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**OFFICE OF THE HOSPITAL DIRECTOR**

**MEDICAL & TEACHING INSTITUTION HAYATABAD MEDICAL COMPLEX PESHAWAR**

**VACANCIES ANNOUNCEMENT**

Applications are invited for the following fixed pay posts / vacancies at Medical & Teaching Institution Hayatabad Medical Complex, Hayatabad Peshawar. The candidates must have domicile of Khyber Pakhtunkhwa / adjacent Tribal areas with the following condition.

1. **ADMINISTRATIVE POSITIONS:**

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| **S#** | **Nomenclature of Post** | **Gender** | **Age (Yrs)** | **Qualification/Experience** |
|  | **Legal Advisor**  (Fixed Pay) | Male | upto 50 | **a)** Bachelor Degree in law (LLB) from a recognized University.  **b) 10 Years** of Experience in High Court & Supreme Court including experience in service matter. |
|  | **Manager Quality**  **Assurance**  (Fixed Pay) | Male/  Female | *--* | **a)** MBBS, MP from recognized university.  **b)** 01 year experience in the health sector  **c)** The services of selected candidate will be for a period of 01 year further extendable upon the approval of BoG, MTI/HMC. |
|  | **Human Resources Supervisor**  (Fixed Pay) | Male/ Female | 25-35 | **a)** MBA (HRM) / MPA (HRM) from a recognized University.  **b) 02 Years** of Experience as an HR professional in a reputable Institution.  **c)** Candidates having Healthcare Sector experience will be given preference. |
|  | **Computer Operator**  ( Fixed Pay) | Male/  Female | 21-35 years | **a)** Bachelor Degree in Computer Science & Information Technology.  **b)** 02nd Class Bachelor Degree in arts alongwith one year Diploma (DIT) in Computer from Board of Technical Education or its equivalent. |
|  | **House Keeper**  For Female Hostel  (Fixed Pay) | Female | 25-35 | **a)** Bachelor degree from recognized university.  **b)** **03 years** experience as House Keeper in any Govt registered organizations. |
|  | **Warden**  (Fixed Pay) | Male | 25-35 | **a)** MSc / MA from recognized university and’  **b)** 03 years administrative experience in a College or Department. |
|  | **Electric Welder**  (Fixed Pay) | Male | 22-35 | **a)** Secondary School Certificate from recognized Board.  **b)** One Diploma in Welding from recognized Board or institutions.  **c)** **05** **years** experience as Electrical Welder in any Govt registered organizations. |
|  | **Maintenance Supervisor** (Fixed Pay) | Male | 21-35 | **a)** Associate Diploma in Electrical Engineering / Electronics from recognized Board.  **b)** **01 year** experience as sub Engineer / Maintenance Supervisor in any Govt registered organization. |
|  | **AC Technician**  (Fixed Pay) | Male | 20-35 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 year** Diploma in AC from recognized Board or institutions.  **c) 02 years** experience in any Govt Registered organizations. |
|  | **Mechanical Technician AC Plant**  (Fixed Pay) | Male | 21-35 | **a)** Associate Diploma in Mechanical Engineering from a recognized Board.  **b)** 01 year experience as sub Engineer in any Govt. registered organization. |
|  | **Telephone Technician**  (Fixed Pay) | Male | 18-35 | **a)** Secondary School Certificate from recognized Board.  **b)** Diploma in telecommunication from recognized Board or institutions.  **c)** **02 years** experience in Telephone exchange. |
|  | **Sub Station Operator**  (Fixed Pay) | Male | 21-35 | **a)** Associate Diploma in Electrical Engineering from recognized Board.  **b)** 01 year experience as sub Engineer in any Govt registered organization. |
|  | **Sanitary Fitter**  (Fixed Pay) | Male | 22-35 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 Year** Certificate/Diploma in the relevant field from a recognized institute.  **c) 05 years** experience working as Sanitary Fitter / Plumber in any Govt registered organization. |
|  | **Medical Gas Operator**  (Fixed Pay) | Male | 20-35 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 Year** Certificate/Diploma in the relevant field from a recognized institute.  **c)** **02 years** experience working as Medical Gas Operator in any Govt registered Hospitals. |
|  | **Electrician**  (Fixed Pay) | Male | 22-35 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 Year** Certificate/Diploma in the relevant field from a recognized institute.  **c)** **05 years** experience working as Electrician in any Govt Registered organization. |
|  | **Tailor**  (Fixed Pay) | Male | 20-40 | **a)** Secondary School Certificate from recognized Board.  **b)** Having certificate in Tailoring from any Govt registered institutions.  **c)** 05 years experience as Tailor. |
|  | **Plumber**  (Fixed Pay) | Male | 20-40 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 Year** Certificate/Diploma in the relevant field from a Govt recognized institute.  **c)** **05 years** experience working as Sanitary Fitter / Plumber in any Govt registered organization / Institution / contractors. |
|  | **Carpenter**  (Fixed Pay) | Male | 20-40 | **a)** Preferably literate.  **b) 05 years** experience as Carpenter with Govt. registered organization / Contractors. |
|  | **Machine Operator**  (Fixed Pay) | Male | 20-35 | **a)** Secondary School Certificate from recognized Board.  **b)** **01 Year Certificate/Diploma** in the relevant field from a recognized institute.  **c)** **02 Years experience** working as Machine Operator in any Govt registered Hospitals / Institution / organization. |
|  | **Record Keeper**  (Fixed Pay) | Male | 18-35 | Secondary School certificate in 02nd Division from recognized Board. |
|  | **Store Keeper**  (Fixed Pay) | Male | 20-35 | **a)** Secondary School in 02nd Davison from recognized Board.  **b)** **02 Years** experience working as Record Keeper in any Govt. registered organization. |
|  | **Painter**  (Fixed Pay) | Male | 20-40 | **a)** Secondary School Certificate from Recognized Board with Diploma in Painting.  **b)** 02 years experience as Painter in any Govt. registered organization. |
|  | **Mason**  (Fixed Pay) | Male | 20-40 | **a)** Preferably literate.  **b) 05 years** experience as **Mason** with Govt. registered Contractors. |
|  | **Tube-Well Operator**  (Fixed Pay) | Male | 20-35 | **a)** Secondary School Certificate.  **b**) **03 years** experience as **Tube Well Operator** with any Commercial or Govt. registered Companies. |

1. **CLINICAL POSITIONS**

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| --- | --- | --- | --- | --- |
|  | **Consultant Cardiologist** (Fixed Pay) | Male / Female | 25-45 | **a)** FCPS/MD or equivalent qualification in the respective subject recognized by the PM & DC.  **b)** Minimum 02 year post fellowship experience in the respective subject or Cardiology.  **c)** The services of selected candidate will be for a period of 03 years further extendable upon the approval of the BoG, MTI/HMC, depending on the requirement of the Department.  **d)** Preference will be given to those candidates who have experience in intervention / Heart failure services. |
|  | **Consultant Electrophysiology**  (Fixed Pay) | Male / Female | 25-45 | **a)** FCPS/MD or equivalent qualification in the respective subject recognized by the PM & DC.  **b)** Minimum 02 year post fellowship experience in the respective subject.  **c)** The services of selected candidate will be for a period of 03 years further extendable upon the approval of the BoG, MTI/HMC, depending on the requirement of the Department.  **d)** Preference will be given to those candidates who have experience in intervention / Heart failure services. |
|  | **Optometrist**  **(Fixed Pay)** | Male / Female | 28-35 | **a)** BS Vision from recognized university.  **b)** Experience in diabetic Retinopathy will be preferred. |
|  | **Educator/Councilor** | Female | 25-35 | **a)** Master Degree from recognized university.  **b)** Experience in diabetic Retinopathy counselor will be preferred. |
|  | **JCT Cardiology**  (Fixed Pay) | Male / Female | 20-30 | **a)** 01st Class Secondary School Certificate (Science) from recognized Board.  **b)** Diploma in Cardiology from KPK Medical Faculty or its equivalents in relevant field. |
|  | **FJCT Dialysis**  (Fixed Pay) | Female | 20-30 | **a)** 01st Class Secondary School Certificate (Science) from recognized Board.  **b)** Diploma in Dialysis from KPK Medical Faculty or its equivalents in relevant field. |
| 7. | **FJCT Gastroenterology**  (Fixed Pay) | Female | 20-30 | **a)** 01st Class Secondary School Certificate (Science) from recognized Board.  **b)** Diploma in Gastroenterology from KPK Medical Faculty or its equivalents in relevant field. |

**TERMS & CONDITIONS:**

1. Applications accompanied with complete bio-data and academic / experience / domicile certificates alongwith 02 photographs and CNIC photocopy duly attested must reach the office of the undersigned (Recruitment Section MTI/HMC) within **(02 Weeks)** of the publication of this advertisement on a prescribed form.
2. Application form is also available on HMC website i.e; [www.hmckp.gov.pk](http://www.hmckp.gov.pk) and will be submitted in the Recruitment Section of HMC @ Rs.500/- for serial No: 01 to 03 and @ Rs: 200/- for serial No: 04 to 24 in administrative positions and @ Rs: 500/- for serial No: 01 to 04 & @ Rs: 200/- for serial No: 05 to 07 in clinical positions or through Bank Draft in fever of Hospital Director HMC.
3. The applications dully completed with supported attested documents should reach personally or through registered couriers service to undersigned on or before due date of closing.
4. Only shortlisted candidates will be called for interview. Short listing will be done either by written test or by their pre-interview marks.`
5. Their services will be governed, under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015.
6. **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.**
7. **An application after the closing time and date shall stand rejected.**
8. 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.
9. Experience Marks will be given to only those candidates who have experience in relevant subject / field.
10. Any candidate may be disqualified or excluded from interview if he/ she was *(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.
11. Original documents should be produced at the time of interview.
12. No TA/DA is allowed for Test / Interview.
13. Written statement on judicial stamp paper will be taken from selected candidates that they will not approach any office or court of law for regularization of their service.

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

**HOSPITAL DIRECTOR**

MTI/HAYATABAD MEDICAL COMPLEX

PESHAWAR.