

MEDICAL TEACHING INSTITUTION
AYUB TEACHING HOSPITAL ABBOTTABAD
CAREER OPPORTUNITIES

Applications are invited from eligible candidates on prescribed form for the following posts in Medical Teaching Institution, Ayub Teaching Hospital Abbottabad.

S.#	Nomenclature of post	No of Position	Requirement of qualification & Experience
1.	Database Administrator BPS-17 (contract) Age. 21-35 Domicile – KPK	1	1. BCS 04 years/MCS with Oracle Certification in DBA and two years experience to handle client/server application, backup, recovery and procedure for application development and must have strong knowledge of RDBMS.
2.	Hardware Engineer BPS-17 (contract) Age 21-35 Domicile – KPK	1	1. BS Soft ware engineering/ BS computer Engineering OR 2. MCS, BCS (04 years), with Diploma in Hardware and 3. 04 years experience in software installation, troubleshooting and assembling computers and 4. Must have strong knowledge of Windows platform applications, Multimedia and other computer related devices. 5. Applicant with relevant higher qualification can also apply
3.	Manager Material Management BPS-17 (Contract) Age 21-35 Domicile – KPK	1	1. 16 years Master or Bachelor’s Degree in supply chain management or equivalent degree from a recognized university, with at least 06 years of experience of heading a material management or purchasing department in the Health Care industry or reputable hospital. 2. Candidates should be conversant with Accounting practices, marketing, business law, mathematics and contracts. 3. Candidates with knowledge of ISO Certification, joint Commissions Standards and quality improvement process will be preferred.
4.	Manager Media BPS-17 (contract) Age 21-35 Domicile – KPK	1	1. 16 years Degree in Mass Communication, Journalism, Media communication or equivalent. 2. At least three years of relevant job experience in journalism or communications.

			<p>The candidate must have prior experience in media or previously been in a position handling media affairs for an organization, especially with a development-sector organization.</p> <p>3. Being self-motivated and able to work in a fast-paced environment.</p> <p>4. An ability to work independently, seeking guidance on complex projects / issues from Head of the Institution.</p> <p>5. Familiarity with crisis management.</p>
5.	<p>Manager Quality Assurance BPS-17 (contract) Age 21-35 Domicile – KPK</p>	1	<p>a. 16 years Degree BS/M.S. in Total Quality Management or Equivalent OR</p> <p>b. Medical Graduate M.B. B.S. or equivalent Preferably with Master’s in Public Health or equivalent qualification recognised by HEC or PMDC with one year experience, preferably.</p>
6.	<p>Assistant Secretary BPS-17 (contract) Age 21-35 Domicile – KPK</p>	1	<p>1. Bachelor’s Degree in 2nd Division from recognized university and</p> <p>2. Six years experience as Stenographer and</p> <p>3. Short hand speed of 100 w.p.m and typing speed of 40 words pm.</p> <p>4. Excellent Computer skills (Microsoft Office, email, internet) .</p>
7.	<p>Manager (Patient record and Management in Radiology Deptt.) BPS-17 (contract) Age 21-35 Domicile - KPK</p>	1	<p>1. MBA in Management/HR from recognized university and</p> <p>2. Three years experience in Management of reputable organization.</p> <p>3. Excellent Computer skills (Microsoft Office, email, internet).</p>
8.	<p>Senior Scale Stenographer BPS-16 (contract) Age 25-35 Domicile - KPK</p>	02	<p>1. Bachelor’s Degree in 2nd Division from recognized university and</p> <p>2. Three years experience as Steno typist in a reputable organization</p> <p>3. Shorthand speed of 100 w.p.m and typing speed of 40 words pm.</p> <p>4. Excellent Computer skills (Microsoft Office, email, internet) .</p>
9.	<p>Staff Nurse BPS-16 (contract) Age 18-30 Domicile - KPK</p>	100	<p>1. Registered “A” Grade Nurse and registered Midwife with Nursing Council and Registered Male Nurse registered with Nursing Council and one year certification in any specialty from recognized institute OR</p> <p>2. BS Nursing (Four years) from any recognized university.</p>

			3. Candidate having Computer skills will be preferred.
10.	Associate System Engineer BPS-16 (contract) Age 25-35 Domicile - KPK	4	1. BCS (04 years) and 2. Diploma in Hardware/Software and 3. One year work experience of troubleshooting in hardware/software and 4. Must have expertise to install Windows based application and should be able to assemble the computer and repair different type of printers.
11.	Office Manager BPS-16 (contract) Age 25-35 Domicile - KPK	1	1. MBA in Management/HR from recognized university and 2. Three years management experience in reputable organization. 3. Excellent Computer skills (Microsoft Office, email, internet) will be preferred.
12.	Computer Operator BPS-12 (Regular) Age 18-30 Domicile – Hazara Division	08	1. Second Class Bachelor's Degree in Computer Science/Information Technology (BCS/BIT four years), from recognized university: OR 2. Second Class Bachelor's Degree from recognized university with one year Diploma in Information Technology from recognized Board of Technical Education.
13.	JCT Radiology(CT) BPS-12 (Contract) Age 18-30 Domicile – Hazara Division	7	1. SSC with Science from recognized board and two years Diploma in Radiology recognized/registered with Khyber Pakhtunkhwa Medical Faculty.
14.	JCT Pharmacy BPS-12 (Regular) Age 18-30, Domicile – Hazara Division	11	1. SSC with Science from recognized board and two years Diploma in Pharmacy recognized/registered with Khyber Pakhtunkhwa Medical Faculty.
15.	JCT Ophthalmology BPS-12 (Regular) Age 18-30, Domicile – Hazara Division	2	1. SSC with Science from recognized board and two years Diploma in Ophthalmology recognized/registered with Khyber Pakhtunkhwa Medical Faculty.
16.	JCT Dialysis BPS-12 (Regular) Age 18-30 Domicile – Hazara Division	2	1. SSC with Science from recognized board and two years Diploma in Dialysis recognized/registered with Khyber Pakhtunkhwa Medical Faculty.
17.	JCT Anesthesia BPS-12 (Regular) Age 18-30 Domicile – Hazara Division	02	1. SSC with Science from recognized board and two years Diploma in Anesthesia recognized/registered with Khyber Pakhtunkhwa Medical Faculty.

18.	JCT Radiology(MRI) BPS-12 (Contract) Age 18-30 Domicile – Hazara Division	4	1. SSC with Science from recognized board and two years Diploma in Radiology recognized/registered with Khyber Pakhtunkhwa Medical Faculty.
19.	Medical Receptionist BPS-09 (contract) Age 18-30 Domicile – Hazara Division	2	1. F.Sc (Pre-Medical) in 2nd Division from recognized board. 2. 03 yeas experience as Medical receptionist in a reputable organization.
20.	Sanitary Inspector BPS-09 (Regular) Age 18-30 Domicile – Hazara Division	7	1. SSC Ist Div. Certificate in Public Health. 3 years' experience in reputable organization. 2. Preference will be given to Two year Diploma in Public Health from recognized Medical Faculty.
21.	Junior Primary Health Care Technician (MCH) BPS-09 (Regular) Domicile Hazara	01	3. SSC With Science from recognized board and LHV Course /Female Medical Technician Course with Midwifery recognized by Pakistan Nursing Council.

TERMS & CONDITIONS:-

1. Number of posts can be increased/ decreased.
2. 2% quota for disable will strictly be observed. Valid disability certificate by the competent authority be submitted.
3. 10% quota reserved for female in each categories.
4. Experience where prescribed shall be counted after obtaining the required qualification.
5. NTS Test will be held for screening purpose. The passing standard is 50 marks in the NTS test
6. Subjective NTS Test for each cadre will be conducted separately.
7. The test will be conducted by the NTS for all positions and candidates are required to send their applications to the NTS. The detail requirement of qualifications, Number of positions. Domicile and age limits can be seen/ downloaded from institutional website www.ath.gov.pk
8. No TA/DA shall be allowed for attending the test /interview.
9. Only short listed candidates will be called for interview.
10. The last date for receipt of application is 30th April, 2016

HOW TO APPLY:-

1. Application forms and on line deposit slips are available on NTS website.www.nts.org.pk.
2. Candidate must deposit Test fee of Rs.400/- through prescribed fee slip available on the NTS website.
3. Candidates are required to send their applications on prescribed form along-with deposit slip, attested copies of academic certificates/ degrees , photograph and copy of CNIC to the NTS Head Quarter Islamabad. Govt. servant/autonomous body's employees may apply through proper channel .
4. Age limit will be strictly observed, (Relaxation as per Govt. policy is already granted).
5. Application submitted in person/ by hand will not be entertained.
6. For further information please contact at NTS helpline UAN: + 92-51-9258478-79. Fax: +92-51-9258480.

HOSPITAL DIRECTOR

**AYUB TEACHING HOSPITAL
ABBOTTABAD**