



OFFICE OF THE HOSPITAL DIRECTOR  
MEDICAL TEACHING INSTITUTION (MTI)  
KHYBER TEACHING HOSPITAL PESHAWAR



**VACCANCY ANNOUNCEMENT**

The Khyber Teaching Hospital, Peshawar is an Autonomous Medical Teaching Institution with a Board of Governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institutions Reform Act 2015 and amendments therein; MTI KTH is an equal opportunity employer with no gender bias. Applications are invited from the Candidates for the following post mentioned below in Khyber Teaching Hospital (MTI) Peshawar.

S. No	Nomenclature	Grade	Criteria/Qualification/Experience
01	Assistant Director Finance	G-18	<b>Qualification:</b> CA (Finalist)/ ACCA (Finalist)/ CMA (Finalist). <b>Experience:</b> - At least 05 years of relevant experience in Finance / Accounts/ Auditing in a reputed organization. OR <b>Qualification:</b> MBA (Finance)/ M. com / equivalent degree in finance & Accounting from HEC recognized University/ Institute. <b>Experience:</b> - At least 07 years of relevant experience in Finance / Accounts/ Auditing in a reputed organization. Preference will be given to the Candidate having experience in ERP implementation and strong knowledge of KPPRA/ GFR and other Government/ Corporate Rules, development and implementation of policies and procedure manuals.
02	Manager Supply Chain	G-18	<b>Qualification:</b> - Master Degree in Supply Chain Management / MBA Finance/M. Com/Economics or BE (Bachelors of engineering) or equivalent degree from HEC recognized university/Institution. <b>Experience:</b> - At least 06 years' relevant experience is required preferably at management level in healthcare industry, reputed private or public hospitals in an ERP environment. The candidate must have sound knowledge of KPPRA rules encompasses the material planning and of materials management of all activities involved in sourcing procurement, warehouse management, transportation, imports, material and information flow, distribution and logistics. The incumbent is responsible for the receiving and distribution of materials both clinical and non-clinical. It also includes coordination and collaboration with internal and external partners which may be supplier, third party service provider and hospital staff. Supervises storage control and issuance of material, keep inform the off-price trends, availability of supplier, new items and reliability of supplier.
03	Manager Accommodation	G-17	<b>Qualification:</b> - Master or Equivalent degree (16 Years education) in Management or Social Sciences or administrative Sciences from HEC recognized university. <b>Experience:</b> - At least 05 Years' experience with 02 years Managerial experience in Administration including Accommodation Management. Preference will be given to the candidate having experience in Hospital Hostel/Accommodation Management.
04	Pharmacist	G-17	<b>Qualification:</b> Pharm-D, from HEC recognized University and registered with Pharmacy Council of Pakistan <b>Experience:</b> At least two years relevant experience or residency or on job hospital in a reputed public/private hospital.
05	Boiler Engineer	G-17	<b>Qualification:</b> B.Sc. / B.E. in Mechanical Engineering from a recognized University registered with Pakistan Engineering Council with Class-I Competency Certificate from a recognized Board of Boiler Engineers. <b>Experience:</b> Atleast 5 years practical experience in the relevant field. OR <b>Qualification:</b> DAE in Mechanical Engineering from a recognized Technical Institution with Class-I Competency Certificate from a recognized Board of Boiler Engineers. <b>Experience:</b> Atleast 7 years practical experience in the relevant field.
06	Software Engineer	G-17	<b>Qualification:</b> - BCS (Hons)/MCS/MS in Computer Science from HEC recognized University/ institution. Candidate having Oracle Certification in Developer Suit will be preferred. <b>Experience:</b> -Minimum 02 years post qualification experience in Oracle forms development. Other: Candidate must have strong knowledge of oracle Developer and SQL Programming and skills in RDBMS.

07	Finance Officer	G-16	<p><b>Qualification:</b> MBA Finance /M.com (16 years of education) from HEC recognized university/ Institute.</p> <p><b>Experience:</b> - At least 04 years of relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Qualification:</b> ACCA (Finalist)/ CA (Inter)</p> <p><b>Experience:</b> At least 02 years of relevant experience in Finance and Accounts in reputable private/public sector organization/institute.</p>
08	Supply Chain Officer	G-16	<p><b>Qualification:</b> Bachelor's degree in Business administration/supply chain management /M.com (16 year of education) from HEC recognized University/institute.</p> <p><b>Experience:</b> - 03-year post qualification relevant experience in supply chain / Inventory management in reputable private / public sector organization</p>
09	Human Resource Officer	G-16	<p><b>Qualification:</b> BBA (Hons) /MBA (HR, 16 years education) or equivalent relevant qualification from HEC recognized University/ institution.</p> <p><b>Experience:</b> At least 03 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>
10	Supply Chain Assistant	G-14	<p><b>Qualification:</b> - Bachelor Degree in Business Administration/Supply Chain Management/M. Com or equivalent degree (16 Years of education) from HEC recognized University/ institution.</p> <p><b>Experience:</b> - At least 01 Year Experience preferably in the relevant field in a reputed public/Private organization is required.</p>
11	Human Resource Assistant	G-14	<p><b>Qualification:</b>BBA (Hons) /MBA (HR equivalent to 16 years education) or equivalent relevant qualification from HEC recognized University/ institution.</p> <p><b>Experience:</b>At least 1 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>
12	Finance Assistant	G-14	<p><b>Qualification:</b> MBA Finance/M.com (16 years of education) from HEC recognized University/Institute.</p> <p><b>Experience:</b> - At least 01 Year relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Qualification:</b> ACCA (Finalist)/CA(Inter).</p> <p><b>Experience:</b> - At least 01 Year relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute.</p>
13	Legal Assistant	G-14	<p><b>Qualification:</b> BA LLB/BS (Law) from HEC recognized university/ institution.</p> <p><b>Experience:</b> At least one-year relevant post qualification experience.</p>
14	Facilities Supervisor	G-14	<p><b>Qualification:</b> Intermediate or equivalent qualification from a recognized board.</p> <p><b>Experience:</b> At least 03-years relevant experience preferable in health sector.</p> <p>The candidate must have knowledge of Housekeeping, Horticulture, Pest control and transport services.</p>
15	Cashier	G-12	<p><b>Qualification</b> BBA (Hons)/B. Com/B. A degree from HEC recognized University/Institute.</p> <p><b>Experience:</b> - At least 02 Years' experience as cashier in a reputed hospital operation. The Candidate must be able to handle cash and having strong computing skills.</p>
16	Lift Technician	G-12	<p><b>Qualification:</b> 3 years Diploma of Associate Engineering in Mechanical /electrical or equivalent qualification from a recognized Technical Board.</p> <p><b>Experience:</b> At least 01-year experience in the relevant field preferably in a reputed organization/institution. Candidates will be evaluated on the basis of Practical Test.</p>
17	Bio-Medical Technician	G-12	<p><b>Qualification:</b> DAE (Electrical /Electronics /Bio Medical) from a recognized technical board.</p> <p><b>Experience:</b> Atleast two Years relevant experience. The candidate must be well conversant with the repair of biomedical equipment.</p>
18	Store Keeper	G-11	<p><b>Qualification:</b> 2nd Class Bachelor Degree or equivalent qualification from a HEC recognized University/ institution with certification in computer (M.S Word, Excel, Power Point etc.)</p> <p><b>Experience:</b> Minimum 01 Years' relevant experience in tertiary care hospital/ reputed public or private organizations.</p>
19	Telephone Operator	G-11	<p><b>Qualification:</b> Secondary school Certificate (SSC) with Diploma in Telecommunication from recognized Board or Institutions.</p> <p><b>Experience:</b> At least two years' Experience as telephone operator is required. The candidate must have good communication skills.</p>

20	Ward Record Keeper (Male/Female)	G-11	<p><b>Qualification:</b> i. Bachelor degree from HEC recognized University/ institution with DIT (from board of technical education) with Typing speed of at least 25 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p> <p><b>Experience:</b> Minimum 01 Years' relevant experience in tertiary care hospital.</p> <p style="text-align: center;">OR</p> <p><b>Qualification:</b> ii. BSC (computer science) or equivalent qualification from HEC recognized University/institution with Typing speed of at least 25 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p> <p><b>Experience:</b> Minimum 01 Years' relevant experience in tertiary care hospital.</p>
21	Chiller Operator	G-08	<p><b>Qualification:</b> SSC or equivalent qualification from a recognized board with 01-year vocational certificate in Refrigeration's &amp; air-conditioning (R&amp;AC) from a recognized board of technical education.</p> <p><b>Experience:</b> At least 03-years post certification practical experience in the relevant field in reputed organization /institution having HVAC facility. Candidates will be evaluated on the basis of Practical Test.</p>
22	Registration Assistant	G-08	<p><b>Qualification:</b> 2nd Class Graduation with DIT Diploma in Information Technology (from board of technical education).</p> <p><b>Experience:</b> At least 1 years' work experiences a public/private institution/organization.</p>
23	Sanitary Fitter	G-07	<p><b>Qualification:</b> SSC or equivalent qualification from a recognized board with Diploma in relevant field from a technical Board/institute.</p> <p><b>Experience:</b> At least 03 years experience in the relevant field preferably in a reputed organization/institution.</p>
24	Machine Operator	G-07	<p><b>Qualification:</b> SSC or equivalent qualification from a recognized board with 01-year vocational certificate in electrical/mechanical from a recognized board of technical education.</p> <p><b>Experience:</b> At least 03-year post certification practical experience as machine operator in reputed organization /institution/factory/industry having laundry/CSSD facility. Candidates will be evaluated on the basis of Practical Test.</p>
25	Bio-Medical Assistant	G-06	<p><b>Qualification:</b> Intermediate or equivalent qualification from a recognized Board.</p> <p><b>Experience:</b> At least two Years relevant experience in a Medical Gas Plant preferably in a reputed organization/hospital.</p>
26	Electrician	G-06	<p><b>Qualification:</b> SSC (at least 2nd Division) or equivalent qualification from a recognized board 01-year vocational certificate from a recognized technical institute/board.</p> <p><b>Experience:</b> At least 02 years post certification practical experience as electrician in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.</p>
27	Plumber	G-05	<p><b>Qualification:</b> SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate from a recognized technical institute/board.</p> <p><b>Experience:</b> At least 02 years post certification practical experience as plumber in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.</p>
28	Tubewell Operator	G-05	<p><b>Qualification:</b> SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate as electrician from a recognized technical institute/board.</p> <p><b>Experience:</b> At least 02 years post certification practical experience as tube well operator in reputed organization /institution.</p>
29	Security Guard	G-04	<p><b>Qualification:</b> Retired Personnel from Armed forces/Paramilitary forces</p> <p><b>Age Limit:</b> maximum 45 Years</p> <p><b>Experience:</b> - At least 05 years' service in forces.</p>
30	Boiler Helper	G-04	<p><b>Qualification:</b> SSC (Science) or equivalent qualification from recognized Board.</p> <p><b>Experience:</b> Candidate having relevant experience shall be given preference</p>
31	AC Helper	G-04	<p><b>Qualification:</b> SSC or equivalent qualification from recognized board.</p> <p><b>Experience:</b> At least 01-year practical experience as AC helper in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.</p>
32	Driver	G-04	<p><b>Qualification:</b> SSC from recognized board and possessing valid driving license of PSV/HTV/LTV.</p> <p><b>Age Limit:</b> 22-35 Year.</p> <p><b>Experience:</b> At least 3 years' post license experience in the relevant field.</p>
33	Porter	G-04	<p><b>Qualification:</b> Preferably Literate &amp; holding valid Domicile of District Peshawar.</p> <p><b>Age Limit:</b> 18-35 Years</p> <p><b>Experience:</b> preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>

34	Guide Man	G-04	<b>Qualification:</b> Preferably Literate & holding valid Domicile of District Peshawar. <b>Age Limit:</b> 22-35 Year. <b>Experience:</b> preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.
35	Gardner	G-03	<b>Qualification:</b> SSC from recognized board & holding valid Domicile of District Peshawar. <b>Age Limit:</b> 22-35 Years <b>Experience:</b> preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.

### **TERMS & CONDITIONS:**

#### **How to Apply:**

Job Applications must be submitted electronically by *using the website link* [www.kth.edu.pk](http://www.kth.edu.pk) or [www.facebook.com/mtikth](http://www.facebook.com/mtikth) and download the required data duly signed by the candidate along with complete *Job Application Form, Covering Letter, Academic Credentials, Qualification, Experience, Domicile certificates / 02 photographs and CNIC photocopy* duly attested with respective original bank deposit slip/bank draft must reach to the HR Department at 6<sup>th</sup> floor, Human Resource Department, New A&E Building: MTI-KTH, Peshawar within **(15 days)** of the publication of this advertisement on a prescribed online Job Application form through registered postal mail or courier service along with original Bank Deposit Slip, must be submitted with below mention payment in favor of Hospital Director MTI KTH, Fund Account No. PK15 KHYB 0121 0030 0311 6602, Bank of Khyber, Branch, Code No. 0121, Peshawar. Processing fee (non-refundable) as per the fee schedule given below.

PAYMENT SCHEDULE	
Description	Payment
Sr.# 01 to 02	Rs.2000
Sr.# 03 to 14	Rs.1000
Sr.# 15 to 35	Rs. 500

- Applications submitted later than the deadline will not be considered.
- A candidate intending to apply for more than one post shall apply separately for each post.
- If the closing date fixed for the receipt of application falls on an official holiday, the next working day shall be considered as the closing date.
- No documents will be accepted / changed / replaced once received along with the application.
- Incomplete applications without processing fee and after due dates will not be entertained and shall stands rejected.
- Experience Marks for the relevant experience shall be awarded to only those candidates who provide valid documentary evidence for the claimed relevant experience required for the position applied for.
- Only the relevant experience attained by the candidates after the date of obtaining academic qualification will be counted.
- It will be the responsibility of candidate to provide valid equivalency certificate from HEC Pakistan along with the application to justify their academic eligibility for the post to be applied for.
- Degree in-progress type of academic certificates shall not be considered.
- Only shortlisted candidates will be called for Interview as case may be. Short listing will be made on the basis written test, if required and as deemed appropriate by the administration of MTI, KTH.
- In case of selection / appointment, the services of such candidates will be governed under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015 and the rules / regulations framed there under, as amended from time to time.
- All the processes related to selection of appropriate candidates will be done on merit. Any candidate attempting to influence the recruitment and selection processes will render the candidate liable for rejection from the selection process.
- Candidates already serving with any public or private sector organization or department shall submit their application with valid NOC through proper channel.
- The following applications **will be subject to disqualification and will not be entertained:**
  - Incomplete applications i.e. Missing Job Application Form, Missing or irregular experience certificates, Missing Diploma or Degree as per requirement/criteria.
  - He/She was convicted by the Court of Law.

- (c) *Previous history of Dismissal from Service.*
- (d) *Attempts to obtain support for his/her candidature by improper means*
- (e) *Misbehaves during interview*
- (f) *Late submission i.e. applications received after the due date.*
- (g) *Application received without processing fees shall not be entertained.*
- (h) *Candidates will be disqualified if found of any perjury in documentation/credentials at any stage of the process or employment.*
- (i) *Emails or by hand submissions will not be entertained.*
- (j) *For a qualification to be valid, a degree is a must, the mere submission of a marks sheet/transcript / DMC/ course completion certificate will lead to applications deemed incomplete and will, therefore, shall be rejected.*
15. No TA/DA will be admissible for test/Interview.
16. Only shortlisted candidates will be contacted
17. Original documents shall be produce at the time of interview.
18. Only a single envelope shall be use per application. Candidates intending to apply for more than one post shall apply separately for each post. Candidates are further required to mention the title of the position on top of the envelope to avoid any confusion in the future.
19. All the shortlisted candidates shall produce the original documents / credentials at the time of interview.
20. The selected candidates shall furnish an affidavit on judicial stamp paper of appropriate face value to the effect that they shall not claim at / approach to any forum for regularization of their services.
21. The Competent Authority of MTI KTH shall have the undeniable vested right to increase or decrease the number of vacancies or not to till any vacancy.
22. Quota for Minorities and disabled persons shall be followed in accordance with the applicable rules / regulations of the Government of Khyber Pakhtunkhwa as amended from time to time.
23. Recommendation shall not confer right of appointment unless appointment letter issued by competent authority.
24. In case of appointment, The appointed candidate shall not be entitled for accommodation as a matter of right. The accommodation at MTI-KTH is privilege and not a vested right.
25. Candidate shall comply with all the terms and conditions mentioned above.
26. The last day of applying for the above advertisement is \_\_\_\_\_.

***MTI KTH is committed to achieving workforce diversity in terms of gender and culture. We further encourage Individuals from minority groups, indigenous groups, and persons with disabilities to apply.***

**HOSPITAL DIRECTOR  
MEDICAL TEACHING INSTITUTION  
KHYBER TEACHING HOSPITAL PESHAWAR  
PHONE# 091-9224400 EXT# 2003 & 2148**