

**MEDICAL TEACHING INSTITUTION**  
**AYUB TEACHING HOSPITAL ABBOTTABAD**  
**CAREER OPPORTUNITIES**

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

S.#	Nomenclature of Post	No of post	Criteria of appointment
1.	<b>Manager HR BPS-19 (Contract)</b> Age :- Up to 45 Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA in HR from HEC recognized University. Preference will be given with relevant higher qualification and at least 5 to 10 years work experience in management or leadership HR position in a large and complex organization.</li> <li>▪ Profound knowledge of and ability to interpret Labour Laws/Govt. Services rules.</li> <li>▪ Excellent time management skills and ability to manage multiple competing priorities.</li> <li>▪ Excellent interpersonal and communication skills.</li> <li>▪ Team player.</li> <li>▪ Good Computer skills (Microsoft Office, email, internet).</li> <li>▪ Good writing and presentation skills.</li> </ul>
2.	<b>Outpatient and Ambulatory Manager BPS-18 (Contract)</b> Age :- Up to 45 Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA OR MHA (Master in Healthcare Administration) OR MBBS with MPH/ MSc Medical Administration from HEC recognized university and Minimum 05-years administrative experience in a health care Institution.</li> <li>▪ Preference will be given to candidates with sound decision-making, budget management, analytical and planning skills and thorough knowledge of routine operations within a professional services environment and a candidate with knowledge of Healthcare and hospital related key performance indicators will be preferred.</li> <li>▪ Candidates with knowledge of ISO certification, joint Commission Standard and quality improvement processes will be preferred.</li> </ul>
3.	<b>Accident &amp; Emergency Manager BPS-18 (Contract)</b> Age :- Up to 45 Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA OR MHA (Master in Healthcare Administration) OR MBBS with MPH/ MSc Medical Administration from HEC recognized university and Minimum 05-years administrative experience in a health care Institution.</li> <li>▪ Preference will be given to candidates with sound decision-making, budget management, analytical and planning skills and thorough knowledge of routine operations within a professional services environment and a candidate with knowledge of Healthcare and hospital related key performance indicators will be preferred.</li> <li>▪ Candidates with knowledge of ISO certification, joint Commission Standard and quality improvement processes will be preferred.</li> </ul>
4.	<b>Facility Manager BPS-18 (Contract)</b> Age :- Up to 45 Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ BS or Master degree in Management or Environmental Sciences OR MBA/Master in supply chain Management from HEC recognized university, with at least 05-years of experience in a managerial/ administrative role in Health care service industry related to facilities management.</li> <li>▪ Preference will be given to the candidate with experience in hospital facilities management.</li> <li>▪ Additional requirements are an ability to do strategic planning for the areas of Food and beverages, Laundry, House keeping, best control, horticulture, waste management and housing.</li> </ul>
5.	<b>Pharmacist BS-17</b> Age: 21-32 years	02	<ul style="list-style-type: none"> <li>• Pharm-D from a recognized University and registered with the Pharmacy Council under the Pharmacy Act, 1967 OR</li> <li>• B.Pharmacy from a recognized University with one year experience</li> </ul>



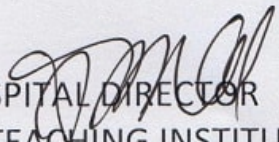
<b>6. Hostel Superintendent</b> BS-11 Age: 21-30 years Domicile Hazara Division	01	<ul style="list-style-type: none"> <li>• Bachelor Degree.</li> <li>• Preference will be given to candidate having experience as Warden/Hostel Superintendent of reputed organization.</li> </ul>
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**TERMS & CONDITIONS:-**

1. Number of Vacancies can be increased/ decreased in any time without any notice.
2. The test will be conducted by the NTS for the positions at Serial No.05 to 06 and candidates are required to send their applications to the NTS. The candidates applied for positions at S.No 01 to 04 should send their applications to Hospital Director Medical Teaching Institution, Ayub Teaching Hospital Abbottabad.
3. NTS test will be held for screening purpose. The passing standard is 50 % marks in the NTS test. The candidates who qualify the written test, will be short listed on the basis of merit, and only short listed candidates will be called for interview.
4. Experience where prescribed shall be counted after obtaining the required qualification.
5. No TA/DA shall be allowed for attending the test /interview.
6. The undersigned has reserved the right to cancel all or any post without assigning any reason.
7. The last date for receipt of application is 31/31, 2017.
8. Degrees, Experience and Character verification of the appointees will be conducted and in case of unsatisfactory and fake information / report or criminal record, the appointment will stand cancelled and legal proceedings will be initiated against him/her under the relevant provision of law.
9. The candidate who would like to apply more than one positions, are required to apply separately for each position.

**HOW TO APPLY:-**

1. Candidates applied for S. No 01 to 04 are required to send their applications on prescribed form available on [www.ath.gov.pk](http://www.ath.gov.pk) along-with Demand Draft of Rs.:400/- attested copies of academic certificates/ degrees , photograph and copy of CNIC to the Hospital Director Medical Teaching Institution, Ayub Teaching Hospital, Abbottabad.
2. Applications forms and on line deposit slips for positions at S. No 05 to 06 are available on NTS website [www.nts.org.pk](http://www.nts.org.pk). The candidates must deposit test fee of Rs.400/- and send their applications to the NTS along with attested copies of academic certificates / Degrees, photograph, copy of CNIC to the NTS quarter Islamabad.
3. Govt. servant/autonomous body's employees may apply through proper channel.
4. Application submitted in person/ by hand will not be entertained.

  
 HOSPITAL DIRECTOR  
 MEDICAL TEACHING INSTITUTION  
 AYUB TEACHING HOSPITAL  
 ABBOTTABAD