



OFFICE OF THE DEAN / CHIEF EXECUTIVE
MEDICAL TEACHING INSTITUTION GKMC/BKMC SWABI
(Khyber Pakhtunkhwa)



Situation Vacant

Applications are invited from the candidates for the following posts in Nigar College of Nursing , Medical Teaching Institution Gajju Khan Medical College/ Bacha Khan Medical Complex Swabi.

S. No	Post/Designation Description	Criteria/ Qualification/ Experience
1.	Assistant Professor Nursing (Principal-Nigar College of Nursing) (Salary: Negotiable)	Minimum Qualification: BSN or Post RN with MSN 5 years' experience. a) 2 Years teaching experience b) 3 Years clinical or administration experience. <ul style="list-style-type: none">• Minimum 02 publications in any recognized nursing journal/health sciences journal (with at least one of their publication in last 2 years.• Valid PNC license.• Preference will be given to those experienced in managing Nursing School or College.
2.	Nursing Lecturer (Salary: 90,000)	Minimum Qualification: BSN or Post RN Preference shall be given to those having additional qualification (MSN , MSPH or MPH or MHPE) <ul style="list-style-type: none">• 03 years post qualification experience.• 1-year experience in teaching.• 2 years clinical or administration experience.• Valid PNC
3.	Accountant (Salary: 60,000)	Qualification: Master in Commerce / Finance must be computer literate. Experience: Minimum 03 years' experience as accountant or account assistant.
4.	Assistant Librarian (Salary: 45,000)	Qualification: Graduate in Library science , computer literate Experience: 02-year experience as Assistant librarian.
5.	Students Affairs Associate (Salary:35,000)	Qualification: Graduate degree (Management Sciences) Experience: 01 Years as student affair / public relations and coordination.
6.	Computer Technician/Operator/ Typist (Salary: 35,000)	Qualification: Bachelor degree with computer diploma/Certificate of one year. Experience: 01-year experience as computer operator/typist or technician. Typing speed 45 word per minute and command on MS word/excel.

Terms and Conditions:

1. Application form is available on www.gkmcs.edu.pk along with Covering Letter, CV/Resume attested Educational testimonial, CNIC, Experience Certificate/s should be addressed to Hospital Director. The required documents should reach to the **HUMAN RESOURCES DEPARTMENT BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR Swabi** by **16 August 2022**.
2. Application must be in a sealed envelope, with the position applied for clearly written shall be sent through Courier.
 - a) By hand, application will not be entertained.
 - b) Incomplete applications or without bank deposit slip will not be entertained.
3. Applying for more than one post, the candidate should provide separate documents and depositslip.
4. Job Specification is available on the website **www.gkmcs.edu.pk**.
5. Any application/ document received after the closing date/Deadline shall be stand rejected. No document will be accepted/changed/replaced once received along with the application.
6. The MTI GKMC/BKMC has the right to increase and decrease or cancel any or all of the positions.
7. In-Service Employees shall apply through Proper Channel, wherein upon selection, they will have to resign from the Current Position.
8. Recruitment and selection of appropriate candidates will be done with transparency & merit.
9. In case of selection/ appointment the services of such candidate will be governed by the Khyber Pakhtunkhwa Medical Teaching Institutions Reform Act 2015 (As Amended) and the rules regulations framed by there under.
10. Only shortlisted candidate will be called for Test/Interview.

(After Scrutiny if the number of candidates is more then 5:1 ratio of the required position (if selection committee decided so) a screening test will be conducted and those who qualify will be shortlisted for interview).

(The final score will be decided by selection committee and it will not contribute to final selection process).
11. The candidate shall provide the original documents/credentials at the time of interview. No TA/DA shall be admissible for Test/Interview.
12. Subsequent to the application, no further correspondence will be entertained regarding the selection process. Any unofficial attempt will automatically disqualify the candidates.
13. All documents and experience Certificate will be verified and any subsequent false or misleading document will result in to disqualification from the process.
14. Application processing fee of **Rs. 1000/-** must be deposited in bank account number mentioned below from **Serial no. 01 to Serial no.02** and **Rs. 500/-** from **Serial no. 03 to Serial no. 06** as case processing fee. The original deposit Slip must be attached with application form. The applicant may keep photocopy of deposit slip for his/her record.
15. If selected the employee must be willing to relocate to MTI GKMC/BKMC allied Hospitals.

Account Title: Dean MTI GKMC

Swabi Account No: 3003685542

Bank of Khyber, Swabi (Branch Code#0118)

Prof: Dr. Shams Ur Rehman

DEAN/ CHIEF EXECUTIVE OFFICER

Gajju Khan Medical College/ Bacha Khan Medical Complex Swabi

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