



OFFICE OF THE HOSPITAL DIRECTOR

MEDICAL & TEACHING INSTITUTION HAYATABAD MEDICAL COMPLEX PESHAWAR

**VACANCIES ANNOUNCEMENT**

Applications are invited for the following post / vacancy at Medical & Teaching Institution Hayatabad Medical Complex, Hayatabad Peshawar. The candidates must have domicile of Khyber Pakhtunkhwa / Merged districts with the following conditions.

S. No.	Nomenclature of Post	Gender	Age (Yrs)	Qualification/Experience
1.	Respiratory Therapist Supervisor	Male / Female	Up to 45	<b>Qualification:</b> a) B.Sc. in Respiratory and Critical Care Technology from recognized university. <b>OR</b> b) Post graduate diploma in respiratory therapy from recognized institute. <b>Experience:</b> c) At least 02 years post qualification experience as a respiratory therapist in any govt. or govt. registered hospital.
2.	Senior Respiratory Therapist	Male / Female	Up to 45	<b>Qualification:</b> a) B.Sc. in Respiratory and Critical Care Technology from recognized university. <b>OR</b> b) Post graduate diploma in respiratory therapy from recognized institute. <b>Experience:</b> c) At least 01 years post qualification experience as a respiratory therapist in any govt. or govt. registered hospital.
3.	Respiratory Therapist	Male / Female	Up to 45	<b>Qualification:</b> a) B.Sc. in Respiratory and Critical Care Technology from recognized institute. <b>OR</b> b) Post graduate diploma in respiratory therapy from recognized institute.
4.	Manager Accident & Emergency	Male / Female	----	<b>Qualification:</b> a) MBA, MHA or equivalent Degree from recognized University. b) MBBS/BDS Doctors with administrative experience in a hospital may also be considered. <b>Experience:</b> c) A minimum of 06 years relevant post qualification experience in a Health Care Institution. d) Preference will be given to candidates with sound decision-making skills, planning and analytical skills and must be acquainted with developing and managing standardized Accident and emergency services in a Health care institution and decision making skills.
5.	Junior Optometrist	Male / Female	28-35	<b>Qualification:</b> a) BS Vision from recognized university.
6.	Charge Nurse	Female	21-35	<b>Qualification:</b> a) B.Sc. Nursing- Generic with 01 Year Internship Certificate. <b>OR</b> b) Registered "A" Grade Nurse and Midwifery diploma (Candidates having 06 months experience will be preferred, for option "b" only). <b>Other Condition:</b> Candidates are also required to have valid Pakistan Nursing Council Registration.
7.	Assistant Accountant	Male / Female	25-35	<b>Qualification:</b> a) B.Com BBA Finance / MSc Economics from recognized University of HEC. <b>Experience:</b> b) 07 years' post qualification experience as Accountant in any Govt. or Govt. registered organization in case of B.Com.
8.	JCT Ophthalmology	Male / Female	20-30	<b>Qualification:</b> a) 2nd Class Secondary School Certificate from recognized Board. b) Diploma in Concern specialty from KPK Medical Faculty or its equivalents in relevant field. <b>OR</b> c) BS / B.Sc in the respective Field / Technology.
9.	Bill Clerk	Male / Female	21-35	<b>Qualification:</b> a) B.Com from recognized University of HEC. <b>Experience:</b> b) 01 year relevant post qualification experience in any Govt. registered organization.
10.	Store Keeper	Male / Female	20-35	<b>Qualification:</b> a) Bachelor Degree from recognized Institution. <b>Experience:</b> b) Two years' post qualification experience as Store / Record keeper in any Govt. registered organization.

S. No.	Nomenclature of Post	Gender	Age (Yrs)	Qualification/Experience
11.	Senior Clerk Cum Accountant	Male / Female	21-35	<b>Qualification:</b> a) B.Com from recognized Board.
12.	HVAC Operator	Male	25-35	<b>Qualification:</b> a) DAE-AC / Refrigeration / Mechanical from recognized board. <b>Experience:</b> 02 years post qualification experience in an industrial / hospital work setting.
13.	CCTV Camera Operator	Male / Female	21-35	<b>Qualification:</b> a) SSC from a recognized institute. <b>Experience:</b> b) Minimum (03) years CCTV system maintenance & trouble shooting post qualification experience in any registered organization with sound knowledge of DVR's and camera.
14.	Security Guard	Male	Up to 45	<b>Qualification:</b> a) Retd Sepoy, Lance Naik, Naik, Lance Havildar, from Pak Army, Frontier corps, Punjab Rangers, Sindh Ranger, DSG Pak Navy and Air Force ( <b>Only provost/GDs.</b> ) b) Preference will be given to local candidates from Peshawar and surroundings because of non-availability of accommodation.

**TERMS & CONDITIONS**

- Age of superannuation applicable to all posts as per Government rules.
- Applications accompanied with complete bio-data and academic / experience / domicile certificates along with 02 recent photographs and CNIC photocopy duly attested must reach the **Pre-Recruitment Section-HR Department MTI-HMC.**
- Those applicants having distinction in university (not college) must attach authentic document or proof with application form.
- Application Forms are available on HMC website <http://www.hmckp.gov.pk/downloads.php> and security office of MTI-HMC.
- Forms will be submitted in the (**Pre-Recruitment Section-HR Department — MTI-HMC**) along with **Bank Draft / Pay Order** in favor of **Hospital Director-MTI-HMC** or through direct deposit in **Bank of Khyber, HMC Branch, Receipt Account, Branch Code 0185, A/C Number# PLS-00060-00-2** as per the payment details given below:

Description	Payment
S. No. 01-13	500/- Rs (Non-Refundable)
S. No. 14	No Charges

- The applications duly completed with supported attested documents should reach personally or through registered couriers service to undersigned on or before due date of closing. In case if the documents reach after due date by the courier even if the Bank draft/ payment is done within due date will not be entertained.
- Only shortlisted candidates will be called for interview. Short listing will be done either by written test or by their pre-interview marks or both.
- Their services will be governed, under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015 (amended from time to time).
- Civil servant will have to resign from government service (if any) in case of their selection in MTI-HMC.
- If the closing date fixed for the receipt of application form falls on an official holiday, the next working day shall be considered as the closing date.**
- An application after the closing time and date shall stand rejected.**
- The Scrutiny Committee shall be competent to reject applications which are incomplete. However the aggrieved candidates can appeal to the competent form of HMC for review. The decision of the competent form there of shall be final.
- Experience Marks will be given to only those candidates who have experience in relevant subject field.
- In case of large number of candidates, MTI-HMC may hold screening test for shortlisting of candidates. Screening test marks will carry no weightage and it will just be used to bring the number of candidates to manageable level for interview.
- On detailed scrutiny of the applications after screening test, if any candidate is found ineligible in any respect under the rules, his /her candidature will be cancelled regardless of the fact whether he / she has appeared in the screening test or qualified therein.
- Any candidate may be disqualified or excluded from interview if he/ she were:
  - Convicted by the court of law.
  - Dismissed from public service.
  - Knowingly furnishes any false information.
  - Suppresses any information which may lead to his/ her disqualification.
  - Attempts to obtain support for his/ her (candidature by improper means).
  - Submits forged certificates.
  - Tempers with the entries in his / her age and academic certificates etc.
  - Misbehaves in the interview.
- Original documents should be produced at the time of interview.
- The service of selected candidates will be for a period of 01 year further extendable upon approval from BoG's MTI-HMC.
- The terms & condition of the employment will be determined after final selection of the candidates.
- The competent authority has the power to increase or decrease or even canceled the post as per requirement of MTI-HMC.
- No TA/DA is allowed for Test / Interview.
- The last day of applying for the above advertisement is 07.06.2021.**
- MTI-HMC encourages individuals from minority groups, indigenous groups, and person with disabilities to apply. The quota system as per Government rules & regulation will be adopted.

**HOSPITAL DIRECTOR MEDICAL & TEACHING INSTITUTION  
HAYATABAD MEDICAL COMPLEX, PESHAWAR**

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