



(MEDICAL TEACHING INSTITUTION)  
MTI-ATH AYUB TEACHING HOSPITAL  
Address: Mansehra Road Abbottabad



## VACANCIES ANNOUNCEMENT

Medical Teaching Institution (ATH/AMC/ACD) Abbottabad is a Tertiary Care 1500 Beds Hospital under MTI Act, 2015 (as amended from time to time) requires fresh applications and requires the services of the following as per below mentioned conditions:-

NOMENCLATURE OF POST/GRADE	NO. OF POST	QUALIFICATION /EXPERIENCE & MAIN RESPONSIBILITIES
NURSING DIRECTOR	01	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"><li>Candidate must be a qualified Nurse (RN), with an advanced degree in Nursing (BScN), preferably MScN/MA with current Nursing Council registration.</li></ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"><li>At least 07 years of post qualification administrative and teaching experience in a reputable Health Care facility.</li></ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"><li>Proven Administrative/ Management skills of an employee strength compatible with this institution.</li><li>Excellent Strategic Management Skills</li><li>Excellent Time Management &amp; Communication Skills.</li><li>Ability to work under stress.</li><li>Proven ability to complete assigned tasks within stipulated time.</li></ul> <p><b>MAIN RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>Responsible for all nursing functions including training of nurses.</li><li>Ensure adequate nursing staffing for all clinical needs.</li><li>Maintenance of highest nursing standards.</li><li>Perform regular audit of nursing functions.</li><li>Position shall be non-practicing.</li><li>The Nursing Director will report to the Board of Governors (BOG) and shall act in such capacity as per the direction of the Board of Governors and the rules/regulations framed under MTI Act.</li></ul>

### SELECTION CRITERIA:

- Short listing will be done based on educational qualifications and relevant experience
- Only Shortlisted Candidates will appear for interview before the Selection committee.
- The applicants are informed that they can only be selected if they are readily available for position (to be confirmed during interview).
- The Selection Committee has to interview at least five candidates as per policy for final selection. In the event of insufficient candidates, all qualified candidates may be interviewed.
- The overall personality commensuration with the intended role must be kept in mind while selecting the candidate.
- Average of the aggregate will be taken as final marks.
- Only those Government Servants will be interviewed who will render a "Willingness Certificate" to leave service and become MTI ATH Employee, immediately on selection.
- The committee will recommend names to the BoG MTI ATH/AMC/ACD in order of merit of interview and pre-interview marks secured for the abovementioned positions of MTI ATH/AMC/ACD Abbottabad.

### TERMS & CONDITIONS:

#### HOW TO APPLY:

- Application is acceptable only on a prescribed performa available on official website of AMC: [www.ayubmed.edu.pk](http://www.ayubmed.edu.pk) or ATH: [www.ath.gov.pk](http://www.ath.gov.pk)
- Applications should be submitted electronically by completing all documents in a single PDF through google form/ email [seniormanagerhr.ath@ayubmed.edu.pk](mailto:seniormanagerhr.ath@ayubmed.edu.pk) in a required stipulated time.
- Online Apply Form Link for the position of Nursing Director are: <https://forms.gle/TpicoKDyspF5zjq8>
- All roles and responsibilities of the position along with the method of selection and appointment shall be in accordance with the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015 (amendment from time to time/Regulations MTI), as well as MTI-ATH/AMC/ACD Regulations amended in July 2025 shall apply.
- Incomplete and late submitted applications will not be entertained.
- Applications accompanied with complete Job Application Form, Covering Letter, Academic Credentials, Qualification, Experience, NOC (if required), Domicile Certificates / along with 02 passport size photographs with white background and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must be received to the Senior Manager HR Office at below address through registered courier service, in the name of "Hospital Director" Receipt Account No. 0827-0010024387000010, Mirpur Branch Allied Bank (as processing fee, non-refundable) as per the fee schedule given below:

PAYMENT SCHEDULE	
DESCRIPTION	PAYMENT
S# 01	Rs.3000/-

- Deadline for submission of applications is 05:00 PM on August 25, 2025.
- Applications submitted later than this deadline will not be considered.
- Candidates should be eligible in all respects and all required relevant educational documents including qualification (Degree and Diploma), Experience (only post qualification experience will be considered which is duly issued by either Administration / Human Resources or Establishment Department of the institution concerned with proper reference and date of issuance.
- All appointments shall be made purely on contract basis.
- The appointment of Nursing Director shall be filled on contract basis for a period of 05 years, extendable for further 02 terms of 05 years each upon the discretion of the Board subject to annual based satisfactory performance (PER'S).
- The appointee shall on probation for the first six months, during which the job contract could be terminated without notice.
- Scrutiny Committee shall be competent to reject any application that is incomplete or received after the due date. The aggrieved candidate may appeal to the competent authority for review in writing, whose decision shall be considered as final. No communication shall be entertained once a candidate has been selected.
- All the educational documents & experience certificates shall be verified during the process of short listing and in case of fake/unverified documents, the candidate will be disqualified and proceeded against as per law.
- The candidate must be in a good standing with his /her employer (attach reference letter from current employer along with at least one other reference letter).
- The Nursing Director MTI-ATH/AMC/ACD shall report to the Board of Governors of MTI-ATH and shall be responsible to the Board as per MTI-ATH/AMC/ACD rules and regulations as amended and updated from time to time (amended July, 2025), shall apply.
- Original documents shall be produced at the time of interview.
- Only short-listed candidates will be called for interview
- No TA/DA shall be paid for the Test/Interview.
- Candidates must apply through proper channel if he/she working in Government/Semi Government organizations and must provide valid NOC before selection process.
- Civil servants applying for the post must resign from civil service. If the resignation from civil service is not accepted within the probation period, in case of selection, the employment shall stand terminated ab initio. Civil servants on long leave from civil service must not apply.
- In case of appointment, the candidate will become a full-time, institutional employee and will have to resign from his/her existing employment with any-other entity national or foreign, including, but not limited to civil services of the Government.
- An attractive salary package and benefits based upon the qualification and experience of the appointee will be offered to the selected candidate.
- The Nursing Director shall have no conflict of interest.
- The following applications **will be subject to disqualification and will not be entertained:**
  - Incomplete applications and missing attachments (as evidence of experience and academic qualifications).
  - He/She was convicted by the Court of Law.
  - Previous history of Dismissal from Service.
  - Attempt to influence the selection process
  - Misbehavior during the test/interview
  - Late submission i.e., applications received after the due date.
  - Forgery in documents/credentials at any stage of the process or employment.
  - 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 not be considered and stands be rejected.
- The Medical Teaching Institution ATH/AMC/ACD reserves the right to cancel the advertisement or Selection Process or Re-advertise the position or decrease / increase the positions or revoke the hiring process at any stage.

MTI ATH/AMC/ACD 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.

(PROF. DR. ABID JAMEEL)  
CHAIRMAN BOARD OF GOVERNORS,  
MTI AYUB MEDICAL INSTITUTE  
ATH/AMC/ACD, ABBOTTABAD

(POSTAL ADDRESS)  
(OFFICE OF THE SENIOR MANAGER HR)  
HUMAN RESOURCE DEPARTMENT 2ND Floor Admin OPD Block  
MEDICAL TEACHING INSTITUTION, MTI ATH/AMC/ACD,  
Main Mansehra Road Abbottabad Ph (+92) 0992-9220157.  
Email: [seniormanagerhr.ath@ayubmed.edu.pk](mailto:seniormanagerhr.ath@ayubmed.edu.pk)  
Website: [www.ath.gov.pk](http://www.ath.gov.pk) | [www.ayubmed.edu.pk](http://www.ayubmed.edu.pk)