

AYUB MEDICAL TEACHING INSTITUTION, AMTI, ABBOTTABAD

HOSPITAL DIRECTORATE

Office of the Senior Manager Human Resource & Organization Development MTI ATH/AMC/ACD Abbottabad.

VACANCY ANNOUNCEMENT

The Ayub Teaching Hospital, Abbottabad 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 ATH/AMC/ACD is an equal opportunity employer with no Gender bias. Ayub Teaching Hospital, 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 the services of the following positions from all over Pakistan as per below mentioned conditions:-

Clinical, Non-Clinical, and Nursing Positions

S#	NOMENCLATURE/ GRADE /AGE/ NO. OF POST	QUALIFICATION / EXPERIENCE
01	INTERNAL AUDITOR IPS-07 No. of Posts: 01	Chartered Accountant (CA) / ACCA / ACMA with 5 years post-qualification relevant experience OR MBA (Finance/Accounting), M.Com, MSc Finance / Accounting (16 years education) from an HEC-recognized university with 10 years post-qualification relevant experience substantial audit experience. Preference shall be given to candidates having: ♦ Additional credentials like CIA (Certified Internal Auditor) or CFE (Certified Fraud Examiner) or Certification in Risk Management or Governance. ♦ Experience in tertiary care hospitals, public sector organizations, autonomous bodies, or healthcare institutions. ♦ Experience dealing with procurement audits, donor-funded projects, and regulatory compliance. ♦ Familiarity with public financial rules, KPRA rules, and healthcare governance systems. ♦ 5 years as senior managerial or head-of-department experience Required Knowledge & Competencies Technical Knowledge Candidates should possess sound knowledge of: ♦ International Internal Auditing Standards (IIA) ♦ Public Sector Governance Frameworks ♦ Risk-Based Auditing ♦ Financial Reporting & Audit Procedures ♦ Internal Control Systems ♦ KPK Public Procurement Regulatory Authority (KPRA) Rules ♦ Budgetary Controls & Financial Regulations ♦ Fraud Risk Management ♦ ERP and Computerized Financial Systems ♦ Healthcare sector governance and compliance systems Skills & Competencies The ideal candidate must demonstrate: ♦ Leadership and strategic management capabilities ♦ Strong analytical, investigative, decision-making, and problem-solving abilities with a high level of professional integrity. ♦ Excellent report writing, communication, team supervision, and capacity-building skills, with the ability to work independently while maintaining objectivity and confidentiality. Note: The Appointment of Internal Auditor for a period of three years (Extendable subject to approval of the Board) The Internal Auditor shall report to the Audit Committee & Board of Governors, AMTI Abbottabad
02	EXPERIENTIAL REGISTRAR (IPS-06) (No. of Post- 13)	QUALIFICATION & EXPERIENCE ♦ MBBS or equivalent medical qualification recognized by the PMDC. ♦ FCPS / MS / MD in respective subjects or equivalent qualification in the specialty recognized by the PMDC. ♦ The Appointment of ER for a period of two years DETAIL IS AS UNDER: Endocrinology-1, Medicine, Medical Wards-1, Medical ICU-2, Nephrology-1, Paeds Oncology-1, Paeds Neonatology-1, Paeds Cardiology-1, Radiology-1, Thoracic Surgery-2,
03	TRAINEE REGISTRAR (IPS-05) (No. of Post- 11)	QUALIFICATION & EXPERIENCE ♦ MBBS or equivalent qualification from recognized university and completion of one year House Job Training from recognized Institute. ♦ Post graduate fellow ship training completed in relevant specialty. ♦ Experience in relevant specialty in a tertiary care Hospital after post-graduation will be preferred. ♦ The Appointment of TR for a period of two years DETAIL IS AS UNDER: Oncology-1/ Rheumatology-1/ Thoracic Surgery-1/Surgical ICU-04/ER(Medical)-02 ER(Surgical)-02
04	REGISTERED NURSE (IPS-04) (No. of Post- 60)	QUALIFICATION ♦ Must be registered as "Grade A Nurse" with the Pakistan Nursing Council with current license to practice. ♦ Four years qualification which includes Three years General Nursing Diploma course and one-year Midwifery Diploma Course from an approved school of nursing and Midwifery in Pakistan. OR ♦ Four years qualification which includes Three years General Nursing Diploma course and one-year post registration diploma/specialty (Post RN). OR ♦ Bachelor Degree in Generic Nursing (BScN) with GPA 2.5 (Minimum) from an accredited Nursing Educational Institute (approved by Pakistan Nursing Council). EXPERIENCE: Preference will be given to the candidates having experience in a reputable private/public sector hospital. Candidate must be computer & English literate.
05	SECURITY GUARD (SSG COMMANDOS) (IPS-02) ·No. of Total Post- 22 (Male/ Female) ·Age- (18 to 40) ·01-year Contract/ extendable	QUALIFICATION ♦ SSC (Preferably 1st Division from recognized Board), however higher Qualification will be preferred accordingly) EXPERIENCE: ♦ Candidates having SSG Training & relevant experience as SSG Commandos in a reputable organization ♦ Must have SSG Certification GENERAL REQUIRMENTS: a) Height: (Minimum) 5ft 8 inches for Males and 5ft 2 inches for females b) BMI: (18.5 to 24.9) standard c) Eye Sight: (6/12 correctable to 6/6) d) Physical Test for Male Candidates: (1.6 Km distance running in 8 minutes) e) Physical Test for Female Candidates: (1.6 Km distance walk in 15 minutes) Note: Twelve (12) for ATH and Ten (10) for AMC, Only candidates qualifying the initial physical test shall proceed to the next stage of the selection process.

SELECTION CRITERIA: ♦ Short listing will be done based on educational qualifications and relevant experience/BOG AMTI approved criteria 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 overall personality commensuration with the intended role must be kept in mind while selecting the candidate. ♦ Average of the aggregate of the interview marks awarded will be taken as final interview marks obtained by candidate. ♦ Chairman committee will ensure that all members of the committee are well conversant with the marking system and marking candidates is done without a Bias. ♦ 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 competent authority 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: 1. Application is acceptable only on a prescribed performa available on official website of Ayub Medical College (AMTI): www.ayubmed.edu.pk or Ayub Teaching Hospital (AMTI): www.ath.gov.pk 2. Applications should be submitted electronically by completing all documents in a single PDF through google form/ email seniormanagerhr.ath@ayubmed.edu.pk in a required stipulated time. 3. Online Apply Form Link for each position are; <https://forms.gle/ZwCuWvmczHeMp5s3A> 4. Appointment shall be made on Institutional Pay Scale (IPS) under the MTI ATH/AMC/ACD Uniform Contract Policy (December 2025), with Contributory Provident Fund (CPF), and shall be governed by the MTI Act, 2015, Policy Board Regulations, 2025, and other applicable policies and amendments, subject to annual performance evaluation (PERs). 5. All the educational documents & experience certificates shall be verified during the process of short listing and incase of fake/ unverified documents, the candidate will be disqualified and proceeded against as per law. 6. Applications accompanied by a duly completed Online Job Application Form, covering letter, attested copies of academic credentials, qualification and experience certificates, valid professional registration/license (where applicable), CNIC, domicile certificate, NOC (where applicable), four (04) recent passport-size photographs with a white background, and the original bank deposit slip/bank draft of the prescribed non-refundable processing fee, must be submitted through the prescribed Online Job Application Portal. Detail of payment are as follows;

PAYMENT SCHEDULE	
DESCRIPTION	PAYMENT
S# 01 to 02	Rs.2000/-
S# 03 & 04	Rs.1000/-
S# 05	Rs.300/-

7. Candidates must retain the original candidate copy of the deposit slip, bearing the bank's stamp, and shall not share it with anyone 8. All supporting documents shall be uploaded with the online application in a single PDF file; however, where the portal does not facilitate document uploads, the same shall be submitted through the designated e-mail address in a single PDF file. Candidates must ensure that all professional registrations/licences remain valid on the closing date of applications; expired registrations/licenses shall not be accepted. A copy/screenshot of the successfully submitted online application must be attached with the hard-copy application. In addition, a complete hard-copy application package, containing all requisite documents, must be sent through registered courier service to the Office of the Senior Manager HR at the address given below. Applications shall be considered complete only upon successful online submission and receipt of the requisite hard-copy documents within the prescribed deadline. 9. The deadline for submission of applications is 05:00 PM on July 15, 2026. 10. Applications received after the prescribed closing date and time, or submitted by hand/in person, shall not be entertained. 11. Appointments to the positions of Internal Auditor, Experiential Registrar, and Trainee Registrar shall be made strictly on a fixed-tenure basis and shall not be eligible for extension or reappointment upon expiry of the prescribed tenure. The tenure for Internal Auditor shall be three (03) years, while the tenure for Experiential Registrar & Trainee Registrar shall be two (02) years. 12. The candidate must be in a good standing with his/her employer (attach reference letter from current employer and at least one other reference letter). Names of three referees must be provided in the application form. 13. Character verification and background checks of the selected candidate shall be conducted. In case of any adverse report or criminal record, the selection shall stand cancelled or withdrawn. 14. Candidates employed in Government/Semi-Government/autonomous organizations must apply through proper channel with valid NOC and, if selected, shall resign from service. Civil servants, including those on long leave, must resign from civil service; failure to secure acceptance of resignation within the probation period shall render the employment terminated ab initio. 15. Only shortlisted candidates will be invited for interview; no TA/DA will be admissible. Original documents must be presented at the time of interview. 16. An attractive salary package and benefits, commensurate with the qualification and experience of the appointee, shall be offered subject to BOG, AMTI approved Policy. 17. Quotas shall be observed as per rules: 2% for persons with disabilities, 10% for female candidates, and 5% for minorities. A disability certificate issued by the competent medical board shall be required where applicable. 18. The Selection and Scrutiny Committee reserves the right to reject any incomplete or late application received after due date. An aggrieved candidate may submit a written appeal to the competent authority, whose decision shall be final. No correspondence shall be entertained once the selection process is completed or a candidate has been appointed. Any attempt to approach or influence any member of the Selection Committee or any official through any means shall result in automatic disqualification of the applicant. 19. The decision of the Selection Committee shall be final, subject to approval by the Board of Governors, AMTI Abbottabad. 20. The Board of Governors, MTI ATH/AMC/ACD, reserves the right to increase or decrease the number of advertised positions, cancel or revoke the recruitment/selection process at any stage without assigning any reason, and/or re-advertise any or all positions, as deemed necessary.

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.

COL. @ DR. SAJJAD AHMAD AFRIDI, (HOSPITAL DIRECTOR)
MEDICAL TEACHING INSTITUTION ATH/AMC/ACD, ABBOTTABAD

ADDRESS:
(OFFICE OF THE SENIOR MANAGER HR)

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