + six (6) years of experience
	Senior Pharmacist (B)	- B.Sc. of Pharmacy + nine (9) years of experience
Fifth	Senior Specialist Pharmacist	<ul style="list-style-type: none"> - B.Sc. of Pharmacy + specialized fellowship where the training period shall not be less than two (2) years - B.Sc. of Pharmacy + Master Degree - B.Sc. of Pharmacy + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent + three (3) years of experience
	Senior Pharmacist	- B.Sc. of Pharmacy + six (6) years of experience
Sixth	Specialist Pharmacist	- B.Sc. of Pharmacy + diploma/specialized certificate where the study period shall not be less than nine (9) months or the equivalent
	Pharmacist (A)	- B.Sc. of Pharmacy + three (3) years of experience
Seventh	Pharmacist (B)	- B.Sc. of Pharmacy + Completing the Internship Period
Eighth	Pharmacist	- B.Sc. of Pharmacy without Internship Period

Table No. 6**Requirements of Occupying the Posts of Assistant Pharmacists**

Financial Grade	Post	Minimum Requirements for Occupying the Post
Fourth	Senior Assistant Pharmacist (A)	<ul style="list-style-type: none"> - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + fifteen (15) years of experience
Fifth	Senior Assistant Pharmacist (B)	<ul style="list-style-type: none"> - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience
Sixth	Senior Assistant Pharmacist	<ul style="list-style-type: none"> - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + specialized course where the study period shall not be less than nine (9) months + nine (9) years of experience - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience
Seventh	Assistant Pharmacist (A)	<ul style="list-style-type: none"> - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + specialized course where the study period shall not be less than nine (9) months + six (6) years of experience - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience
Eighth	Assistant Pharmacist (B)	<ul style="list-style-type: none"> - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + specialized course where the study period shall not be less than nine (9) months + three (3) years of experience - Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years +

		diploma/specialized certificate where the study period shall not be less than nine (9) months
Ninth	Assistant Pharmacist	- Diploma of Pharmacy Assistants where the study period shall not be less than two (2) years + specialized course where the study period shall not be less than nine (9) months

Table No. 7

**Requirements of Faculty and Training Staff Posts in the Educational
Institutes of the Governmental (Civil and Military) Medical
Institutions**

Financial Grade	Post	Minimum Requirements for Occupying the Post
A	Senior Advisory Teacher of Science (A) (Specialization)	<p>B.Sc. in the specialization + Master Degree + Ph.D. in the specialization + twelve (12) years of experience in teaching the specialization including nine (9) years after the Ph.D., in addition to the following:</p> <p>1- From 2 to 5 published scientific papers, provided that from 1 to 3 of the published papers shall be the outcome of scientific researches made during occupying the job of an Advisory Teacher of Science (B) and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>2- Passing the personal assessment interview</p>
B	Senior Advisory Teacher of Science (B) (Specialization)	<p>B.Sc. in the specialization + Master Degree + Ph.D. in the specialization + nine (9) years of experience in teaching the specialization including six (6) years after the Ph.D., in addition to the following:</p> <p>1- From 1 to 3 published scientific papers, provided that at least one of the published papers is the outcome of scientific researches made during occupying the job of an Advisory Teacher of Science (A) and they shall be published locally or internationally in peer-reviewed medical journals</p> <p>2- Passing the personal assessment interview</p>
First	Senior Teacher of Science (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + Ph.D. in the specialization + six (6) years of experience in teaching the specialization including three (3) years after the Ph.D. - B.Sc. in the specialization + Master Degree + fifteen (15) years of experience in teaching the specialization including twelve (12) years after the Master Degree
Second	Senior Teacher of Science (B)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + Ph.D. in the specialization + three (3) years of experience in teaching the specialization including two (2) years after the Ph.D.

	(Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + twelve (12) years of experience in teaching the specialization including nine (9) years after the Master Degree
Third	Senior Teacher of Science (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + Ph.D. in the specialization - B.Sc. in the specialization + Master Degree + nine (9) years of experience in teaching the specialization including six (6) years after the Master Degree
Fourth	Teacher of Science (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + six (6) years of experience in teaching the specialization including three (3) years after the Master Degree
	Senior Clinical Trainer (A) (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + six (6) years of experience in the specialization including three (3) years after the Master Degree - B.Sc. in the specialization + twelve (12) years of experience in the specialization after the B.Sc. - Basic Professional Diploma + Specialized Diploma + thirteen (13) years of experience after the Specialized Diploma - Basic Professional Diploma + fifteen (15) years of experience in the field of specialization
Fifth	Teacher of Science (Specialization) / Teacher of Basic Science (A)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + three (3) years of experience in the specialization
	Senior Clinical Trainer (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree + three (3) years of experience in the specialization - B.Sc. in the specialization + nine (9) years of experience in the specialization after the B.Sc. - Basic Professional Diploma + Specialized Diploma + ten (10) years of experience after the Specialized Diploma - Basic Professional Diploma + twelve (12)

		years of experience in the field of specialization
Sixth	Assistant Teacher of Science (A) (Specialization) / Teacher of Basic Science (B)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree in the specialization - B.Sc. in the specialization + six (6) years of experience in the specialization after the B.Sc.
	Clinical Trainer (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + Master Degree in the specialization - B.Sc. in the specialization + six (6) years of experience in the specialization after the B.Sc. - Basic Professional Diploma + Specialized Diploma + seven (7) years of experience after the Specialized Diploma - Basic Professional Diploma + nine (9) years of experience in the field of specialization
Seventh	Assistant Teacher of Science (Specialization) / Teacher of Basic Science / Assistant Clinical Trainer (Specialization)	<ul style="list-style-type: none"> - B.Sc. in the specialization + three (3) years of experience in the specialization - Basic Professional Diploma + Specialized Diploma + four (4) years of experience after the Specialized Diploma - Basic Professional Diploma + six (6) years of experience in the field of specialization
Eighth	Assistant Teacher of Science (Beginner)	<ul style="list-style-type: none"> - B.Sc. in the specialization - Basic Professional Diploma + Specialized Diploma + one (1) year of experience after the Specialized Diploma - Basic Professional Diploma + three (3) years of experience in the field of specialization

Table No. 8

Requirements of Occupying the Posts of Medical Devices Engineers

Financial Grade	Post	Minimum Requirements For Occupying The Post
A	Consultant Engineer (A)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization + Ph.D. in the specialization + fourteen (14) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Biomedical Engineering + Master Degree in the specialization + eighteen (18) years of experience after the Master Degree + Conducting three (3) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Engineering + twenty six (26) years of hands-on experience in the field of Biomedical Engineering and passing the interview
B	Consultant Engineer (B)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - Ph.D. in Biomedical Engineering + eleven (11) years of experience after the Ph.D. + Conducting two (2) researches in the field of specialization and passing the interview - B.Sc. of Biomedical Engineering + Master Degree in the specialization + fifteen (15) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization in the previously occupied job and grade and passing the interview - B.Sc. of Engineering + twenty three (23) years of hands-on experience in the field of Biomedical Engineering and passing the interview
		<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - Ph.D. in Biomedical Engineering + eight (8) years of experience after the Ph.D. and passing the interview

First	Consultant Engineer	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization + twelve (12) years of experience after the Master Degree and passing the interview - B.Sc. of Engineering + twenty (20) years of hands-on experience in the field of Biomedical Engineering and passing the interview
Second	Senior Specialist Engineer (A)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - Ph.D. in Biomedical Engineering + five (5) years of experience after the Ph.D. - B.Sc. of Biomedical Engineering + Master Degree in the specialization + nine (9) years of experience after the Master Degree - B.Sc. of Biomedical Engineering + diploma/specialized certificate where the study period shall not be less than nine (9) months + twelve (12) years of experience - B.Sc. of Biomedical Engineering + fifteen (15) years of experience after the B.Sc. - B.Sc. of Engineering + at least seventeen (17) years of hands-on experience in the field of Biomedical Engineering
Third	Senior Specialist Engineer (B)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - Ph.D. in Biomedical Engineering + at least two (2) years of experience after the Ph.D. - B.Sc. of Biomedical Engineering + Master Degree in the specialization + six (6) years of experience after the Master Degree - B.Sc. of Biomedical Engineering + diploma/specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience - B.Sc. of Biomedical Engineering + twelve (12) years of experience after the B.Sc. - B.Sc. of Engineering + at least fourteen (14) years of hands-on experience in the field of Biomedical Engineering
		<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - Ph.D. in Biomedical Engineering

Fourth	Senior Specialist Engineer (C)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization + three (3) years of experience after the Master Degree - B.Sc. of Biomedical Engineering + diploma/specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience - B.Sc. of Biomedical Engineering + nine (9) years of experience after the B.Sc. - B.Sc. of Engineering + at least eleven (11) years of hands-on experience in the field of Biomedical Engineering
Fifth	Senior Specialist Engineer	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + Master Degree in the specialization - B.Sc. of Biomedical Engineering + diploma/specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - B.Sc. of Biomedical Engineering + six (6) years of experience after the B.Sc. - B.Sc. of Engineering + at least eight (8) years of hands-on experience in the field of Biomedical Engineering
Sixth	Specialist Engineer	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + diploma/specialized certificate where the study period shall not be less than nine (9) months - B.Sc. of Engineering + at least five (5) years of hands-on experience in the field of Biomedical Engineering
Seventh	Engineer (B)	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering + one (1) year of experience - B.Sc. of Engineering + at least two (2) years of hands-on experience in the field of Biomedical Engineering
Eighth	Engineer	<ul style="list-style-type: none"> - B.Sc. of Biomedical Engineering

Table No. 9

**Requirements of Occupying the Posts of Health Information
Management**

Financial Grade	Post	Minimum Requirements For Occupying The Post
A	Health Information Management Consultant (A)	<ul style="list-style-type: none"> - Ph.D. + twenty one (21) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization + Passing the interview - Master Degree + twenty four (24) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization + Passing the interview
B	Health Information Management Consultant (B)	<ul style="list-style-type: none"> - Ph.D. + eighteen (18) years of experience after the Ph.D. + Conducting three (3) researches in the field of specialization + Passing the interview - Master Degree + twenty one (21) years of experience after the Master Degree + Conducting two (2) researches in the field of specialization + Passing the interview
First	Health Information Management Consultant	<ul style="list-style-type: none"> - Ph.D. + fifteen (15) years of experience after the Ph.D. and passing the interview - Master Degree + eighteen (18) years of experience after the Master Degree and passing the interview
Second	Health Information Management Senior Specialist (A)	<ul style="list-style-type: none"> - Ph.D. + twelve (12) years of experience after the Ph.D. - Master Degree + fifteen (15) years of experience after the Master Degree
Third	Health Information Management Senior Specialist (B)	<ul style="list-style-type: none"> - Ph.D. + nine (9) years of experience after the Ph.D. - Master Degree + twelve (12) years of experience after the Master Degree
Fourth	Health Information Management	<ul style="list-style-type: none"> - Ph.D. + six (6) years of experience after the Ph.D. - Master Degree + nine (9) years of experience

	Senior Specialist (C)	after the Master Degree - B.Sc. in the specialization + fifteen (15) years of experience after the B.Sc.
Fifth	Health Information Management Specialist / Health Information Management Supervisor (A) / Health Information Management Senior Technician (A)	- Ph.D. + two (2) years of experience after the Ph.D. - Master Degree + four (4) years of experience after the Master Degree - B.Sc. in the specialization + twelve (12) years of experience after the B.Sc. - Diploma in the specialization where the study period shall not be less than two (2) years + specialized certificate where the study period shall not be less than nine (9) months + eleven (11) years of experience - Diploma in the specialization where the study period shall not be less than two (2) years + fifteen (15) years of experience
Sixth	Health Information Management Supervisor (B) / Health Information Management Senior Technician (B)	- Ph.D. - Master Degree + three (3) years of experience after the Master Degree - B.Sc. in the specialization + nine (9) years of experience after the B.Sc. - Diploma in the specialization where the study period shall not be less than two (2) years + specialized certificate where the study period shall not be less than nine (9) months + nine (9) years of experience - Diploma in the specialization where the study period shall not be less than two (2) years + twelve (12) years of experience
Seventh	Health Information Management Supervisor (C) / Health Information Management Senior Technician	- B.Sc. in the specialization + Master Degree - B.Sc. in the specialization + six (6) years of experience after the B.Sc. - Diploma in the specialization where the study period shall not be less than two (2) years + specialized certificate where the study period shall not be less than nine (9) months + six (6) years of experience - Diploma in the specialization where the study period shall not be less than two (2) years + nine (9) years of experience
	Health	- B.Sc. in the specialization + three (3) years of

Eighth	Information Management Supervisor / Health Information Management Technician (A)	<p>experience after the B.Sc.</p> <ul style="list-style-type: none"> - Diploma in the specialization where the study period shall not be less than two (2) years + specialized certificate where the study period shall not be less than nine (9) months + three (3) years of experience - Diploma in the specialization where the study period shall not be less than two (2) years + six (6) years of experience
Ninth	Health Information Management Assistant Supervisor / Health Information Management Technician (B)	<ul style="list-style-type: none"> - B.Sc. in the specialization - Diploma in the specialization where the study period shall not be less than two (2) years + three (3) years of experience
Tenth	Health Information Management Technician	<ul style="list-style-type: none"> - Diploma in the specialization where the study period shall not be less than two (2) years

Table No. 10

**Requirements of Occupying the Posts of Health Assistant/Medical
Orderly and their Hierarchy**

Financial Grade	Post	Minimum Requirements for Occupying the Post
First	Senior Health Assistant (A) (Specialization)	<ul style="list-style-type: none">- High School Diploma + specialized course where the study period shall not be less than two (2) years + nine (9) years of experience- High School Diploma + specialized course where the study period shall not be less than nine (9) months + twelve (12) years of experience- High School Diploma + specialized course for three (3) months + fifteen (15) years of experience
Second	Senior Health Assistant (B) (Specialization)	<ul style="list-style-type: none">- High School Diploma + specialized course where the study period shall not be less than two (2) years + six (6) years of experience- High School Diploma + specialized course where the study period shall not be less than nine (9) months + nine (9) years of experience- High School Diploma + specialized course for three (3) months + twelve (12) years of experience
Third	Senior Health Assistant (Specialization)	<ul style="list-style-type: none">- High School Diploma + specialized course where the study period shall not be less than two (2) years + three (3) years of experience- High School Diploma + specialized course where the study period shall not be less than one (1) year + six (6) years of experience- High School Diploma + specialized course for three (3) months + nine (9) years of experience
Fourth	Health Assistant (A) (Specialization)	<ul style="list-style-type: none">- High School Diploma + specialized course where the study period shall not be less than two (2) years- High School Diploma + specialized course where the study period shall not be less than nine (9) months + three (3) years of experience- High School Diploma + specialized course for

		three (3) months + six (6) years of experience
	Senior Medical Orderly (A)	- Fluency in oral and written Arabic + eighteen (18) years of experience
Fifth	Health Assistant (B) (Specialization)	<ul style="list-style-type: none"> - High School Diploma + specialized course where the study period shall not be less than nine (9) months - High School Diploma + specialized course for three (3) months + three (3) years of experience
	Senior Medical Orderly (B)	- Fluency in oral and written Arabic + fifteen (15) years of experience
Sixth	Health Assistant (Specialization)	- High School Diploma + specialized / military course where the study period shall not be less than three (3) months
	Senior Medical Orderly (C)	- Fluency in oral and written Arabic + twelve (12) years of experience
Seventh	Senior Medical Orderly	- Fluency in oral and written Arabic + nine (9) years of experience
Eighth	Medical Orderly (A)	- Fluency in oral and written Arabic + six (6) years of experience
Ninth	Medical Orderly (B)	- Fluency in oral and written Arabic + three (3) years of experience
Tenth	Medical Orderly	- Fluency in oral and written Arabic