



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.

**CLINICAL & ADMINISTRATIVE POSITIONS:**

S.No	Nomenclature of Post	Gender	Age (Yrs)	Qualification/Experience
1.	Manager OPD & Ambulatory Services (Contract)	Male/Female	30-45	<p><b>Qualification</b> MBA / MHA / MPH or equivalent Degree from recognized University. <b>OR</b> MBBS/BDS Doctors with administrative experience in a hospital may also considered.</p> <p><b>Experience</b> 06 years post qualification experience in a Health Care Institution.</p> <p><b>Other:</b> Preference will be given to candidates with sound decision-making skills, planning and analytical skills and be acquainted with developing managing standardized Accident emergency services in a Health care institution.</p> <p><b>Note:</b> Service of the selected candidate will be for a period of 01 year further extendable upon the approval of BoG MTI-HMC.</p>
2.	Manager Accident & Emergency (Contract)			<p><b>Qualification</b> MBA, MHA or equivalent Degree from recognized University. <b>OR</b> MBBS/BDS Doctors with administrative experience in a hospital may also be considered.</p> <p><b>Experience:</b> A minimum of 06 years relevant experience in a Health Care Institution.</p> <p><b>Other:</b> 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.</p> <p><b>Note:</b> Services of the selected candidate will be for a period of 01 year further extendable upon the approval of BoG MTI-HMC.</p>
3.	Biostatistician (Contract)	Male/Female	25-35	<p><b>Qualification</b> Master Degree in epidemiology / biostatistics / statistics from a recognized university of HEC.</p> <p><b>Experience:</b> At least 01 year post-qualification experience in conducting a clinical research and managing databases. Experience in use of SPSS, STATA or similar software is required.</p> <p><b>Note:</b> Services of the selected candidate will be for a period of 03 years further extendable upon the approval of BoG MTI-HMC.</p>
4.	Trainee Pharmacists (Contract)	Male/Female	25-35	<p><b>Qualification</b> Pharm-D from a recognized university of HEC and Pharmacy council of Pakistan.</p> <p><b>Session:</b> 2018-2019.</p> <p><b>Experience:</b> None</p> <p><b>Other:</b> Having completed their degrees in all respects with declaration of results.</p> <p><b>Note:</b> Services of the selected candidate will be for a period of 01 year only.</p>
5.	HR Trainee (Contract)	Male/Female	22-30	<p><b>Qualification</b> MBA (HR) or BBA (Hons) HR from a recognized university of HEC Pakistan.</p> <p><b>Session:</b> 2018-2019</p> <p><b>Experience:</b> None</p> <p><b>Other:</b> Having completed their degrees in all respects with declaration of results.</p> <p><b>Note:</b> Services of the selected candidate will be for a period of 01 year only.</p>



**TERMS & CONDITIONS:**

1. Age of superannuation of 60 years applies to all posts.
2. 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 within **(03 Weeks)** of the publication of this advertisement on a prescribed form.
3. Application Forms are available on HMC website i.e: <http://www.hmckp.gov.pk/downloads.php> and will be submitted in the **(Pre-Recruitment Section-HR Department - MTI-HMC)** along-with **Bank Draft/ Payment Order** in favour 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. 1-3	500/- Rs (Non-Refundable)
S.No. 4-5	200/- Rs (Non-Refundable)

4. The application-duly completed with supported attested documents should reach personally or through registered courier services 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.
  5. 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:
  6. Their services will be governed, under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015.
  7. Civil servant will have to resign from government service (if any) in case of their selection in MTI-HMC.
  8. **If the closing date fixed for the receipt of application from falls on an official holiday, the next working day shall be considered as the closing date.**
  9. **An application after the closing time and date shall stand rejected.**
  10. The scrutiny Committee shall be competent to reject applications which are incomplete. However the aggrieved candidates can appeal to the competent from of HMC for review. The decision of the competent from there of shall be final.
  11. Experience Marks will be given to only those candidates who have experience in relevant subject / field.
  12. Any candidate may be disqualified or excluded from interview if he/she were
    - (a) Convicted by the court of law.
    - (b) Dismissed from public service.
    - (c) Knowingly furnishes any false information.
    - (d) Suppresses any information which may lead to his / her disqualification.
    - (e) Attempts to obtain support for his/her (candidature by improper means).
    - (f) Submits forged certificates.
    - (g) Tempers with the entries in his / her age and academic certificates.
    - (h) Misbehaves in the interview.
  13. Original documents should be produced at the time of interview.
  14. The competent authority has the power to increase or decrease or even cancelled the post as per requirement of MTI-HMC.
  15. No TA/DA is allowed for Test/Interview.
- 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.

**INF(P)**  
**4133/20**

**HOSPITAL DIRECTOR**  
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**HAYATABAD MEDICAL COMPLEX, PESHAWAR.**

Take Special Care of Special Persons

[www.khyberpakhtunkhwa.gov.pk](http://www.khyberpakhtunkhwa.gov.pk)

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