



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.#	Nomenclature of Post	Gender	Age	Qualification/Experience
1.	Quality Assurance Lead	Male/ Female	Qualification; a) MBBS/MSN/BSN or Pharm-D Degree. b) Certified Professional in Health Care Quality (CPHQ) / Health Care Quality Management (HCQM) / Certified Professional in Patient Safety (CPPS). Experience c) 05 years of post-qualification experience in hospital on quality position.
2.	Manager OPD & Ambulatory Services	Male/ Female	30-45	Qualification a) MBA/IMA/MPH or equivalent Degree from recognized University OR b) MBBS/BDS Doctors with administrative experience in a hospital may also be considered. Experience c) 06 years post qualification experience in a Health Care Institution. Other: 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.
3.	Nursing Manager	Male	Qualification: a) BSN/Post RN from recognized institute, preferably MSN. Experience b) 05 years post qualification experience in Teaching / Administrative/ clinical side.
4.	Nursing Manager	Female	Qualification: a) BSN/Post RN from recognized institute, preferably MSN. Experience b) 05 years post qualification experience in Teaching / Administrative/ clinical side.
5.	Software Engineer	Male/ Female	Qualification: a) BCS (Hon)/MCs / MS in computer science. b) Candidates having Oracle Certification in Developer Suite will be preferred. Experience c) 2 years post qualification experience in Oracle forms development. Other Candidates must have strong knowledge of Oracle Developer and SQL Programming and skills in RDBMS.
6.	Quality Assurance Officer	Male/ Female	Qualification: a) Master in Quality Management (at least 16 years of education) / Social & Health sciences from HEC recognized university. Experience b) 02 years of post-qualification experience in relevant field. Other: Preference will be given to candidates having certification in Health Care Quality from a recognized institute.
7.	Infection Control Nurse	Male	Qualification: a) BSN/ Post RN. Experience: b) 02 years post-qualification experience as infection control nurse.
8.	Infection Control Nurse	Female	Qualification: a) BSN/ Post RN. Experience b) 02 years post-qualification experience as infection control nurse.
9.	JCT Anesthesia (Cardiac Surgery)	Male/ Female	20-30	Qualification: a) 2nd Class Secondary School Certificate from recognized Board. b) Diploma in Anesthesia from KPK Medical Faculty or its equivalent in relevant field. OR c) BS/B.Sc in the respective Field/Technology.
10.	JCT Pharmacy	Male/ Female	20-30	Qualification: a) 2nd Class Secondary School Certificate from recognized Board. b) Diploma in Pharmacy from KPK Medical Faculty or its equivalent in relevant field. OR c) BS/B.Sc in the respective Field/Technology.
11.	JCT Surgical (Cardiac Surgery)	Male/Female	20-30	Qualification: a) 2nd Class Secondary School Certificate from recognized Board. b) Diploma in Surgical from KPK Medical Faculty or its equivalent in relevant field. OR c) BS/B.Sc in the respective Field/Technology.
12.	Hardware Technician	Male/Female	Up to 30	Qualification: a) F.Sc with Diploma in Hardware or F.Sc (1st Division) with DIT. Experience b) 02 years of post-qualification experience in Computer Hardware troubleshooting from a reputable Institution. c) Candidate having prior Healthcare Sector experience will be given preference.
13.	Quality Assurance Trainees	Male/Female	Up to 28	Qualification: a) At least Bachelors in Social & Health sciences from HEC recognized university.

TERMS & CONDITIONS:

- Age of superannuation i.e. 60 years 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 i.e.; <http://www.hmcp.gov.pk/downloads.php> and 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-3002107103 as per the payment details given below:

Description	Payment
S. No. 1-12	500/-Rs (Non-Refundable)
S. No. 13	200/-Rs (Non-Refundable)

- 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 forum of HMC for review. The decision of the competent forum there of shall be final.
- Experience Marks will be given to only those candidates who have experience in relevant subject / field, and experience wherever prescribed shall be counted after the prescribed qualifications for the post(s).
- 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 or otherwise in regulation / policies.
 - 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 cancelled the post as per requirement of MTI-HMC.
 - No TADA is allowed for Test / Interview.
 - The last day of applying for the above advertisement is 04.10.2021
- 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