

THE MEDICAL TEACHING INSTITUTION KTH/ KMC/ KCD EMPLOYEES
(SERVICE) REGULATIONS, 2022.

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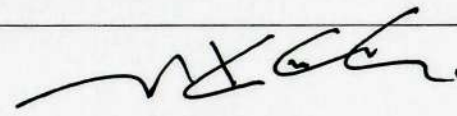
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THE MTI KTH/ KMC/ KCD EMPLOYEES (SERVICE) REGULATIONS,
2022.

WHEREAS, the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015 was promulgated through an Act of the Provincial Assembly, the KP Medical Institutions Reforms Act, 2015, to provide autonomy to the Government owned Medical Teaching Institutions and their affiliated Teaching Hospitals in the Khyber Pakhtunkhwa Province and to regulate the services being rendered by these Institutions and to improve the performance, enhance effectiveness, efficiency and responsiveness for the provision of quality health care services to the people of Khyber Pakhtunkhwa.

WHEREAS, under Section-3 of the above referred Act, the Medical Teaching Institution-KTH/KMC/KCD is established with its objective mentioned in section-4, and the proper Policy Board and Board of Governors are established under Sections- 4-A, & 5 respectively of the Khyber Pakhtunkhwa MTI Reforms Act, 2015 for the Institution (KTH/KMC/KCD).

WHEREAS, the Board of Governors is empowered under Section-7 of the Khyber Pakhtunkhwa MTI Reforms Act, 2015 for various functions, including to prescribe procedure for appointments, terms and conditions of services, disciplinary matters and other service matters for the employees of the MTI-KTH/KMC/KCD, creating, re-designating and abolishing posts, approval of bye-laws for Clinical and Non-Clinical staff.

NOW THEREFORE, in exercise of powers conferred by Section – 24 of the Khyber Pakhtunkhwa MTI Reforms Act, 2015 read with Section-5 & 7 thereof, the Board of Governors MTI-KTH/KMC/KCD (BOG) is pleased to make the following MTI-KTH/KMC/KCD Employees (Service) Regulations, 2022 in supersession of all previous Rules, Regulations, instructions, policies with immediate effect.

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CHAPTER- 1

1. Short Title, Commencement & Application:

These Regulations may be called MTI-KTH/KMC/KCD Employees (Service) Regulations, 2022.

1.1. These Regulations shall come into force at once.

1.2. These Regulations shall be applicable to all cadres/ categories/ Classes/disciplines of employees of MTI-KTH/KMC/KCD.

1.3. **Definitions:** In these Regulations, unless the context otherwise requires: -

i- **Act,** means the Khyber Pakhtunkhwa Medical Teaching Institution Reforms Act, 2015.


ii- **Appointing Authority,** means the Board or Officers empowered by the Board under these Regulations.

iii- **Appointment,** means person or persons appointed by initial appointment or by transfer or by deputation.

iv- **Authority,** means the Board or Officer(s) empowered by the Board under these Regulations to take action against an employee(s) of the MTI (KTH/KMC/KCD).


v- **Appellate/ Review Committee,** means the Appellate/ Review Committee constituted by the Board under these Regulations in cases of disciplinary matters.

vi-



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- vi- **Board**, means the Board of Governors MTI-KTH/KMC/KCD duly constituted and established in pursuant to Section-5 of the Khyber Pakhtunkhwa MTI Reforms Act, 2015.
- vii- **Chairman/ Chairperson**, means Chairman/ Chairperson of the Board of Governors.
- viii- **Committee**, means any committee constituted under these Regulations by the Board for any purpose with specific TORs.
- ix- **Cadres/ Categories/ Class**, means the classification, class or group of employees of the MTI-KTH/KMC/KCD categorized by the Board under these Regulations for the purpose of administration, smooth functioning of the Institution, pay and conduct.
- x- **Contract**, means an agreement duly signed and agreed upon by the employee and employer (Institution).
- xi- **Contributory Fund**, means the contribution made @ 7.5% of monthly pay/salary by both employee and employer.
- xii- **Conduct**, means conduct of an employee not prejudicial to good conduct, performance or behavior of an employee.
- xiii- **Dean**, means Dean KMC/KCD appointed under Section 9-B of the Khyber Pakhtunkhwa MTI Reforms Act, 2015.
- xiv- **Department/ wing**, means the administrative divisions of offices/ wards/ units etc. created by the Board within the Institution under these Regulations for effective administration and provision of health care services.
- xv- **Director**, means the Hospital Director, Medical Director, Nursing Director, Finance Director as mentioned in the Khyber Pakhtunkhwa MTI Reforms Act, 2015 and any other such Director as Board (BOG) creates/ re-designates for the purpose of good administration in the interest of Institution.

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- xvi- **Duty**, means the assignment/ job entrustment to an employee of this Institution, including Civil Servants posted/appointed by transfer, by the Board or by a person/ officer, authorized by the Board under these Regulations.
- xvii- **Deputation**, means borrowing officials from other Government departments and other Autonomous Bodies on request of Board.
- xviii- **Deputationist**, means any official who is borrowed from Health Department, Government of Khyber Pakhtunkhwa, other Government Departments or Autonomous Bodies on the request of the Board of Governors on terms & condition to be mutually agreed upon.
- xix- **Employee**, means any employee working in the MTI-KTH/KMC/KCD except deputationist or Civil Servant who shall be on deputation to this Institution, and also does not include a person appointed on work charge basis or paid out of contingencies.
- xx- **Fund**, means fund as described in Section -19 of the Khyber Pakhtunkhwa MTI Reforms Act, 2015.
- xxi- **Family**, means wife or wives, as the case may be, or husband of an employee, parents, children or step-children dependent upon an employee.
- xxii- **Government**, means the Government of Khyber Pakhtunkhwa.
- xxiii- **Gratuity**, means the amount to be paid to an employee at the time of retirement /resignation @ one month's pay per year on completion of over three (03) years satisfactory service.
- xxiv- **Institution**, means Medical Teaching Institution-Khyber Teaching Hospital/ Khyber Medical College/ Khyber College of Dentistry (MTI-KTH/KMC/KCD)
- xxv- **Job Description**, means assignments/ duties/ responsibilities assigned to employees including deputationists by the Board of Governors or their respective Directors, as the case may be.

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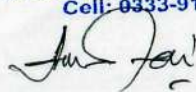

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- xxvi- **Leave**, means kind of leave as specified by the Board of Governors or specified by Government of Khyber Pakhtunkhwa for Civil Servants and duly adopted by the Board of the MTI-KTH/KMC/KCD.
- xxvii- **Leave Salary**, means Pay for the period granted as leave by competent authority.
- xxviii- **Pay**, means the monthly pay after deduction of due tax and 7.5% contribution, as specified by the Board for each cadre/ category or class of employees of the MTI-KTH/KMC/KCD.
- xxix- **Other Pay**, means pay in shape of special pay, qualification pay, technical pay, or personal pay to be paid to persons to be specified by the Board after its approval by the Board.
- xxx- **Performance Assessment**, means performance report of an employee to be assessed by the officer authorized/ empowered by the Board quarterly (QAR) and further yearly (AAR), to be submitted to the competent authorities i.e. the Board or Officer empowered by then Board as competent authority.
- xxxi- **Post**, means post on the strength of MTI-KTH/KMC/KCD or any other post created by the Board for achievement of the purposes of Khyber Pakhtunkhwa MTI Reforms Act, 2015 or necessary for the Institution and also include those posts which fall into the pool of MTI-KTH/KMC/KCD after the death/ retirement/ repatriation of Civil Servants or those appointed by the Management Council under Ordinance, 2002.
- xxxii- **Regulations**, mean MTI-KTH/KMC/KCD Employees (Service) Regulations, 2022, applicable to the employees of the institution.
- xxxiii- **Retirement**, means attaining the age of superannuation (60 years) by an employee of the Institution.
- xxxiv- **Reward**, means cash award to be given to an employee by the Board based on his outstanding performance for encouragement.

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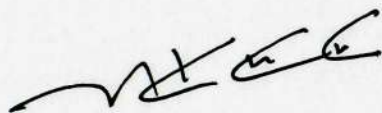
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xxxv- **Schedule**, means the schedules appended to these Regulations.

xxxvi- **The word and expression** used but not defined in these Regulations shall have the same meaning as interpreted by the Board of Governors MTI-KTH/KMC/KCD.

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CHAPTER – 2


2. APPOINTMENTS.

- 2.1.** All appointments against the vacant posts shall be made by the competent Authority, as specified hereinafter, and after publication in at least two leading newspapers. The requisite criteria and method of appointment and award of different marks for qualifications, experience & interview etc. for determining merit thereto, shall be determined and approved by the Board prior to publication in newspapers and also shall be provided in the advertisements for that purpose to ensure transparency.
- 2.2.** All the initial appointments shall be on contract basis with 06 months of period of probation, further extendable to 06 months. The contract of non-tenured posts shall be extendable up to superannuation on yearly basis, based on the performance assessment of an employee.
- 2.3.** The Board or Authority empowered by Board can appoint person or persons on Locum Basis for defined period of (06) six months on fixed pay or to be paid out of contingency fund, who shall not be termed as employees of the Institutions who shall not claim rights that are available to the Institution employees.
- 2.4.** Appointment to the posts can also be made by transfer or by deputation from other Government Department by the Board or Officer so authorized by the Board and those officers posted by transfer or deputation shall not be termed as employees of the MTI-KTH/KMC/KCD and can be repatriated or transferred back to parent Department without any notice or assigning any reasons. The civil servants serving on deputation/transfer in MTI KTH/KMC/KCD shall be liable to all rules, policies and regulations approved by the Board.
- 2.5.** The employees of the Institution shall be on appointment for whole time basis and shall always be so as required under Compulsory Services Act, 1958.


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- 2.6. The authorities and committees for desired appointment shall be as specified and mentioned in the Schedule- I of these Regulations.
- 2.7. The Board shall determine the strength required for the Institution and shall have the powers to create, abolish, re-designate any post. The Board shall give an option to the employee, whose post is going to be abolished, either to work on another post specified with low grade/pay or to avail retrenchment benefits @ 7.5% contribution fund, contributed by both parties & Gratuity.
- 2.8. The Board shall have the powers to appoint a person for a period of 06 months on work charge basis or person to be paid out of contingency fund to meet the urgent requirements of the Institution. The person or persons so appointed shall not be the employees of the Institution and shall not claim any right of being employees of the Institution.
- 2.9. The requisite qualifications and their method of appointment (Selection or Merit cum fitness) shall be such as approved and specified in the Schedules attached to these Regulations and approved by the Board.
- 2.10. The job descriptions for the respective Directors shall be described /prescribed by the Board and the respective Directors shall describe/ prescribe job descriptions for their subordinates under their control.
- 2.11. All existing appointments shall be on contract basis and the contract shall expire/terminate on superannuation subject to annual performance assessment of the employee. The contract of service can be terminated on the basis of unsatisfactory/poor performance based on key performance indicators.
- 2.12. All posts mentioned in Schedule IV shall be on tenure basis. However, the services of the tenured posts can be terminated on the basis of unsatisfactory/poor performance.
- 2.13. The Authorities for the appointment of various posts shall be as under:

- I)- The Board for the appointments of Dean(s), Medical Director, Hospital Director, Nursing Director, Finance Director, Chief Internal Audit and any other Director necessary for the Institution for whom the creation of post with specific qualifications shall be approved by the Board of Governors MTI KTH/KMC/KCD.



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- II) - Dean(s) for appointment of Chairpersons of various departments on such terms & conditions and in such manner as may be prescribed by the Board, appointment of teaching faculty/Non-Teaching Faculty and other appointments as per SCHEDULE-I. The respective Dean shall also recommend to the Board for appointment of Associate Dean for undergraduate education, Associate Dean for post graduate education, Associate Dean for Research and any other faculty/non-faculty appointment not covered in SCHEDULE-V.
- III) - Hospital Director for the appointments of staff in KTH necessary for non-clinical purposes as per SCHEDULE-I.
- IV) - Medical Director for the appointments of Clinical Staff in KTH as per SCHEDULE-I.
- V) - Nursing Director for the appointments of Nursing Staff as per SCHEDULE-I.

2.14. Re-Employment after retirement or re-employment after attaining the age of superannuation shall only be done with prior approval of the Board, if such an employment is necessary in the interest of the institution. Provided that such re-employment shall not affect the promotion of an employee of the institution and shall be for a period of 01 year, extendable on performance basis. However, Re-employment can be terminated on the basis of unsatisfactory/poor performance based on key performance indicators.


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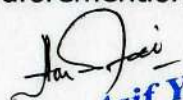

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2.15. The criteria for initial appointment shall be as following;


Total Marks: 100						
Minimum prescribed Qualification (30 Marks)		Higher Qualifications in relevant field (10 Marks)	Experience in relevant field (10 Marks)		Test Marks (20 Marks) where applicable	Interview Marks (30 Marks)
1 st Division And/ OR 3.0 or Above 3.0 CGPA	30 Marks	One Step relevant Higher than minimum prescribed Qualification (05 Marks)	For each 01 Year over & above minimum required experience. Maximum marks are 10	02 Marks		Where test is not applicable, total marks of the interview will be 50 marks.
2 nd Division And/ OR 2.0 - 2.99 CGPA	20 Marks	Two Step relevant Higher than minimum prescribed Qualification (10 Marks)				

Note:


- In case the eligible applicant in the interview is a candidate presently/currently working in MTI KTH/KMC/KCD, up to 10 Preference Marks in the interview shall be awarded to such candidate provided the candidate fulfills the criteria of minimum prescribed qualification and experience required for the position she/she has applied.
- Threshold Marks required for recommendation to the competent authority for appointment shall be 65% or above.
- The aforementioned scoring criteria shall not be applicable to the Teaching faculty.


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CHAPTER – 3

3. PAY/ SALARY/ ALLOWANCE/PROMOTION.

- 3.1.** The employees of the Institution shall be entitled to such pay as specified and fixed by the Board for the cadre/ category/ class of employees.
- 3.2.** The Board shall as may deem necessary, grant Special Pay, Technical Pay, Personal Pay, Qualification Pay, to any cadre/ category/ class of employees.
- 3.3.** The Board shall be competent to approve any kind of allowance or allowances for any cadre/category/class of employees of the Institution.
- 3.4.** The Board may also grant cash award to any employee, on the recommendations of his respective Director, on the basis of outstanding performance for his future encouragement.
- 3.5.** The Board may grant any special allowance to the employees of any cadre/category/ class of employees as it deems necessary.
- 3.6.** All promotions shall be made in accordance with the Schedule of the employees having requisite qualifications and service length as specified in the Schedule-V with having outstanding/ very good service record, recorded in Quarterly Assessment Reports (QARs) and Yearly Assessment Reports (YARs) i.e. Merit cum Fitness.

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- 3.7. Seniority shall not be the sole criteria for promotion, and all appointments by promotion shall be made on the basis of merit cum fitness, based on the quantifications/ marks of performance as fixed by the Board and due circulation of promotion post in the Institution to all eligible employees.
- 3.8. All appointments by promotion shall be made on the recommendations of the concerned Institutional Promotion Committee, duly constituted by the Board and all the promotion orders shall be made effective after proper approval of the Board.
- 3.9. All promotion shall be effective from the date of issuance of notification with immediate effect.
- 3.10. Non-teaching/non-faculty employees, with the approval of the Board, shall personally be upgraded to the next higher grade once in the entire service carrier. In case of personal upgradation, a minimum of 10 years of satisfactory service (not below satisfactory PER) in the current/present grade shall be mandatory. Provided that the employee has not availed upgradation in his service tenure since his initial appointment in the institution. Provided further that the employee having promotion channel/service structure available shall not be entitled for personal upgradation to the next higher grade at any point in time. However, upon vacation the post shall automatically stand downgraded.

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3.11.The Promotion criteria shall be as following;

Total Marks: 100							
S.No.	Minimum prescribed Qualification (30 Marks)		Higher Qualifications in relevant field (10 Marks)	Performance Evaluation (Maximum 15 Marks)		Test Marks (15 Marks) where applicable	Interview Marks (30 Marks)
1	1 st Division And/ OR 3.0 or Above 3.0 CGPA	30 Marks	One Step relevant Higher than minimum prescribed Qualification (05 Marks)	Minimum 01 Out Standing PER, whereas rest of the PER must be either good or satisfactory	15 Marks		Where test is not applicable, total marks of the interview will be 45 marks.
2	2 nd Division And/ OR 2.0 - 2.99 CGPA	20 Marks	Two Step relevant Higher than minimum prescribed Qualification (10 Marks)	Minimum 02 Good PER, whereas rest of the PER must be satisfactory.	10 marks		
				Satisfactory PER	05 Marks		


Note:

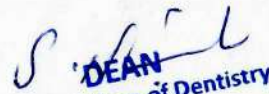
- The aforementioned scoring criteria shall not be applicable to the Teaching faculty.
- Minimum threshold Marks required for promotion shall be 65% or above.


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CHAPTER- 4

4. LEAVE

- 4.1. The Board shall be authority for determining and specifying any kind of leave or Board may adopt Government of Khyber Pakhtunkhwa Employees Leave Rules or any kind of those Rules for the employees of the Institution.
- 4.2. Leave shall not be claimed as a matter of right by the employees of the Institution and the kind of leave shall be granted by the Board or any Director/ Officer of the MTI-KTH/KMC/KCD duly authorized so, by the BOG.
- 4.3. Every employee or persons working in MTI-KTH/KMC/KCD shall first obtain approval of leave prior to proceed on leave.
- 4.4. The leave policy approved by the Board shall be applicable to all employees of MTI-KTH/KMC/KCD.

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CHAPTER – 5

5. TERMINATION & CONDUCT PROCEDURE.

Disciplinary proceedings may be undertaken by the concerned authority, namely the Hospital Director, Medical Director, Nursing Director or Dean, or by a committee, formed by the concerned authority.

Depending on the results of the inquiry and the seriousness of the infraction, a disciplinary action may lead to imposition of any minor or major or both penalties.

- 5.1. Misconduct**, means conduct prejudicial to good order or working discipline or contrary to MTI regulations, employee code of conduct under the MTI Act, 2015 (as amended up to date).
- 5.2. Simple Misconduct** includes, but is not limited to:
- Persistent poor performance of assigned duties
 - Unlawful gathering.
 - Insubordination and breach of lawful order
 - Unauthorized absenteeism of not more than 07 days
- 5.3. Gross Misconduct:** includes, but is not limited to:
- Unauthorized absenteeism of more than 07 days.
 - Dishonesty and theft or financial misappropriation
 - Threatening or causing physical harm to patients, staff, or visitors in the institution.
 - Harassment (verbal, physical or sexual)
 - Violation of MTI Rules, Regulations, Policies including health & safety and security regulations and procedures.
 - Violation of law.

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- k. Engagement in subversive activities on or within institution premises.
- l. Misappropriation, corruption, or misuse of institution funds or property.
- m. Unauthorized disclosure of internal correspondence or confidential documents, decisions, procedures or actions of institution.
- n. Any other act which the competent authority deems serious in nature.

5.4. MINOR PENALTIES:

- i. Written reprimand, which may be simple or severe.
- ii. Reprimands will be maintained in the employee's personnel file. Third simple reprimand or second severe reprimand may lead to a major penalty.
- iii. Withholding/forfeiture for a specific period, monthly salary or part of salary.
- iv. A fine in the form of withholding of salary for a specified period.
- v. Restitution of any financial loss to institution, by withholding salary or direct reimbursement by the individual upon determination of loss.
- vi. Recovery or deduction of pay for unauthorized absence period.

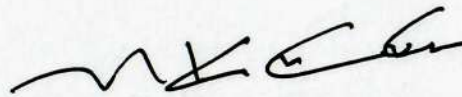
In the case of suspected simple misconduct, the suspected individual will be given an opportunity for clarification/rebuttal of the Show-cause notice with 7 days period for reply thereof, after which the competent authority may proceed to award a penalty. The concerned individual will be informed in writing of the penalty and the reason for the action there upon.

5.5. MAJOR PENALTIES.

- a. Termination of employment, with or without fine, and recovery/ restitution for financial loss to the institution, if any.
- b. Reduction in stages of pay for specific period.
- c. Further legal action as deemed fit by the concerned authority.
- d. Demotion to lower grade/post for specific period.

5.6. INQUIRY PROCEDURE.

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Suspicion of gross misconduct will require a detailed inquiry.

- a. An inquiry may be ordered by the competent authority, namely the Hospital Director, Medical Director, Nursing Director or Dean(s), to be carried out by inquiry officer or committee as may be directed by the competent Authority.
- b. The charge sheet shall be framed & signed by competent authority with direction to the accused official(s) to submit reply within 03 days to the inquiry officer or committee, as the case may be.
- c. Depending on the seriousness of the infraction, the individual may be suspended from work and entry to the institution until the completion of the Inquiry.
- d. The Inquiry officer or committee, as the case may be, shall identify and communicate the infractions to the concerned employee/employees.
- e. The concerned employee/employees shall respond in writing within three days of receipt of the above letter/charge sheet, with an explanation. In case of failure to do so, an Ex-Parte action shall be taken.
- f. The Inquiry officer or committee, as the case may be, shall consider all the available facts, including witness(es) statement(s), documents or video or audio recordings, any other relevant materials and the accused individual/employee shall be given the opportunity to explain in writing or verbally, any mitigating factors, discrepancies, or factual errors.
- g. The Inquiry officer or committee, as the case may be, shall examine the case with no unjustified delay and submit its report within 15 days to the competent authority.
- h. Where there is sufficient evidence/ material/ record available against an accused official(s), the competent authority may dispense with inquiry procedure and may issue a show cause to the accused official(s) which shall be responded by the accused official(s) within 07 days. Where after, the competent authority may pass any penalty (minor or major or both)/appropriate order as deems fit.

5.7. Powers of the Inquiry authority.


The Inquiry officer or Committee may:

- a. Summon and enforce the attendance of any person and examine him on Oath.
- b. Require the discovery and production of documents.
- c. Receive evidence on affidavits.

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d. Call for witnesses or documents or record.

5.8. Inquiry Report.

The Inquiry committee or inquiry officer, as the case may be, shall (based upon the ascertained facts, ascribe responsibility for the infraction) recommend punishment(s) and make recommendations regarding any changes in processes to prevent future repetition of the events.

5.9. Disciplinary Actions:

Upon receipt of the inquiry report of the concerned committee or inquiry officer, as the case may be, the competent authority shall decide the penalty, if any, to be imposed, and shall so inform the accused official(s) in writing with an opportunity of personal hearing to the accused official after which the competent authority may impose any penalty as recommended or pass any order as deems appropriate.

5.10. Appeal:

An employee on whom a penalty is imposed shall have the right to file an appeal/review to the authority specified in the Schedule- II within seven days of issuance of the written penalty order and the appellate or reviewing authority shall decide the appeal within 15 working days.

5.11. Civil Servants:

Civil servants currently serving in the institution are considered on deputation. In the case of a suspected infraction of the Rules and Regulations, the same process as outlined above shall be undertaken, except that any disciplinary action or penalty for the civil servant shall be recommended to Government/Head of concerned department and the services of the civil servant may be returned/repatriated to Government as authorized under the MTI Reforms Act, 2015 (as amended to date).

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CHAPTER – 6

6. TERMINAL BENEFITS.

- 6.1.** The employees of the Institution shall be entitled to Contributory Fund @ 7.5% of the monthly pay to be contributed by employee and employer each month upon the completion of service till age of attaining superannuation.
Provided that the contribution/payment in/from Contributory Fund shall have prospective effect.
Provided further that the present rate of contributory fund shall not have any effect, upon the deduction already made on account of Contributory Fund by employees of the institution.
- 6.2.** Those employees who have been terminated due to misconduct shall not be entitled to any benefits of Contributory Fund as well as other terminal benefits, whatsoever.
- 6.3.** An employee of the Institution shall be entitled to Gratuity @ one month's pay per year for the services he/she rendered, which shall be calculated/reckoned after the promulgation of these regulations.
Provided that the gratuity clause shall have a prospective effect.


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CHAPTER – 7

7. MISCELLANEOUS PROVISIONS.

- 7.1.** Each Director of the respective wing shall be the custodian of the record and shall present before the Board on demand. The record shall not be damaged or destroyed without prior approval of the Board.
- 7.2.** The Board shall be competent to add, change or delete any Regulation or part of Regulation as and when needed.
- 7.3.** The Board may establish a Legal Cell or Wing with such necessary staff as deems appropriate to deal with the legal cases of the Institution, tender legal opinions if so ask relating to any legal issue and to have liaison with the Legal Advisors of the Institution.
- 7.4.** The Legal Cell/ Wing and the Legal Advisor(s) concerned shall be responsible for all legal and court matters and will be the custodian of the Record.

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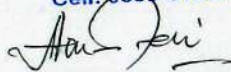
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CHAPTER – 8
SCHEDULES.

SCHEDULE – I
APPOINTING AUTHORITIES.


S.NO	NAMES OF THE POSTS	AUTHORITY
1	Dean(s), Hospital Director, Medical Director, Nursing Director, Finance Director, Chief Internal Auditor, other Directors created by the board.	Board of Governors MTI-KTH/KMC/KCD.
2	Managers & non-clinical staff for KTH.	Hospital Director on the recommendations of respective Selection Committee constituted by the BoG.
3	Managerial & Clinical Staff for KTH.	Medical Director on the recommendations of the Selection Committee constituted by the BoG.
4	Nursing Staff in KTH.	Nursing Director on recommendations of Selection Committee constituted by the BoG.

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5	All appointments in KMC.	Dean KMC on the recommendations of the Selection Committee constituted by the BoG.
6	All appointments in KCD.	Dean KCD on the recommendations of the Selection Committee constituted by the BoG.

SCHEDULE – II.
REVIEW/ APPELLATE AUTHORITIES.

S.NO	COMPETENT AUTHORITY	REVIEW/ APPELLATE AUTHORITY.
1	Board for Dean(s), Hospital Director, Medical Director, Nursing Director, Finance Director, Chief Internal Auditor, Secretary to Board & other Directors, created by the Board.	Board of Governors MTI-KTH/KMC/KCD as Reviewing Authority.
2	Dean KMC, Dean KCD, Hospital Director, Medical Director & Nursing Director for employees appointed by them.	Board of Governors MTI-KTH/KMC/KCD as Appellate Authority.

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SCHEDULE – III.


APPOINTING/ TERMINATING AUTHORITIES OF FACULTY MEMBERS.

- a. Respective Dean shall be the appointing authority of all members of Teaching Faculty to be made as per selection procedure prescribed by Policy Board MTI Regulations, duly adopted by Board of MTI-KTH/KMC/KCD with such terms & conditions as specified and approved by the Board. All the appointments made by the Dean(s) shall be approved by the Board.
- b. Respective Dean shall be the Competent Authority for taking any action against any Faculty Member for misconduct/ negligence of the Faculty Member.
- c. Respective Dean shall be the Competent Authority for removing/ terminating/ repatriating any non-faculty official of the College/ Teaching Institution.
- d. The Board shall be the Appellate Authority for the members of Teaching Faculty and Non-Teaching Faculty/ officials against whom any adverse order is passed by the Dean(s) of the Institution.
- f. The Review/Appeal shall be submitted within 15 days of the communication of adverse order and the BOG being the Review/Appellate Authority shall decide the Review/appeal accordingly.



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SCHEDULE – IV.

TENURE POSTS


S.NO	NAME OF POST	Duration/Tenure	REMARKS.
1.	Dean KMC	As per MTI reforms act 2015 (amended from time to time)	Reappointment at the discretion of the Board as per MTI Act 2015 (Amended from time to time) on completion of tenure subject to satisfactory performance evaluation.
2.	Dean KCD	-do-	-do-
3.	Hospital Director	-do-	-do-
4.	Medical Director	-do-	-do-
5.	Director Nursing	-do-	-do-
6.	Director Finance	-do-	-do-
7.	Chief internal Auditor	Three (03) years.	Reappointment at the discretion of the Board on completion of tenure subject to satisfactory performance evaluation.



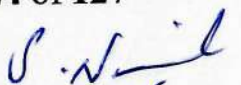
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8.	Director Human Resource	Three (03) years.	-do-
9.	Director Quality Assurance	Three (03) years.	-do-
10.	Chairperson Basic & clinical departments	Three (03) years.	Extendable/ Renewable as per policy Board MTI Regulations, duly adopted by Board of Governors MTI KTH/KMC/KCD on completion of tenure subject to satisfactory performance evaluation.
11.	Chairperson Accident & Emergency Department	Three (03) years.	-do-
12.	Chairperson department of Medical Education	Three (03) years.	-do-
13.	Intensivist	Three (03) years.	Extendable at the discretion of the Medical Director, on completion of tenure subject to satisfactory performance evaluation.
14.	Experiential Registrar	Three (03) years.	Non-extendable on completion of tenure.
15.	Demonstrator/Lecturers/Instructors	Three (03) years.	-do-
16.	Trainee Registrar	Three (03) years.	-do-

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17.	Institutional Medical Officers	Three (03) years.	-do-
18.	Accident & Emergency medical officers (EDMOs)	Three (03) years.	-do-
19.	Trainee Nurses	One (01) year.	Non-extendable on completion of tenure.
20.	Trainee Pharmacists	One (01) year.	Non-extendable on completion of tenure.
21.	Audit Interns/Finance Trainees	One (01) year.	Extendable for another one (01) year (maximum 03 years' training tenure) at the discretion of the Hospital Director, on completion of each tenure subject to satisfactory performance evaluation.

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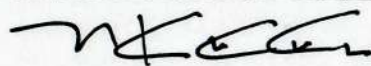
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Schedule V

METHOD & CRITERION FOR THE EMPLOYEES OF THE MTI (KTH, KMC, KCD) CADRE /CATEGORY/CLASS.

DIRECTORATE OF NON-CLINICAL EMPLOYEES (Schedule V-a)					
	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
DEPARTMENT OF MANAGEMENT INFORMATION SYSTEM	1	Manager IT	<p>Qualification: i. MS (computer science) or relevant equivalent qualification from HEC recognized university/institution.</p> <p>Experience: At least 5 years relevant and valid practical experience in computer system, security, system administration, data bases, data storage, telephone exchange systems, networking, software development and deployment, data base designing and management, web management, managing large IT projects and developing IT infrastructures, across various technologies, project management skills and procurement in different projects.</p> <p style="text-align: center;">OR</p> <p>Qualification: ii. BCS/MCS/BE (computer system or software) or relevant equivalent qualifications from HEC recognized university/ institution.</p> <p>Experience: At least 7 years relevant and valid practical experience in same position in computer systems, security, system administration, data bases, data storage, telephone exchange systems, networking, software development and deployment, data base designing and management, web management, managing large IT</p>	G-18	100% by initial Appointment

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		projects and developing IT infrastructures across various technologies, project management skills and procurement in different projects.		
2	Network Administrator	<p>Qualification: - i. MS (computer science) or relevant equivalent qualification from HEC recognized university/ institution along with CCNA in routing and switching and/or CCNP in routing and switching. MCSE/CISSP certifications will be an added advantage.</p> <p>Experience: At least 5 years relevant and valid practical experience in deployment and management of managed internet/intranet network. Experience in Microsoft windows server/ manageable switches and routers.</p> <p style="text-align: center;">OR</p> <p>Qualification: ii. BCS/MCS/BE (computer system or software) or relevant equivalent qualification from HEC recognized university/ institution along with CCNA in routing and switching and/ or CCNP in routing and switching. MCSE/CISSP certifications will be an added advantage.</p> <p>Experience: - Atleast 7 years relevant and valid practical experience in deployment and management of managed internet/intranet networks. Experience in Microsoft windows server, manageable switches and routers.</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Associate Network Administrator having 07 years of Experience as Associate Network Administration and having requisite qualifications provided for initial recruitment. The promotion shall only be allowed in Respective Department.

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3	System Administrator	<p>Qualifications: i. MS (computer science) or MS (information technology) or MS (system administrator) or relevant equivalent qualification from HEC recognized university/ institution. IT certifications in Oracle, Linux, Microsoft or other network related field will be an added advantage.</p> <p>Experience: Atleast 5 years relevant and valid practical experience in on-hand IT equipment solutions including rack equipment, firewall servers, network/ system administration, system security services, storage, data protection and disaster recovery, system management solutions.</p> <p style="text-align: center;">OR</p> <p>Qualification: ii. BCS/MCS/BE (computer system or software) or relevant equivalent qualification from HEC recognized university/ institution. IT certifications in Oracle, Linux, Microsoft or other network related field will be an added advantage.</p> <p>Experience: Atleast 7 years relevant and valid practical experience in same position in on-hand IT equipment solutions including rack equipment, firewall servers, network/ system administration, system security services, storage, data protection and disaster recovery, system management solutions.</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Associate System Administrator having 07 years of Experience as Associate System Administration and having requisite qualifications provided for initial recruitment.
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4	Database Administrator	<p>Qualifications: MS (computer science)/MCS or relevant equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: Atleast 5 years relevant and valid practical experience in the field of Oracle Database management of cluster computer network of ERP or HMIS.</p> <p style="text-align: center;">OR</p> <p>Qualification: BSc (computer Science)/BCS or relevant equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: Atleast 7 years relevant and valid practical experience in the field Oracle Database management of cluster computer network of ERP or HMIS.</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Associate Database Administrator having 07 years of Experience as Associate Database Administration and having requisite qualifications provided for initial recruitment.
5	HMIS Administrator	<p>Qualifications: i. MS (computer science) or MS (information technology) or relevant equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: Atleast 5 years relevant and valid practical experience in managing an ERP or HMIS system.</p> <p style="text-align: center;">OR</p> <p>Qualification: ii. BS (computer system) or relevant equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: Atleast 7 years relevant and valid practical experience in managing an ERP or HMIS system.</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Associate HIMS Administrator having 07 years of Experience as Associate HMIS Administration and having requisite qualifications provided for initial recruitment.

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6	Computer Programmer (KTH/KCD)	<p>Qualification: - i. MSc Computer Science/ MCS or equivalent qualification from recognized university/ institution.</p> <p>Experience: 5 years practical experience in the field of computer programming.</p> <p style="text-align: center;">OR</p> <p>Qualification: ii. B.Sc. Computer Science/BCS or equivalent qualification from recognized university/ institution.</p> <p>Experience: - 7 years practical experience in the field of computer programming.</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Computer Operator having 05 years of Experience as Computer Operator and having requisite qualifications provided for initial recruitment
7	Assistant Programmer (KMC)	<p>Qualification: MSc Computer Science or Software designing or M.Sc electronics or BS (04 Hons years) in Computer Science or Software designing from a recognized university/ institution.</p> <p>Experience: 05 years post qualification relevant experience in Multinational/National companies or Government departments in the field of I.T, instrumentation, providing solution-based services in different technological aspects)</p>	G-17	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Computer Operator (KMC) having 05 years of Experience as Computer Operator (KMC) and having requisite qualifications provided for initial recruitment
8	Oracle Developer	<p>Qualification: MCS/BCS (Four years) or equivalent degree in Computer Science from HEC recognized university/ institution.</p> <p>Experience: Minimum 05 years professional working experience of software development in well-known organization.</p> <p>A thorough and detailed knowledge and experience of Oracle, ideally up to and including 12c.</p>	G-17	100% by initial Appointment

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9	Software Engineer	<p>Qualification: - BCS (Hons)/MCS/MS in Computer Science from HEC recognized University/ institution. Candidate having Oracle Certification in Developer Suit will be preferred.</p> <p>Experience: -Minimum 02 years post qualification experience in Oracle forms development.</p> <p>Other: Candidate must have strong knowledge of oracle Developer and SQL Programming and skills in RDBMS.</p>	G-17	100% by initial Appointment
10	Associate Database Administrator	<p>Qualification: - Bachelor (04 years) in Computer Science or Master Degree in Computer Science or relevant equivalent qualification from HEC recognized University/ institution. Certifications in Oracle OCP will be an added advantage.</p> <p>Experience: - Minimum 03 years' Experience in Oracle Database management of cluster computer network of ERP or HMIS.</p>	G-16	100% by initial Appointment
11	Associate Web Developer	<p>Qualification: - Bachelor (04 Years) in Computer Science or Master Degree in Computer Science or relevant equivalent qualification from HEC recognized University/ institution.</p> <p>Experience: - Minimum 03 Years' Experience in relevant field is required.</p>	G-16	100% by initial Appointment
12	Associate Network Administrator	<p>Qualification: - BCS/MCS/BE (Computer systems or software) or relevant equivalent qualification from HEC recognized University/ institution with CCNA in routing and switching and/or CCNP in routing and switching. MCSE/CISSP certifications will be an added advantage.</p> <p>Experience: Atleast 5 years relevant and valid practical experience in management of managed internet/intranet network. Experience in Microsoft windows server/ manageable switches and routers.</p>	G-16	100% by initial Appointment

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13	Associate HMIS Administrator	<p>Qualification: - BCS/MCS or relevant equivalent qualification from HEC recognized University/ institution.</p> <p>Experience: Atleast 5 years relevant and valid practical experience of managing an ERP or HMIS system.</p>	G-16	100% by initial Appointment
14	Associate LIS Administrator	<p>Qualification: - Bachelor (04 years) in Computer Science or Master degree in Computer Science or relevant equivalent qualification from HEC recognized University/ institution.</p> <p>Experience: - At least 3 Years' Experience in the relevant field. preference will be given to the candidate having experience in Lab Information System (LIS) in a reputed Hospital.</p>	G-16	100% by initial Appointment
15	Associate PACS Administrator	<p>Qualification: - Bachelor (04 years) in Computer Science or Master degree in Computer Science or relevant equivalent qualification from HEC recognized University/ institution.</p> <p>Experience: - At least 03 Years' Experience in relevant field. preference will be given to the candidate having experience in PACS in a reputed Hospital.</p>	G-16	100% by initial Appointment
16	Associate System Administrator	<p>Qualification: - BCS/MCS/BE (Computer systems or software) or relevant equivalent qualification from HEC recognized University/ institution. IT certifications in Oracle, Linux, Microsoft or other network related field will be an added advantage.</p> <p>Experience: Atleast 5 years relevant and valid practical experience in same position in on-hand IT equipment solutions including rack equipment, firewall servers, network/ system administration, system security services, storage, data protection and disaster recovery, system management solutions.</p>	G-16	100% by initial Appointment.

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17	Computer Operator	<p>Qualification: 2nd Class Bachelor degree with DIT (Diploma in Information Technology from board of technical education) / Bachelor degree in Computer Science/I. T with (16 Years of education) from HEC recognized University/ institution.</p> <p>Experience: At least 03 Years' experience in the relevant field in a reputed public/private organization is required.</p>	G-16	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Registration Assistant/HIMS Support Assistant/HMIS technician/Hardware technician having 05 years of Experience as Registration Assistant and having requisite qualifications provided for initial recruitment.
18	HMIS Support Assistant	<p>Qualification: Bachelor (04 Years) Degree in Computer Science or equivalent relevant qualification from HEC recognized University/ institution.</p> <p>Experience: At least two Years' experience in the relevant field. Preference will be given to candidates having experience of HMIS in a reputed Hospital.</p>	G-14	100% by initial Appointment.
19	Hardware Technician	<p>Qualification: - FA/FSC with Diploma in Information Technology from Board of Technical Education.</p> <p>Experience: At least two Years' experience as hardware technician.</p>	G-12	100% by initial Appointment.
20	Network Technician	<p>Qualification: FA/FSC with Diploma in Information Technology from Board of Technical Education.</p> <p>Experience: At least two Years' experience as Network Technician.</p>	G-12	100% by initial Appointment.
21	HMIS-Technician	<p>Qualification: 2nd Class Graduation with DIT (from board of technical education)/ B.Sc. Computer Science/BCS or equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: At least 2 years practical experience of HMIS technician in a public/private institution.</p>	G-12	100% by initial Appointment.

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22	CCTV Technician	<p>Qualification: FA/FSC with Diploma in information Technology from board of technical Education.</p> <p>Experience: At least two years' Experience as CCTV Technician is required.</p>	G-12	50% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the CCTV operators having 02 years of Experience as CCTV operator and having requisite qualifications provided for initial recruitment.
23	Telephone Operator/Telephone Supervisor	<p>Qualification: Secondary school Certificate (SSC) with Diploma in Telecommunication from recognized Board or Institutions.</p> <p>Experience: At least two years' Experience as telephone operator is required. The candidate must have good communication skills.</p>	G-11	50% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Telephone Attendants having 05 years of Experience as Telephone Attendants and having requisite qualifications provided for initial recruitment.
24	Registration Assistant	<p>Qualification: 2nd Class Graduation with DIT Diploma in Information Technology (from board of technical education).</p> <p>Experience: At least 1 years' work experiences a public/private institution/organization.</p>	G-08	33% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the lower Category having 03 years of relevant Experience and having requisite qualifications provided for initial recruitment.
25	CCTV operator	<p>Qualification: FA/FSC with Diploma in information Technology from board of technical Education.</p> <p>Experience: At least two years' Experience as CCTV Operator is required.</p>	G-07	100% by initial Appointment.

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	26	Telephone Attendant	<p>Qualification: SSC or equivalent qualification from recognized board.</p> <p>Experience: At least 01-year practical experience as attendant in telephone exchange/corporate offices in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-04	100% by initial Appointment.
DEPARTMENT OF QUALITY IMPROVEMENT AND PATIENT SAFETY	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Director Quality Assurance	<p>Qualification: MBBS/BDS/MPH/MHA/MBAb. Certified Professional in Healthcare Quality (CPHQ)/Board Certification in Healthcare Quality & Management (CHCQM).</p> <p>Experience: Applicant must have at least 06 years of relevant experience in managing hospital administration/patient safety/quality control/quality assurance at a reputed hospital. Candidates with a medical/dental background with experience in Joint Commission accreditation (JCIA) and ISO accreditation will be given preference.</p>	G-19	100% by initial Appointment.

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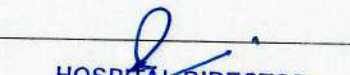
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	2	Manager Quality improvement and patient safety	<p>Qualification: - Master degree in Total Quality Management/Business Administration/MBBS/BDS/ Master in Public Health. Preference will be given to the candidate having higher qualification or certification in health care quality management.</p> <p>Experience: - Applicant must have 06 years of relevant experience in hospital administration in managing quality / patient safety at reputed hospital. Candidate having experience in joint Commission International (JCI) or ISO Accreditation will be given preference.</p>	G-17	100% by initial Appointment.
	3	Data Analyst	<p>Qualification: Master Degree in Computer Science / BS Computer Science (Hons with 16 years of education) or equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: At least 2 years post qualification experience in the relevant field. The candidate must have competence in data validation, data analysis for reporting and ability to use statistical software like SPSS, Mini Tab, MS Office, business intelligence software's for Analyzing and interpreting the data and reporting the results.</p>	G-17	100% by initial Appointment.
	4	Quality Assurance Officer	<p>Qualification: BS/MS in TQM or Master's degree (16 years qualification) in Business Administration/Commerce/Management from HEC recognized university/ institution. Certification in hospital management or healthcare quality will be an added advantage.</p> <p>Experience: At least 3 years relevant experience in Quality Assurance/improvement Department in a reputed organization.</p>	G-16	50% By promotion on the basis of merit cum fitness and satisfactory performance from amongst the Quality Assurance Assistant having 03 years of Experience as Quality Assurance Assistant and having requisite qualifications provided for initial recruitment.


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			<p>Candidate having experience in quality assurance/improvement in an ISO Certified Organization will be given preference.</p> <p>Candidate having experience in development or implementation of policies and procedures/Manuals/Internal controls will be an added advantage.</p>		
	5	Quality Assurance Assistant	<p>Qualification: BS in TQM or Master's degree (16 years qualification) in Business Administration/Commerce/Management from HEC recognized university/ institution. Certification in hospital management or healthcare quality will be an added advantage.</p> <p>Experience: At least 1-year relevant experience in Quality Assurance/improvement Department in a reputed organization.</p> <p>Candidate having experience in quality assurance/improvement in an ISO Certified Organization will be given preference.</p> <p>Candidate having experience in development or implementation of policies and procedures/Manuals/Internal controls will be an added advantage.</p>	G-14	100% by initial Appointment.

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	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
DEPARTMENT OF HUMAN RESOURCES	1	Director HR	<p>Qualification:</p> <p>a. Masters/MBA Degree in HRM/HRD/General/Economics from a recognized university/ institution.</p> <p>b. SHRM-CP or SHRM-SCP would be highly preferred.</p> <p>Experience:</p> <p>a. Applicant must have at least 10 years of progressive professional experience with at least 06 years of post-qualification experience in human resource management in leadership role.</p> <p>b. Candidates with a background in healthcare will be preferred.</p> <p>c. Candidate must be familiar with HRMIS/HRIS and Microsoft Office Tools.</p> <p>d. Broad knowledge of MTI Act & Regulations and experience in employment law, applicable government rules, compensation, organizational planning, organization development, employee relations, and training and development.</p>	G-19	100% by initial Appointment.

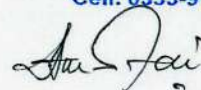

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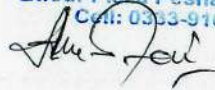
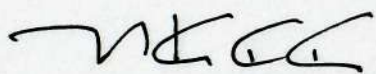

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2	Manager HR	<p>Qualification: MBA (HRM, 16 years education) /M.Sc. (HRM) or equivalent qualification from HEC recognized university/ institution.</p> <p>Experience: At least 7 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization with Minimum 2 years' experience at Managerial/supervisory Level. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>	G-18	100% by initial Appointment.
3	Manager Students Affairs KCD/Assistant Manager SAS KMC	<p>Qualification: MBA from HEC recognized university/Institution.</p> <p>Experience: At least 05 years' experience required in students' affairs of recognized Medical/Dental College. Should be familiar with PMC admission and relevant rules.</p>	G-17	100% by initial Appointment.

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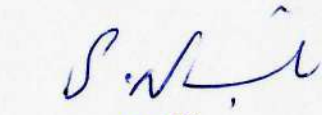
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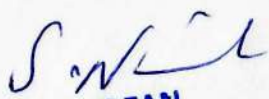
	4	Assistant Manager HR	<p>Qualification: BBA (Hons) (HR) /MBA (HR 16 years education) or equivalent relevant qualification from HEC recognized University/ institution.</p> <p>Experience: At least 5 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>	G-17	100% by initial Appointment.
	5	Superintendent	<p>Qualification: second class master degree from HEC recognized university/ institution. By Promotion on the basis of merit cum fitness/performance from amongst the holders of the post of Assistant with at least 05 years' service as such.</p>	G-17	By Promotion on the basis of merit cum fitness and satisfactory performance from amongst the holders of the post of office Assistant with at least 05 years' service as office assistant, having at least second-class master degree from HEC recognized university/ institution.


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	6	Secretary to Hospital Director	<p>Qualification: - Master Degree (16 years education) from HEC recognized University/ institution.</p> <p>Experience: - At least 3 years post qualification relevant working experience in the similar capacity preferably in reputed public/private organization. The candidates should be mature professional with excellent communication skills in written and spoken English.</p> <p>The candidate should have knowledge of recording minutes of meeting, Record keeping, and file management.</p> <p>The candidate must be computer literature and well versed with MS. Office</p>	G-16	100% by initial Appointment.
	7	Secretary to Medical Director	<p>Qualification: - Master Degree (16 years education) from HEC recognized University/ institution.</p> <p>Experience: - At least 3 years post qualification relevant working experience in the similar capacity preferably in reputed public/private organization. The candidates should be mature professional with excellent communication skills in written and spoken English.</p> <p>The candidate should have knowledge of recording minutes of meeting, Record keeping, and file management.</p> <p>The candidate must be computer literature and well versed with MS. Office</p>	G-16	100% by initial Appointment.

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	8	Secretary to Dean	<p>Qualification: - Master Degree (16 years education) from HEC recognized University/ institution.</p> <p>Experience: - At least 3 years post qualification relevant working experience in the similar capacity preferably in reputed public/private organization. The candidates should be mature professional with excellent communication skills in written and spoken English.</p> <p>The candidate should have knowledge of recording minutes of meeting, Record keeping, and file management.</p> <p>The candidate must be computer literature and well versed with MS. Office</p>	G-16	100% by initial Appointment.
	9	HR Officer	<p>Qualification: BBA (Hons) /MBA (HR, 16 years education) or equivalent relevant qualification from HEC recognized University/ institution.</p> <p>Experience: At least 03 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>	G-16	50% By Promotion on the basis of merit cum fitness and Satisfactory performance from amongst the holders of the post of HR Assistant with at least 05 years' service as HR Assistant and having requisite qualification provided for initial appointment.


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10	Office Assistant	<p>Qualification: At least second-class master degree from HEC recognized university/ institution.</p> <p>Experience: At least 7 years' relevant experience as Senior Clerk.</p>	G-16	75% By promotion on the basis of performance (to be evaluated through screening test followed by interviews) amongst the senior clerks having 7 years' experience as senior clerk. Having requisite qualification provided for initial recruitment.
11	Senior Scale Stenographer	<p>Qualification: 16 years education with short hand</p> <p>Experience: 05 years relevant post qualification experience</p>	G-16	75% By promotion on the basis of merit cum fitness and satisfactory performance (to be evaluated through screening test followed by interviews) amongst the Junior Scale Stenographer having 7 years' experience as Junior Scale Stenographer with requisite short hand experience.
12	Senior Clerk	<p>Qualification: SSC or equivalent qualification from a recognized board with Typing speed of at least 30 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p> <p>Experience: At least 5 years' relevant experience as Junior Clerk.</p>	G-14	By promotion on the basis of merit cum fitness and satisfactory performance (screening test followed by interviews) amongst the junior clerks with 5 years' service as Junior clerk.

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13	HR-Assistant	<p>Qualification:BBA (Hons) /MBA (HR equivalent to 16 years education) or equivalent relevant qualification from HEC recognized University/ institution.</p> <p>Experience:At least 1 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.</p>	G-14	100% by initial Appointment.
14	Data Entry Operator	<p>Qualification: 2nd Class Bachelor degree with DIT (Diploma in Information Technology) / Bachelor degree in Computer Science/I. T with (16 Years of education) from HEC recognized University/ institution.</p> <p>Experience: Minimum 01 Years' experience in the relevant field in a reputed public/private organization is required.</p>	G-11	100% by initial Appointment.
15	Junior Clerk	<p>Qualification: SSC or equivalent qualification with DIT (Diploma in Information Technology) from a recognized board with Typing speed of at least 30 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p>	G-11	33% By promotion on the basis of merit cum fitness and satisfactory performance amongst the naib Qasids/Qasids/Daftaris/Guard/Sweepers/Ward orderlies, Attendants and other employees in BPS 1 to 3 who have passed SSC & DIT examination. There shall be a screening test followed by interview.
16	Ward record keeper	<p>Qualification: i. Bachelor degree from HEC recognized University/ institution with DIT (from board of technical education) with Typing speed of at least 25 WPM. Preference will be given to the candidates having good</p>	G-11	33% By promotion on the basis of merit cum fitness and satisfactory performance (screening test followed by

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		<p>knowledge of MS office in computer.</p> <p>Experience: Minimum 01 Years' relevant experience in tertiary care hospital.</p> <p>OR</p> <p>Qualification: ii. BSC (computer science) or equivalent qualification from HEC recognized University/institution with Typing speed of at least 25 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p> <p>Experience: Minimum 01 Years' relevant experience in tertiary care hospital.</p>	<p>interviews) amongst the naib Qasids/Qasids/Daftaris/Guard/Sweepers/Ward Orderlies, Attendants and other employees in BPS 1 to 3 with having requisite qualification provided for initial appointment.</p>
17	Record Keeper	<p>Qualification: i. Bachelor degree from HEC recognized University/ institution with DIT (from board of technical education) with Typing speed of at least 25 WPM. Preference will be given to the candidates having good knowledge of MS office in computer.</p> <p>Experience: Minimum 02 Years' relevant experience in tertiary care hospital/reputed public or private organizations.</p> <p>OR</p> <p>Qualification: ii. BSC (computer science) or equivalent qualification from HEC recognized University/institution with Typing speed of at least 25 WPM. Preference will be given to the candidates having good</p>	<p>G-11</p> <p>33% By promotion on the basis of merit cum fitness and satisfactory performance (screening test followed by interviews) amongst the naib Qasids/Qasids/Daftaris/Guard/Sweepers/Ward Orderlies, Attendants and other employees in BPS 1 to 3 with having requisite qualification provided for initial appointment.</p>

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			knowledge of MS office in computer.		
			Experience: Minimum 01 Years' relevant experience in tertiary care hospital/ reputed public or private organizations.		
	18	Daftari/Helper record keeper/office attendant	Qualification: i. SSC or equivalent qualification from recognized board. The candidate shall be medically fit.	G-04	By Promotion on the basis of selection on merit cum fitness and satisfactory performance from amongst the Naib Qasids & Qasids having SSC qualification.
DEPARTMENT OF SUPPLY CHAIN MANAGEMENT	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Supply Chain	<p>Qualification: - Master Degree in Supply Chain Management / MBA Finance/M. Com/Economics or BE (Bachelors of engineering) or equivalent degree from HEC recognized university/Institution.</p> <p>Experience: - At least 06 years' relevant experience is required preferably at management level in healthcare industry, reputed private or public hospitals in an ERP environment.</p> <p>The candidate must have sound knowledge of KPPRA rules encompasses the material planning and of materials management of all activities involved in sourcing procurement, warehouse management, transportation, imports, material and information flow, distribution and logistics. The incumbent is responsible for the receiving and distribution of materials both clinical and non-clinical. It also includes coordination and collaboration with internal and external partners which may be supplier, third party service provider and hospital staff. Supervises storage control and issuance of material, keep inform the</p>	G-18	100% by initial Appointment.


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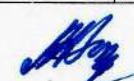



		off-price trends, availability of supplier, new items and reliability of supplier.		
2	Assistant Manager purchase and procurement	Qualification: MBA (Finance) /BBA Hons (Finance) or Bachelors in Supply Chain Management or equivalent degree (16 years of education) from a recognized university Experience: 05 years post qualification relevant experience of supply chain, procurement, materials management department or purchase department in the healthcare industry/reputed hospital/organization.	G-17	100% by initial Appointment.
3	Assistant Manager procurement	Qualification: MBA (Finance) /BBA Hons (Finance) or Bachelors in Supply Chain Management or equivalent degree (16 years of education) from a recognized university Experience: 05 years post qualification relevant experience of supply chain, procurement, materials management department or purchase department in the healthcare industry/reputed hospital/organization.	G-17	100% by initial Appointment.
4	Senior Supply Chain Officer	Qualification: MBA (Finance) /BBA Hons (Finance) or Bachelors in Supply Chain Management or equivalent degree (16 years of education) from a recognized university Experience: 05 years post qualification relevant experience of supply chain, procurement, materials management department or purchase department in the healthcare industry/reputed hospital/organization	G-17	100% by initial Appointment.
5	Supply Chain Officer	Qualification: Bachelor's degree in Business administration/supply chain management /M.com (16 year of education) from HEC recognized University/institute. Experience: - 03-year post qualification relevant experience in supply chain / Inventory management in reputable private / public sector organization	G-16	50% By Promotion on the basis of merit cum fitness and Satisfactory performance from amongst the holders of the post of Supply Chain Assistant with at least 05 years' service as Supply Chain Assistant and

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				having requisite qualification provided for initial appointment.
6	Inventory Officer	<p>Qualification: Bachelor's degree in Business administration/supply chain management /M.com (16 year of education) from HEC recognized University/institute.</p> <p>Experience: - 03-year post qualification relevant experience in supply chain / Inventory management in reputable private / public sector organization</p>	G-16	100% by initial Appointment.
7	Supply Chain Officer (Pharmacy)/Procurement Officer	<p>Qualification: Pharm D degree from HEC recognized University/ Institution and registered with Pharmacy Council.</p> <p>Experience: - At least 01-year post qualification relevant experience in supply chain Pharmacy in reputable private / public sector organization</p>	G-16	100% by initial Appointment.
8	Supply Chain Assistant	<p>Qualification: - Bachelor Degree in Business Administration/Supply Chain Management/M. Com or equivalent degree (16 Years of education) from HEC recognized University/ institution.</p> <p>Experience: - At least 01 Year Experience preferably in the relevant field in a reputed public/Private organization is required.</p>	G-14	100% by initial Appointment.
9	Store Keeper	<p>Qualification: 2nd Class Bachelor Degree or equivalent qualification from a HEC recognized University/ institution with certification in computer (M.S Word, Excel, Power Point etc.)</p> <p>Experience: Minimum 01 Years' relevant experience in tertiary care hospital/ reputed public or private organizations.</p>	G-11	100% by initial Appointment.

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S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
1	Manager Media and Protocol	Qualification: - Candidates must have a Master Degree in Mass Communication/Journalism or equivalent degree from a HEC recognized University/Institution. Experience: At least 06 Years' Experience in Media and PR at reputable public/private sector organization/Institution	G-17	100% by initial Appointment.
2	Social Media Officer	Qualification: Master Degree in Journalism and Mass communication or Master degree in Business/Public administration from HEC recognized university/institution. Experience: - At least 03 years in the relevant field in a reputed public private organization is required.	G-16	100% by initial Appointment.
3	Public Relations Officer	Qualification: Bachelors (16 years of education) in Social Sciences/ Business Studies /Health Sciences from HEC recognized university/institution. Experience: At least 02 years of experience in tertiary care hospital in similar capacity in handling and receiving patient feedback and conducting patient survey for improving health care quality.	G-16	100% by initial Appointment.
4	Media Assistant	Qualification: Master Degree in Journalism and Mass communication or Master degree in Business/Public administration (16 years of education) from HEC recognized university/institution. Experience: - 01-year post qualification relevant experience in the relevant field in a reputed public / private organization	G-14	100% by initial Appointment.

**DEPARTMENT OF MEDIA
AND PROTOCOL**

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	4	Graphic Designer	Qualification: - Bachelor Degree from HEC recognized University/Institution. Candidate having Diploma in Graphic Designing/Fine Arts will be an added advantage. Experience: - At least 03 Years' Experience in the relevant field in a reputed public/Private organization/institution is required.	G-12	100% by initial Appointment.
	5	Photographer	Qualification: - Bachelor degree or equivalent qualification from HEC recognized university/institution. Experience: - with three years practical experience in the relevant field.	G-12	100% by initial Appointment.
	6	Projectionist	Qualification: Secondary School Certificate from a recognized Board. Experience: Two years post qualification experience in the relevant field in any recognized Government Institute or five years post equalization experience in a Semi Government /Private	G-08	100% by initial Appointment.
	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
DEPARTMENT OF PHARMACY	1	Manager Pharmacy	Qualification: - Pharm-D from a HEC recognized University and registered with the Pharmacy Council. Experience: At least 7 Years of experience in a supervisory role in a reputed hospital pharmacy or in the pharmaceutical industry. The candidate must have Knowledge of Hospital Formularies, Computerized drug management, Drug Quality Control and medical supply inventories of modern hospital is required	G-18	100% by initial Appointment.

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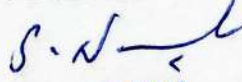



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2	Pharmacist	<p>Qualification: Pharm-D, from HEC recognized University and registered with Pharmacy Council of Pakistan</p> <p>Experience: At least two years relevant experience or residency or on job hospital in a reputed public/private hospital.</p>	G-17	100% by initial Appointment.
3	Chief Clinical Technician (Pharmacy)	<p>Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Paramedical Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: At least 5 years' experience in the relevant field as Senior Clinical technician (pharmacy).</p>	G-16	By promotion, on the basis of merit cum fitness and satisfactory Performance from amongst the Technicians with five years' service as Senior Clinical technician (pharmacy). If no suitable candidate is found, then by initial appointment.
4	Senior Clinical Technician (Pharmacy)	<p>Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Paramedical Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: At least 5 years' experience in the relevant field as Clinical technician (pharmacy).</p>	G-14	50% By promotion, on the basis of merit cum fitness and satisfactory Performance from amongst the Clinical Technicians with five years' service as Clinical technician (pharmacy).

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	5	Clinical Technician (Pharmacy)	<p>Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Paramedical Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: Preference will be given to the candidates having at least 3 years' experience in the relevant field.</p>	G-12	100% by initial Appointment.
	6	Pharmacy Helper	<p>Qualification: Matriculate</p> <p>Experience: - Reference shall be given to candidate having relevant experience in a reputed public/Private organization is required.</p>	G-04	100% by initial Appointment.
DEPARTMENT OF INTERNAL AUDIT	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Chief Internal Auditor	<p>Qualification: - a. Member of recognized body of professional accountants, CA or CMA or ACCA. Additional qualification in CIA will be preferred.</p> <p>Experience: - Applicant must have 07 years of total experience in Audit and Finance (middle management experience) with minimum 02 years' experience in internal Audit. Preference will be given to the candidates having experience in reputed firms/corporate sector.</p>	G-18	100% by initial Appointment.

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	2	Senior Auditor	<p>Qualification: CA Finalist/ACCA/ACMA. Additional Qualification of CIA will be an advantage.</p> <p>Experience: At least five-year experience in auditing. Candidate must have good understanding of pre-audit procedures.</p>	G-17	50% By Promotion on the basis of merit cum fitness and Satisfactory performance from amongst the holders of the post of Audit Officer with at least 05 years' service as Audit Officer and having requisite qualification provided for initial appointment.
	3	Audit Officer	<p>Qualification: CA Finalist/ACCA/ACMA. Additional Qualification of CIA will be an advantage.</p> <p>Experience: At least five-year experience in auditing. Candidate must have good understanding of pre-audit procedures.</p>	G-16	50% By Promotion on the basis of merit cum fitness and Satisfactory performance from amongst the holders of the post of Audit Associate with at least 05 years' service as Associate and having requisite qualification provided for initial appointment.
	4	Audit Associate	<p>Qualification: CA Finalist/ ACCA/ ACMA /M. Com/ MBA Finance from HEC recognized university/institution. Additional Qualification of CIA will be an advantage.</p> <p>Experience: At least one experience in auditing. Candidate must have good understanding of pre-audit procedures.</p>	G-14	100% by initial Appointment.

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**DEPARTMENT OF
BIOMEDICAL
ENGINEERING**

S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
1	Manager Bio-Medical Engineering	<p>Qualification: BCS/B. E in Bio Medical Engineering, Electronics, Mechatronics, and Electrical registered with Pakistan Engineering Council.</p> <p>Experience: - Atleast 05 years' experience in biomedical and electro medical of minimum 200 beds Hospital and including 01-year Experience at manager/assistant engineer level. The applicants must be fully conversant with all patient care and medical equipment in Operating Units, Intensive Care, Clinical labs, therapeutics and diagnostic all other units related to Bio Medical. Hands on experience with providing preventive and corrective maintenance to medical care equipment.</p>	G-18	100% by initial Appointment.
2	Boiler Engineer	<p>Qualification: B.Sc. / B.E. in Mechanical Engineering from a recognized University registered with Pakistan Engineering Council with Class-I Competency Certificate from a recognized Board of Boiler Engineers.</p> <p>Experience: Atleast 5 years practical experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Qualification: DAE in Mechanical Engineering from a recognized Technical Institution with Class-I Competency Certificate from a recognized Board of Boiler Engineers.</p> <p>Experience: Atleast 7 years practical experience in the relevant field.</p>	G-17	100% by initial Appointment.

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3	Boiler Sub-Engineer	<p>Qualification: - 1. B.Sc. / B.E. in Mechanical Engineering from a recognized University registered with Pakistan Engineering Council with Class-II Competency Certificate from a recognized Board of Boiler Engineers.</p> <p>Experience: - Atleast 3 years practical experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Qualification. II. DAE in Mechanical Engineering from a recognized Technical Institution with Class-II Competency Certificate from a recognized Board of Boiler Engineers.</p> <p>Experience: - Atleast 5 years practical experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Qualification. III. SSC (Science) with Class-II Competency Certificate from a recognized Board of Boiler Engineers.</p> <p>Experience: Atleast 10 years practical experience in the relevant field.</p>	G-16	100% by initial Appointment.
4	Bio-Medical Supervisor	<p>Qualification: Diploma of Associate Engineer in Mechanical/Chemical Technology from recognized Institute.</p> <p>Experience: Atleast three Years relevant experience in Medical Gas Plant preferably in reputed organization/Hospital.</p>	G-14	100% by initial Appointment.
5	Central Sterile Services supervisor	<p>Qualification: - Bachelor's Degree (Hons) in Nursing or BS in Surgical Technology.</p> <p>Experience: - At least three years' relevant experience of CSSD preferably in reputed hospital.</p>	G-14	100% by initial Appointment.

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6	Bio-Medical Technician	Qualification: DAE (Electrical /Electronics /Bio Medical) from a recognized technical board. Experience: At least two Years relevant experience. The candidate must be well conversant with the repair of biomedical equipment.	G-12	100% by initial Appointment.
7	Electro-Medical Technician	Qualification: DAE (Electrical /Electronics /Bio Medical) from a recognized technical board. Experience: At least two Years relevant experience. The candidate must be well conversant with the repair of biomedical equipment.	G-12	100% by initial Appointment.
8	Electro-Medical Mechanic	Qualification: DAE (Electrical /Electronics /Bio Medical) from a recognized technical board. Experience: At least two Years relevant experience. The candidate must be well conversant with the repair of biomedical equipment.	G-11	100% by initial Appointment.
9	Bio-Medical Assistant	Qualification: Intermediate or equivalent qualification from a recognized Board. Experience: At least two Years relevant experience in a Medical Gas Plant preferably in a reputed organization/hospital.	G-06	100% by initial Appointment.
10	Boiler Attendant	Qualification: Intermediate (FSc) or equivalent qualification from recognized Board. Experience: At least 02 Years relevant experience in a Medical Gas Plant preferably in a reputed organization/hospital.	G-04	100% by initial Appointment.

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	11	Boiler Helper	Qualification: SSC (Science) or equivalent qualification from recognized Board. Experience: Candidate having relevant experience shall be given preference	G-04	100% by initial Appointment.
DEPARTMENT OF RESIDENTIAL ACCOMMODATION	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Accommodation (KTH)	Qualification: - Master or Equivalent degree (16 Years education) in Management or Social Sciences or administrative Sciences from HEC recognized university. Experience: - At least 05 Years' experience with 02 years Managerial experience in Administration including Accommodation Management. Preference will be given to the candidate having experience in Hospital Hostel/Accommodation Management.	G-17	100% by initial Appointment.
	2	Assistant Manager Accommodation (KMC)	Qualification: Masters or Equivalent (16 years of Education) in Management Science / Social Science /Administrative Science from HEC recognized institute Experience: At least 05 years post qualification administrative relevant experience in Hostel management & accommodation management in reputable public / private sector organization. Preference will be given to candidates having experience in accommodation/hostel management of hospital / medical college	G-17	100% by initial Appointment.
	3	Warden (KMC)	Qualification: M.Sc/M.A with at least 2nd Division from HEC recognized university/institution. Experience: At least 03 years post qualification relevant administrative experience in public /private sector Hospitals / Universities / Colleges hostels.	G-17	100% by initial Appointment.


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4	Assistant Warden (KTH)	<p>Qualification: Bachelor's degree from HEC recognized university/institution.</p> <p>In case of appointment of female housekeeper, candidate with Bachelor's degree in Home Economics from HEC recognized university/institution will be preferred.</p> <p>Experience: At least 5 years' experience as house keeper.</p>	G-16	By promotion on the basis of merit cum fitness and satisfactory Performance amongst the house keepers with 5 years' experience as house keeper.
5	Hostel Superintendent (KMC)	<p>Qualification: Bachelor's degree from HEC recognized university/institution.</p> <p>Experience: At least 05 years post qualification relevant experience in public /private sector Hospitals / Universities / Colleges hostels.</p>	G-11	100% by initial Appointment.
6	House keeper	<p>Qualification: Bachelor's degree from HEC recognized university/institution.</p> <p>In case of appointment of female housekeeper, candidate with Bachelor's degree in Home Economics from HEC recognized university/institution will be preferred.</p> <p>Experience: At least 01-year post qualification relevant experience in public /private sector Hospitals / Universities / Colleges hostels.</p>	G-10	100% by initial Appointment.
7	Head Bearer	<p>Qualification: Preferable literate</p> <p>Experience: By promotion on the basis of performance amongst the post of the Bearer with at least 03 years' service as Bearer.</p>	G-05	By promotion on the basis of merit cum fitness and satisfactory performance amongst the post of the Bearer with at least 03 years' service as Bearer.
8	Cook	<p>Qualification: Matriculate. Preference will be given to the candidates having at least 3 years' experience in the</p>	G-04	100% by initial Appointment.

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			relevant field.		
	9	Bearer	Qualification: Preferable literate	G-04	100% by initial Appointment.
DEPARTMENT OF LEGAL AFFAIRS AND RISK MANAGEMENT	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Legal Affairs & Risk Management	Qualification: BA LLB 1 st Division /BS law (Hons) from recognized institution, having no 3 rd Division in whole academic career from HEC recognized University/Institute. Experience: At least 07 years' experience as a practicing lawyer. Must be registered as member of Bar Association. Candidate must be well versed in Civil laws, Services laws, labor law, Health related laws, MTI laws, Procurement laws, recruitment process, Environmental laws, Information related laws, corporate laws, Constitutional law, financial rules and laws. The candidate must have good communication and computing skill. Preference shall be given to candidates having LLM. License: Candidate must have a valid license to plead in High Court.	G-18	100% by initial Appointment.
	2	Legal Assistant	Qualification: BA LLB/BS (Law) from HEC recognized university/ institution. Experience: At least one-year relevant post qualification experience.	G-14	100% by initial Appointment.
DEPARTMENT OF ENGINEERING AND MAINTENANCE	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Planning and Development	Qualification: BSc/BE in civil engineering from HEC recognized University/institution duly registered with Pakistan Engineering council (PEC). Experience: At least 08 years professional experience in planning, designing and execution of developmental projects, preferably in Health sector.	G-18	100% by initial Appointment.

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2	Manager Engineering and Maintenance (KTH)	<p>Qualification: - B.Sc. /B.E (Mechanical Engineering) from HEC recognized University/institution duly registered with Pakistan Engineering council (PEC).</p> <p>Experience: - At least 03 years relevant experience preferably in reputed organization/institutions. The candidate must be able to do all services repairs, diagnosing all system problems in Electrical, Electronics, Mechanical, HVAC and Maintenance work of the Hospital.</p>	G-17	100% by initial Appointment.
3	Assistant Manager Engineering & Maintenance (KCD)	<p>Qualification: - B.Sc. /B.E (Mechanical Engineering) from HEC recognized University/institution duly registered with Pakistan Engineering council (PEC).</p> <p>Experience: - At least 03 years relevant experience preferably in reputed organization/institutions. The candidate must be able to do all services repairs, diagnosing all system problems in Electrical, Electronics, Mechanical, HVAC and Maintenance work of the Hospital.</p>	G-17	100% by initial Appointment.
4	Civil Engineer	<p>Qualification: BS/BE (hons) Degree in Civil Engineering from HEC recognized University/institution duly registered with Pakistan Engineering council (PEC).</p> <p>Experience: At least 03 years post qualification relevant professional experience in civil engineering preferably in a reputed organization/institution.</p>	G-17	100% by initial Appointment.
5	Sub-engineer (Civil)	<p>Qualification: - a) SSC in Science from a recognized Board. b) 3 years Diploma of Associate Engineering in Civil Engineering from a recognized board of Technical Education.</p> <p>Experience: - At least 03 years post qualification relevant professional experience in civil engineering preferably in a reputed organization/institution.</p>	G-16	100% by initial Appointment.

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6	Sub-engineer (Electrical)	<p>Qualification: - a) SSC in Science from a recognized Board. b) 3 years Diploma of Associate Engineering in in electrical engineering from a recognized board of Technical Education.</p> <p>Experience: At least 03 years post qualification relevant professional experience in electrical engineering preferably in a reputed organization/institution.</p>	G-16	100% by initial Appointment.
7	Lift Technician	<p>Qualification: 3 years Diploma of Associate Engineering in Mechanical /electrical or equivalent qualification from a recognized Technical Board.</p> <p>Experience: At least 01-year experience in the relevant field preferably in a reputed organization/institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-12	25% By promotion on the basis of merit cum fitness and satisfactory performance (screening test followed by interviews) amongst the Lift Operator with 5 years' service as Lift Operator and having requisite qualification.
8	Artist	<p>Qualification: Secondary School Certificate with Diploma in Fine Arts from a recognized Government Institute.</p> <p>Experience: Preference will be given to the candidates having at least 3 years' experience in figure (full) anatomy drawing (live) modeling/ chart preparation.</p>	G-12	100% by initial Appointment
9	Assistant Foreman	<p>Qualification: 3 years Diploma of Associate Engineering in Mechanical / Electrical or equivalent qualification from a recognized board of Technical Education.</p> <p>Experience: At least 03 years post qualification relevant professional experience preferably in a reputed</p>	G-11	100% by initial Appointment.

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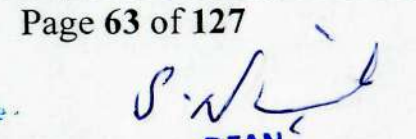
		organization/institution. Candidates will be evaluated on the basis of Practical Test.		
10	Electrician	Qualification: 03 years Diploma of Associate Engineering (DAE) Electrical from recognized Board of Technical Education. Experience: At least 02 years post DAE practical experience as electrician in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.	G-11	100% by initial Appointment
11	AC plant operators	Qualification: SSC or equivalent qualification from a recognized board with 03 years diploma in associate engineering (mechanical) from recognized board of technical education. Experience: At least 03 years practical experience in the relevant field in reputed organization /institution having HVAC facility. Candidates will be evaluated on the basis of Practical Test.	G-09	100% by initial Appointment
12	VRF operators	Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in Refrigeration's & air-conditioning (R&AC) from a recognized board of technical education. Experience: At least 03-year post certification practical experience in the relevant field in reputed organization /institution having VRF facility. Candidates will be evaluated on the basis of Practical Test.	G-09	100% by initial Appointment
13	Generator Operator	Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in electrical/mechanical from a recognized board of technical education. Experience: At least 03-years post certification practical experience as generator operator in reputed organization /institution/factory/industry having heavy duty generator	G-09	50% By promotion on the basis of merit cum fitness/performance from amongst the Electrician with at least 03-year service as electrician and having requisite

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		facility. Candidates will be evaluated on the basis of Practical Test.		qualification provided for initial appointment. (Screening test followed by Interview)
14	AC Mechanic	Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in Refrigeration's & air-conditioning (R&AC) from a recognized board of technical education. Experience: At least 02-years post certification practical experience in the relevant field in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.	G-09	100% by initial Appointment
15	Chiller Operator	Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in Refrigeration's & air-conditioning (R&AC) from a recognized board of technical education. Experience: At least 03-years post certification practical experience in the relevant field in reputed organization /institution having HVAC facility. Candidates will be evaluated on the basis of Practical Test.	G-08	50% by promotion on the basis of merit cum fitness and satisfactory performance (screening test followed by interview) amongst Boiler Attendant with 5 years' service as Boiler Attendant and having requisite qualification provided for initial appointment.
16	Instrument Mechanic	Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate in welding work from a recognized technical institute/board. Experience: At least 02 years post certification practical experience as welder in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.	G-08	100% by initial Appointment

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17	HVAC operator	<p>Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in Refrigeration's & air-conditioning (R&AC) from a recognized board of technical education.</p> <p>Experience: At least 03-years post certification practical experience in the relevant field in reputed organization /institution having HVAC facility.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-08	100% by initial Appointment.
18	Sanitary Fitters	<p>Qualification: SSC or equivalent qualification from a recognized board with Diploma in relevant field from a technical Board/institute.</p> <p>Experience: At least 03 years experience in the relevant field preferably in a reputed organization/institution.</p>	G-07	By promotion on the basis of merit cum fitness and satisfactory performance from amongst the sanitary helpers/plumbers having SSC Qualification with at least 03 years' service as plumber/sanitary helper (Screening test followed by Interview)
19	Machine Operator	<p>Qualification: SSC or equivalent qualification from a recognized board with 01-year vocational certificate in electrical/mechanical from a recognized board of technical education.</p> <p>Experience: At least 03-year post certification practical experience as machine operator in reputed organization /institution/factory/industry having laundry/CSSD facility.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-07	100% by initial Appointment
20	Mason	<p>Qualification: Literate/Skilled</p> <p>Experience: At least 3 years' experience in the relevant field. Candidates will be evaluated on the basis of Practical Test</p>	G-07	100% by initial Appointment

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21	Electrician	<p>Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board 01-year vocational certificate from a recognized technical institute/board.</p> <p>Experience: At least 02 years post certification practical experience as electrician in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-06	25% By promotion on the basis of merit cum fitness/performance from amongst the Wireman with at least 03-year service as Wireman and having requisite qualification provided for initial appointment. (Screening test followed by Interview)
22	Painter	<p>Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate in relevant field from a recognized technical institute/board.</p> <p>Experience: At least 03 years post certification practical experience as painter in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-06	100% by initial Appointment
23	Assistant Electrician	<p>Qualification: SSC or equivalent qualification from a recognized board with Diploma in Associate Engineer (Electrical/Electronics) from recognized Board.</p> <p>Experience: At least 01-year practical post qualification experience in the relevant field in reputed organization/institution</p>	G-05	100% by initial Appointment

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24	Wireman	<p>Qualification: SSC or equivalent qualification from a recognized board with vocational certificate from recognized technical institute/board.</p> <p>Experience: At least 01-year practical experience in the relevant field in reputed organization/institution.</p>	G-05	By promotion on the basis of merit cum fitness/performance from amongst the maintenance department helpers working with electrician having SSC Qualification with at least 01-year service as helper with electrician in the maintenance department. (Screening test followed by Interview) if no suitable candidate is found, then by initial appointment
25	Plumber	<p>Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate from a recognized technical institute/board.</p> <p>Experience: At least 02 years post certification practical experience as plumber in reputed organization /institution. Candidates will be evaluated on the basis of Practical Test.</p>	G-05	50% By promotion on the basis of merit cum fitness/performance from amongst the Sanitary Helper with at least 02-year service as Sanitary Helper and having requisite qualification provided for initial appointment. (Screening test followed by Interview)
26	Carpenter	<p>Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year relevant vocational certificate from a recognized technical institute/board.</p> <p>Experience: At least 02 years post certification practical experience as carpenter in reputed organization /institution/industry/factory. Candidates will be evaluated on the basis of Practical Test.</p>	G-05	100% by initial Appointment

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27	Tube well operator	<p>Qualification: SSC (at least 2nd Division) or equivalent qualification from a recognized board with 01-year vocational certificate as electrician from a recognized technical institute/board.</p> <p>Experience: At least 02 years post certification practical experience as tube well operator in reputed organization /institution.</p>	G-05	50% By promotion on the basis of merit cum fitness/performance from amongst the Helpers working in Maintenance and works department with at least 03-year service as Helpers working in Maintenance and works department and having requisite qualification provided for initial appointment. (Screening test followed by Interview)
28	Fireman	<p>Qualification: SSC Or equivalent qualification from recognized board with 01-year vocational certificate in relevant field from a recognized technical institute/board.</p> <p>Experience: At least 02 years post certification practical experience as fireman in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-05	50% by promotion on the basis of merit cum fitness and performance from amongst the boiler helpers having SSC Or equivalent qualification from recognized board with 01-year vocational certificate in relevant field from a recognized technical institute/board with least 02 years post certification practical experience helper in boiler room. (Screening test followed by Interview).

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	29	Lift operator	<p>Qualification: SSC or equivalent qualification from a recognized board.</p> <p>Experience: At least 02 years practical experience as lift operator preferably in a reputed organization /institution having lift facility.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-04	100% by initial Appointment
	30	AC Helper	<p>Qualification: SSC or equivalent qualification from recognized board.</p> <p>Experience: At least 01-year practical experience as AC helper in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-04	100% by initial Appointment
	31	Sanitary Helper	<p>Qualification: SSC or equivalent qualification from recognized board.</p> <p>Experience: At least 01-year practical experience as sanitary helper/cleaning staff/janitor in reputed organization /institution.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-04	100% by initial Appointment
DEPARTMENT OF FACILITIES MANAGEMENT	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Facilities	<p>Qualification: - Master degree in Management Sciences or equivalent qualification from HEC recognized university/ institute. preference will be given to the candidate having diploma in HealthCare Industry and Hospital Management.</p> <p>Experience: - At least 07 years relevant post qualification experience including 02 years managerial/supervisory role in a reputed public/private sector/organization.</p>	G-18	100% by initial Appointment

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2	Assistant Manager Administration	<p>Qualification: BBA / MBA / MPA (16 years of education) from HEC recognized Institute / University.</p> <p>Experience: At least 5 years post qualification experience in administration in a well reputed international & national level organization/institution.</p>	G-17	100% by initial Appointment
3	Librarian	<p>Qualification: Master Degree in Library Science from HEC recognized university/Institution.</p> <p>Experience: At least 03-years relevant experience as Librarian in a reputed public/private institution/organization.</p> <p>OR</p> <p>Qualification: Bachelor Degree in Library Science from HEC recognized university/Institution.</p> <p>Experience: At least 05-years relevant experience as Librarian in a reputed public/private institution/organization.</p>	G-17	100% by initial Appointment
4	Facilities Management Officer	<p>Qualification: Bachelor Degree (16 Years of education)/ Master's degree from HEC recognized University/institution.</p> <p>Experience: - At least 03 Years relevant experience preferably in healthcare Sector. The Candidate must have knowledge of Housekeeping, Horticulture, Pest Control and Transport services.</p>	G-16	50% By promotion on the basis of merit cum fitness/performance from amongst the Facilities Supervisor with at least 03-year service as Facilities Supervisor in Facilities department and having requisite qualification provided for initial appointment. (Screening test followed by Interview)

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5	Accident & Emergency Management Officer	<p>Qualification: Bachelor Degree (16 Years of education)/Master's degree from HEC recognized University/institution.</p> <p>Experience: - At least 03 Years relevant experience preferably in healthcare Sector/Hospital Administration/Hospital Management.</p>	G-16	100% by initial Appointment
6	Transport Officer	<p>Qualification: BS/BE Engineering - Hons (Mechanical) / Relevant qualification from PEC / HEC recognized university / institute (16 years education)</p> <p>Experience: At least 01 years post qualification relevant experience in any public / private sector organization / company</p> <p>Or</p> <p>Qualification: DAE mechanical or automobile / Relevant qualification from PEC / HEC recognized university / institute</p> <p>Experience: At least 02 years post qualification relevant experience in any public / private sector organization / company</p>	G-16	100% by initial Appointment
7	Cataloger	<p>Qualification: - Bachelor of Library and Information Science from a HEC recognized university/Institution.</p> <p>Experience: At least 03-years relevant experience in relevant field in a reputed public/private institution/organization</p>	G-16	100% by initial Appointment

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8	Facilities Supervisor	<p>Qualification: Intermediate or equivalent qualification from a recognized board.</p> <p>Experience: At least 03-years relevant experience preferable in health sector. The candidate must have knowledge of Housekeeping, Horticulture, Pest control and transport services.</p>	G-14	100% by initial Appointment
9	Assistant Librarian	<p>Qualification: - Bachelor Degree in Library Science from HEC recognized university/Institution.</p> <p>Experience: At least 01-year relevant experience as Librarian in a reputed public/private institution/organization.</p>	G-14	100% by initial Appointment
10	Pash Imam/Imam Masjid	<p>Qualification: Fazil Darse Nazami /Qari preferably Hafiz e Quran.</p> <p>Experience: At least 5 years' experience as Imam Masjid.</p>	G-14	100% by initial Appointment
11	Library Assistant	<p>Qualification: BA /BSc from HEC recognized university/Institution with Diploma in Library Sciences.</p> <p>Experience: At least 03 years' experience as Library Assistant in a public sector institution/organization. Computer know how shall be preferred.</p>	G-11	100% by initial Appointment
12	Tailor Master	<p>Qualification: SSC from recognized board with 01-year vocational certificate from recognized institute/board.</p> <p>Age Limit: 18-35 Years</p> <p>Experience: At least 01-year post certification experience as tailor.</p> <p>Candidates will be evaluated on the basis of Practical Test.</p>	G-07	100% by initial Appointment

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13	Receptionist	<p>Qualification: SSC from a recognized Board.</p> <p>Experience: At least 01-year relevant experience as receptionist in a reputed public/private institution/organization.</p> <p>Preference will be given to those who have good knowledge of MS Word/MS Excel in Computer.</p>	G-05	100% by initial Appointment
14	Ward Attendant (Female)	<p>Qualification: Literate & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant hospital experience. Candidates will be evaluated on the basis of physical fitness test.</p>	G-04	100% by initial Appointment
15	Ward Attendant (Male)	<p>Qualification: Literate & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant hospital experience. Candidates will be evaluated on the basis of physical fitness test.</p>	G-04	100% by initial Appointment
16	Office Attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment

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17	Laboratory attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
18	Library attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
19	Animal attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
20	Dental Attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment

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21	Operation Theater Attendant	<p>Qualification: Secondary School Certificate with science from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
22	Facility Attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
23	Day Care Attendant (Female)	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.</p>	G-04	100% by initial Appointment
24	Porter	<p>Qualification: Preferably Literate & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 18-35 Years</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-04	100% by initial Appointment

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35	Naib Qasid	<p>Qualification: Preferably Literate & holding valid Domicile of District Peshawar. Age Limit: 22-35 Year.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-04	100% by initial Appointment
36	Guide Man	<p>Qualification: Preferably Literate & holding valid Domicile of District Peshawar. Age Limit: 22-35 Year.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-04	100% by initial Appointment
37	Khadim For Mosque/Moazin	<p>Preferably Literate & holding valid Domicile of District Peshawar. Age Limit: 22-35 Year.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-06	100% by initial Appointment
38	Driver	<p>Qualification: SSC from recognized board and possessing valid driving license of PSV/HTV/LTV.</p> <p>Age Limit: 22-35 Year.</p> <p>Experience: At least 3 years' post license experience in the relevant field.</p>	G-04	100% by initial Appointment
39	Lecture room attendant	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar. Age Limit: 22-35 Years.</p> <p>Experience: preference will be given to the candidate</p>	G-03	100% by initial Appointment

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		having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.		
40	Museum attendant	Qualification: SSC from recognized board & holding valid Domicile of District Peshawar. Age Limit: 22-35 Years. Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.	G-03	100% by initial Appointment
41	Cold storage attendant	Qualification: SSC from recognized board & holding valid Domicile of District Peshawar. Age Limit: 22-35 Years. Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.	G-03	100% by initial Appointment
42	Mortuary cooler attendant	Qualification: SSC from recognized board & holding valid Domicile of District Peshawar. Age Limit: 22-35 Years. Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical & physical fitness test.	G-03	100% by initial Appointment
43	Gardener	Qualification: SSC from recognized board & holding valid Domicile of District Peshawar. Age Limit: 22-35 Years Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.	G-03	100% by initial Appointment

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44	Waiter	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-03	100% by initial Appointment
45	Janitor	<p>Qualification: Preferably Literate & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Years</p> <p>Experience: preference will be given to the candidate having 30 relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-03	100% by initial Appointment
46	Conductor	<p>Qualification: SSC from recognized board.</p> <p>Age Limit: 22-35 Years</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-03	100% by initial Appointment
47	Cleaner	<p>Qualification: SSC from recognized board & holding valid Domicile of District Peshawar.</p> <p>Age Limit: 22-35 Year.</p> <p>Experience: preference will be given to the candidate having relevant experience. Candidates will be evaluated on the basis of practical test.</p>	G-03	100% by initial Appointment
48	Laundry Serviceman	<p>Qualification: Preferably Literate</p> <p>Experience: At least 02 years of experience as Dhobi in any reputable operator/organization.</p>	G-03	100% by initial Appointment

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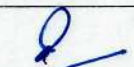
**DEPARTMENT OF
HOSPITAL SAFETY AND
SECURITY**


S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
1	Manager Security KTH	Qualification: -A retired Officer at the minimum rank of Major or equivalent from armed forces OR Retired Police Officer at the minimum Rank of DSP. Experience: The Candidate must have the knowledge of managing security and to evaluate potential risk in the hospital and take precautionary measure on timely basis, develop and implement policies, Procedure, and SOPs to ensure realization of overall security Management plan in the institution.	G-17	100% by initial Appointment
2	Security Officer KMC	Qualification: A retired officer of Pakistan Armed Forces equivalent to the rank of Captain or above in the Army. Experience: The Candidate must have the knowledge of managing security and to evaluate potential risk in the hospital and take precautionary measure on timely basis, develop and implement policies, Procedure, and SOPs to ensure realization of overall security Management plan in the institution.	G-17	100% by initial Appointment
3	Security Supervisor	Qualification: Bachelor or equivalent qualification from a HEC recognized University having domicile of Khyber Pakhtunkhwa Retired Personnel from Armed forces/Paramilitary forces not below the rank of Lance Naik or equivalent rank. Experience: At least 5 years' relevant experience in a reputed organization.	G-14	100% by initial Appointment
4	Security Guard	Qualification: Retired Personnel from Armed forces/Paramilitary Age Limit: maximum 45 Years Experience: - At least 05 years' service in forces.	G-04	100% by initial Appointment


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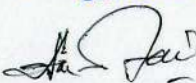

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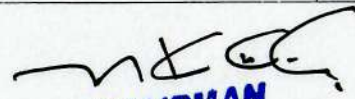

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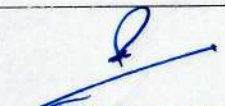

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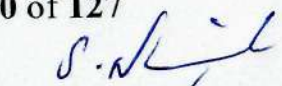
DEPARTMENT OF LAUNDRY SERVICES	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Laundry	Qualification: Bachelor or equivalent from HEC recognized University. Experience: At least 05 years' relevant experience as supervisor/ assistant manager/ manager at tertiary care hospital in managing laundry operations.	G-17	100% by initial Appointment
	2	Laundry Supervisor	Qualification: Intermediate from recognized board. Experience: At least 03 years' relevant experience as supervisor at tertiary care hospital in managing laundry operations.	G-14	100% by initial Appointment
	3	Laundry Operator	Qualification: Intermediate from recognized board with 01 year vocational certificate in relevant field from a recognized technical institute/board. Experience: At least 01 years' relevant experience as operator at tertiary care hospital in managing laundry operations.	G-04	100% by initial Appointment
DEPARTMENT OF MEDICAL RECORDS	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
	1	Manager Medical Record	Qualification & Experience: Master degree from HEC recognized University. A minimum of 03 years' experience in medical record keeping in a tertiary care hospital. The candidate should be well versed with computer, medical record keeping software and with medical terminologies.	G-17	100% by initial Appointment


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SECRETARIAT OF THE BOARD OF GOVERNORS MTI KTH/KMC/KCD (Schedule V-b)


S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
1	Secretary to the BoG MTI KTH/KMC/KCD	<p>Qualification: Master Degree of Business Administration (18 years) from HEC recognized institute/University.</p> <p>Experience: At least 06 years' post qualification relevant experience.</p> <p>Candidate with work experience in PMC recognized Medical Teaching Institute/Healthcare Sector will be given preference.</p> <p>Must have excellent written and spoken communication skills in English. Must be computer literate with command over MS office tools and familiar with hospital terminologies. Must be objective based and good at evaluating performance across various tasks committees.</p>	G-17	100% by initial Appointment


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DIRECTORATE OF CLINICAL (NON-TEACHING) EMPLOYEES (Schedule V-c)

S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
1	Intensivist	<p>Qualification: - MBBS or Equivalent Medical Qualification recognized by PM&DC. Candidate should have completed FCPS /MRCP/FRCP or equivalent qualification in intensive care.</p> <p>OR</p> <p>FCPS /MRCP/FRCP or equivalent qualification in Medicine or Pulmonology</p> <p>Experience: - At least 03 years' experience in Intensive care unit</p> <p>OR</p> <p>FCPS /MRCP/FRCP or equivalent qualification in Anesthesia</p> <p>Experience: - At least 03 years' experience in Intensive care unit</p>	G-19	100% by initial Appointment
2	Experiential Registrar	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC with FCPS/MRCP or Diploma American Board (MD) or fellowship from PMC recognized institute in the relevant discipline/speciality.</p> <p>Experience: 1. Experience in relevant specialty in a tertiary care Hospital after postgraduate qualification will be preferred. 2. Preference will be given to those candidates who passed their fellowship examination during last three years will be preferred.</p> <p>Note: The Experiential Registrar position provides two years of clinical experience, which will be awarded at the end of successful completion of two years tenure.</p>	G-18	100% by initial Appointment

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	3	Anesthetist	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC with fellowship in FCPS/MCPS/Diploma American Board or DA from PMC recognized institute in the relevant discipline/specialty.</p> <p>Experience: Experience in relevant specialty in a tertiary care Hospital after postgraduate qualification will be preferred.</p>	G-18	100% by initial Appointment
	4	Senior Medical Officer	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC.</p> <p>Experience: By promotion from amongst the Institutional Medical Officer's on the basis of merit cum fitness/Performance with 5 years' service as institutional Medical Officer</p>	G-18	By promotion from amongst the Institutional Medical Officer's on the basis of merit cum fitness/satisfactory Performance with 5 years' service as institutional Medical Officer.

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	5	Hematologist	<p>Qualification & Experience:</p> <ul style="list-style-type: none"> a. MBBS or Equivalent Medical Qualification recognized by PMC; and b. FCPS or equivalent postgraduate qualification (Level-III) in the relevant subject recognized by PMC; or c. A postgraduate qualification (level-II b) recognized by PMC with 03 years' experience in the relevant field. <p>Note: Qualification at "c" above shall be considered only if candidates with qualification at "b" above are not available.</p>	G-18	100% by initial Appointment
	6	Clinical Pathologist	<p>Qualification & Experience:</p> <ul style="list-style-type: none"> a. MBBS or Equivalent Medical Qualification recognized by PMC; and b. FCPS or equivalent postgraduate qualification (Level-III) in the relevant subject recognized by PMC; or c. A postgraduate qualification (level-II b) recognized by PMC with 03 years' experience in the relevant field. <p>Note: Qualification at "c" above shall be considered only if candidates with qualification at "b" above are not available.</p>	G-18	100% by initial Appointment

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7	Chemical Pathologist	<p>Qualification & Experience:</p> <ul style="list-style-type: none"> a. MBBS or Equivalent Medical Qualification recognized by PMC; and b. FCPS or equivalent postgraduate qualification (Level-III) in the relevant subject recognized by PMC; or c. A postgraduate qualification (level-II b) recognized by PMC with 03 years' experience in the relevant field. <p>Note: Qualification at "c" above shall be considered only if candidates with qualification at "b" above are not available.</p>	G-18	100% by initial Appointment
8	Histo-pathologist	<p>Qualification & Experience:</p> <ul style="list-style-type: none"> a. MBBS or Equivalent Medical Qualification recognized by PMC; and b. FCPS or equivalent postgraduate qualification (Level-III) in the relevant subject recognized by PMC; or c. A postgraduate qualification (level-II b) recognized by PMC with 03 years' experience in the relevant field. <p>Note: Qualification at "c" above shall be considered only if candidates with qualification at "b" above are not available.</p>	G-18	100% by initial Appointment

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9	Senior Clinical Technologist (Pathology)	<p>Qualification: BS (Hons) in pathology/Master Degree in pathology from HEC recognized university/institution.</p> <p>Experience: By promotion amongst the Clinical technologist's pathology on the basis of merit cum fitness/Performance with minimum 5 years' service as clinical technologist pathology.</p>	G-18	By promotion amongst the Clinical technologist's pathology on the basis of merit cum fitness/Satisfactory Performance with minimum 5 years' service as clinical technologist pathology and having requisite qualification
10	Senior Clinical Technologist (Surgical)	<p>Qualification: BS (Hons in Surgical technology)/Master Degree in Surgical technology from HEC recognized university/institution.</p> <p>Experience: By promotion amongst the Clinical technologist's Surgery on the basis of merit cum fitness/Performance with minimum 5 years' service as clinical technologist Surgery.</p>	G-18	By promotion amongst the Clinical technologist's Surgery on the basis of merit cum fitness/Performance with minimum 5 years' service as clinical technologist Surgery and having requisite qualification.
11	Senior Clinical Technologist (Dental)	<p>Qualification: BS (Hons in Dental technology)/Master Degree in Dental technology from HEC recognized university/institution.</p> <p>Experience: By promotion amongst the Clinical technologist's Dental on the basis of merit cum fitness/Performance with minimum 5 years' service as clinical technologist Dental.</p>	G-18	By promotion amongst the Clinical technologist's Dental on the basis of merit cum fitness/Performance with minimum 5 years' service as clinical technologist Dental and having requisite qualification.

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12	Molecular Biologist	<p>Qualification: MS/M.Phil Molecular Biology/ B.S (4 years) Biotechnology/Microbiology /Biochemistry with special course work in Molecular Biology, registered/recognized by HEC.</p> <p>Note:- Preference will be given to those candidates who have qualification in Human Genetics/DNA sequencing with PCR in recognized Forensic Institution</p>	G-18	100% by initial Appointment
13	Trainee Registrar	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC recognized Medical College/ University with Post Graduate fellowship training completed in the relevant specialty.</p> <p>Experience: 1. Experience in the relevant specialty in a tertiary care hospital after completion of post graduate training will be preferred. 2. The Candidates who have completed their fellowship training in relevant specialty during last three years will be preferred.</p>	G-17	100% by initial Appointment
14	Assistant Anesthetist	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC.</p> <p>Experience: At least 01-year practical experience in the field of anesthesia in a reputed public/private sector hospital/institution.</p>	G-17	100% by initial Appointment

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15	Institutional Medical Officer/Medical officer	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC with Post Graduate fellowship training completed in the relevant specialty.</p> <p>Experience: Experience in the relevant specialty in a tertiary care hospital after completion of post graduate training will be preferred.</p>	G-17	100% by initial Appointment
16	Accident and Emergency Medical Officer (EDMO)	<p>Qualification: MBBS or Equivalent Medical Qualification recognized by PMC with Post Graduate fellowship training completed in in Medical & Allied, Surgery & Allied and Pediatrics.</p> <p>Experience: Experience in the Accident & emergency department in a reputed public/private hospital will be an added advantage.</p>	G-17	100% by initial Appointment
17	Sociologist	<p>Qualification: a) MBBS recognized by PM&DC/PMC b) Having postgraduate qualification/ postgraduate training in Community Medicine/Public Health.</p> <p>Experience: Experience in the relevant specialty in a reputed public/private hospital will be an added advantage.</p>	G-17	100% by initial Appointment

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18	Dental Surgeon	<p>Qualification:BDS or equivalent qualification Equivalent Medical Qualification recognized by PMC with Post Graduate fellowship training completed in oral & Maxillofacial surgery.</p> <p>Experience: Experience in the relevant specialty in a reputed public/private hospital will be an added advantage.</p>	G-17	100% by initial Appointment
19	Manager Paramedics	<p>Qualification: BS (Hons) in any Paramedical Discipline / Technology along with MPH from any recognized University.</p> <p>Experience: At least 05 Years' experience in administrative / Teaching Position.</p> <p>OR</p> <p>Qualification: MS in any Paramedical discipline / Technology from any recognized university.</p> <p>Experience: At least 05 Years' administrative experience.</p>	G-17	100% by initial Appointment
20	Manager Institutional Based Practice	<p>Qualification: - MBBS or master Degree in Management or Healthcare or public health (16 years education) from HEC/PMC recognized University.</p> <p>Experience: - At least 05 years post qualification administrative experience in relevant field. Candidate with knowledge of health care hospital related key performance indicators would be preferred. Candidate with knowledge of ISO certification. Joint commission's standards and or equality improvement process will be an advantage. The candidate must be computer literate.</p>	G-17	100% by initial Appointment

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21	Manager Out Patient Department	<p>Qualification: - MBBS with MPH/Hospital Management/ Degree from HEC/PMC recognized university.</p> <p>Experience: - At least 05 years' administrative experience in a Health Care institution. Candidate with knowledge of Health Care and hospital related key performance indicators will be preferred. Candidate with knowledge of ISO certification, joint commission standard and or quality improvement process will be an advantage. The candidate must be computer literate.</p>	G-17	100% by initial Appointment
22	Manager Operation Theatres	<p>Qualification: MBBS or Bachelor Degree (Hons) in Nursing or BS in surgical Technology.</p> <p>Experience: At least 05 years' practical experience at supervisory level of managing the operation theatre of tertiary care hospital.</p>	G-17	100% by initial Appointment
23	Manager A & E	<p>Qualification: Candidates having MBA with Master in Hospital Administration (MHA), Master in Health Care Management (MHM)</p> <p>OR MBBS with Administrative and Management courses or equivalent degree from a recognized university. -</p> <p>Experience: At least of 05 years' relevant experience in reputed health care institution is required. - Preference will be given to the candidates with 20sound decision making skills, planning & analytical skills and must be acquainted with developing and managing standardized Accident & Emergency Services in a Health Care Institutions.</p> <p>The candidate must be computer literate.</p>	G-17	100% by initial Appointment

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24	Nutritionist	<p>Qualification: M.Sc in Human Nutrition / B.Sc (Hons) in Human Nutrition or equivalent qualification from HEC recognized university/Institution.</p> <p>Experience: Candidates having post qualification experience in the relevant field will be given preference.</p>	G-17	100% by initial Appointment
25	Bio-Technologist	<p>Qualification: B.S (4 years)/ M.Sc/M. Phil Biotechnology/ Microbiology at least in 2nd Division from a HEC recognized university/ Institute.</p> <p>Preference will be given to the candidates having M. Phil degree.</p> <p>Experience: Candidates having post qualification experience in the relevant field will be given preference.</p>	G-17	100% by initial Appointment
26	Bacteriologist	<p>Qualification: M.Sc /B.S (4 years) at least in 2nd division in Microbiology (16 years of education) from HEC recognized university/ Institute.</p> <p>Preference will be given to the candidates having M. Phil degree.</p> <p>Experience: Candidates having post qualification experience in the relevant field will be given preference.</p>	G-17	100% by initial Appointment
27	Forensic Serologist	<p>Qualification: MS / Mphil in Molecular Biology, Biochemistry, Microbiology or Molecular Genetics from a recognized university / institute</p> <p>Experience: 4year post-qualification experience including min of 02 years working exp in recognized Forensic</p>	G-17	100% by initial Appointment

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		Serology / DNA Lab performing Serological examination of body fluids & nuclear DNA		
28	Biochemist	<p>Initial Recruitment</p> <p>Qualification M.Sc/B.S (4 years) (Bio-chemistry) at least 2nd division from a recognized university.</p> <p>Experience At least 03 years' post qualification experience in the relevant field.</p>	G-17	100% by initial Appointment
29	Micro-Biologist	<p>Qualification: M.Sc in Microbiology (at least 2nd Division) or equivalent qualification from a HEC recognized university/ Institute. Candidates shall be well-versed with MS office.</p> <p>Experience: Candidates having post qualification experience in the relevant field will be given preference.</p>	G-17	100% by initial Appointment
30	Pharmaceutical chemist	<p>Qualification: D. Pharmacy/ M. Phil (Pharmacology)/Pharmaceutical chemistry Research background in Relevant field.</p>	G-17	By promotion, on the basis of merit cum fitness and Satisfactory performance from amongst the holders of posts of Pharmacist with at least five years' service as Pharmacist.
31	Chemist	<p>Qualification: Pharm-D, from HEC recognized University and registered with Pharmacy Council of Pakistan</p> <p>Experience: Atleast two years relevant experience or residency or on job hospital in a reputed public/private hospital.</p>	G-17	100% by initial Appointment

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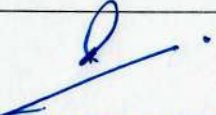
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32	Clinical Technologist (Radiology, Mammography, Pathology, Surgical, Anesthesia, Cardiology, Pulmonology, Dental, Health, Dialysis, Gastroenterology, Ophthalmology, Otorhinology, Toxicology, PHC Technologist (Multipurpose), PHC Technologist (MCH), Pharmacy etc)	<p>Qualification: BS(Hons)/Master Degree or equivalent qualification from HEC recognized university/institution in the relevant technology;</p> <p>Experience: At least 03 years post qualification Clinical experience in the relevant specialty in a reputed public/private Hospital/ organization/Medical Institution.</p> <p>33% By promotion, on the basis of merit cum fitness/ Performance from amongst the Chief Clinical Technicians with five years' service as Senior Clinical technician in relevant technology.</p>	G-17	33% By promotion, on the basis of merit cum fitness and satisfactory Performance from amongst the Chief Clinical Technicians with five years' service as Chief Clinical technician in relevant technology.
33	Clinical Psychologist	<p>Qualification: BS (Hons) in psychology/ Master Degree in Psychology from HEC recognized University with special orientation in Clinical Psycho-analysis.</p> <p>Experience: Candidates having Practical experience in psycho-therapy in a reputed public/private hospital/ institution/organization will be preferred.</p>	G-17	100% by initial Appointment
34	Cytologist	<p>Qualification: B.S (Hons) in Medical Lab Technology from HEC recognized University/ institute with diploma in Cytology from recognized Medical Faculty/ Board.</p> <p>Experience: At least 02 years post qualification experience as Cytologist in a reputed public/private hospital/ institution/organization is required.</p>	G-17	100% by initial Appointment

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35	Assistant Physiotherapist	<p>Qualification: Doctor of Physiotherapy or equivalent qualification from HEC recognized university/Institute.</p> <p>Experience: Candidates having Practical experience in physiotherapy department in a reputed public/private hospital/instruction will be preferred</p>	G-16	100% by initial Appointment
36	Statistician	<p>Qualification: First Class Master/ BS (4 years) Degree in Statistics or Economics (16 years of education) from a recognized university/institute. Preference will be given to person who has one-year Diploma in Statistical Software/ Analysis (SPSS/STATA)</p>	G-16	100% by initial Appointment
37	Speech Therapist	<p>Qualification: B.Sc (Hons) in Speech/Language pathology from HEC recognized university/institution.</p> <p>Experience: At least 02 years relevant post qualification teaching experience in Special Education Institution.</p> <p>OR</p> <p>Qualification: Graduation or equivalent qualification from a HEC recognized university with a diploma in speech therapy;</p> <p>Experience: At least 03 years relevant post qualification teaching experience in Special Education Institution.</p>	G-16	100% by initial Appointment
38	Respiratory Therapist	<p>Qualification: BS (Hons) Degree in Respiratory Therapy or Intensive Care Technology (ICU) from HEC recognized university/ Institute.</p> <p>Experience: Candidates having post qualification experience in the relevant field in reputed Public/private hospitals will be preferred.</p>	G-16	100% by initial Appointment

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39	Audiometrician	Qualification: BS (Hons) Audiology from a HEC recognized University/Institute. Experience: At least 01-year post qualification experience as Audiometrician in a reputed public/private Medical Institution/organization.	G-16	100% by initial Appointment
40	Optometrist	Qualification: B.S (Hons) in optometry or equivalent qualification from a HEC recognized university/ institute. Experience: Candidates having Practical experience in relevant field in a reputed public/private hospital/ institution/organization will be preferred.	G-16	100% by initial Appointment
41	Orthoptist	Qualification: B.S (Hons) in orthoptics or equivalent qualification from a HEC recognized university/ institute. Experience: Candidates having Practical experience in relevant field in a reputed public/private hospital/ institution/organization will be preferred	G-16	100% by initial Appointment
42	Chief Clinical Technician (Radiology, Pathology, Surgical, Anesthesia, Cardiology, Pulmonology, Dental, Health, Dialysis, Physiotherapy, Gastroenterology, Ophthalmology, Otorhinology, Toxicology, PHC Technician (Multipurpose), PHC Technician (MCH), etc)	Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty. Experience: At least 05 years' experience in the relevant field as Senior Clinical technician.	G-16	By promotion, on the basis of merit cum fitness and satisfactory Performance from amongst the Senior Clinical Technicians with five years' service as Senior Clinical technician in relevant technology.
43	Senior Clinical Technician (Radiology, Pathology, Surgical, Anesthesia, Cardiology, Pulmonology, Dental, Health, Dialysis, Physiotherapy, Gastroenterology, Otorhinology, PHC Technician	Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized	G-14	By promotion, on the basis of merit cum fitness and satisfactory Performance from

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		(Multipurpose), PHC Technician (MCH), etc	paramedical faculty. Experience: At least 5 years' experience in the relevant field as Clinical technician.		amongst the Clinical Technicians with five years' service as Clinical technician in relevant technology.
	44	Clinical Technician (Radiology, Mammography, Pathology, Surgical, Anesthesia, Cardiology, Pulmonology, Dental, Health, Dialysis, Physiotherapy, Gastroenterology, Ophthalmology, Otorhinology, Molecular, Mortuary, Toxicology, PHC Technician (Multipurpose), PHC Technician (MCH) etc)/Prosthodontic Lab Technician/Ceramist	Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with two years Diploma in the relevant Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty. Experience: Preference will be given to the candidates having at least 3 years' experience in the relevant field. For Prosthodontic Lab Technician: 3 years post-qualification experience in removable cast partial, denture, wax up and casting For Ceramist: 3 years experience in crown and bridge ceramic work	G-12	100% by initial Appointment
	45	Phlebotomist	Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with Diploma in the Pathology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty. Experience: At least 01-year post qualification Practical experience in a reputed public/private hospital hospital/laboratory.	G-12	100% by initial Appointment
	46	Sterilization Assistant	Qualification: At least Second Division Intermediate Certificate with Science from a recognized Board with Diploma in Surgical Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty. Experience: At least 02 years' experience in central sterilization services department as Autoclave Operator of reputed private/public organization/institute.	G-12	100% by initial Appointment

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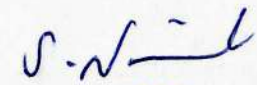
47	Auto Clave Operator	<p>Qualification: At least Second Division Intermediate Certificate with Science from a recognized Board with Diploma in Surgical Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: At least 01 years' experience in central sterilization services department as Autoclave Operator of reputed private/public organization/institute.</p>	G-12	100% by initial Appointment
48	Endoscopy Technician	<p>Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with Diploma in Gastroenterology Technology from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: Preference will be given to the candidates having at least 3 years' experience in the relevant field.</p>	G-12	100% by initial Appointment
49	Dental Surgery Assistant (DSA)	<p>Qualification: At least Second Division Secondary School Certificate with Science from a recognized Board with Diploma in Dental Surgery Assistance from Khyber Pakhtunkhwa Medical Faculty or any other recognized paramedical faculty.</p> <p>Experience: Preference will be given to the candidates having relevant experience in the relevant field.</p>	G-08	100% by initial Appointment


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DIRECTORATE OF NURSING (Schedule V-d)

	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
<p align="center">NURSING DIRECTORATE</p>	<p align="center">1</p>	<p align="center">Deputy Nursing Director</p>	<p>Qualification: Registered Nurse with the Pakistan Nursing Council with current license to practice. Essential BSN graduate (04 years BScN Generic or 02 years post RN degree)- Ideally masters in Nursing (MSN) degree from an accredited Nursing educational institute (approved by Pakistan nursing council).</p> <p>Experience: For initial appointment: 20 % on initial induction with at least 10 years post registration experience, including 05 years' experience as Team Leader/Head Nurse or Nursing Supervisor or teaching experience in a recognized reputed public/private Hospital/teaching institute.</p> <p>Experience: For Promotion: 80% by promotion on merit cum fitness/ performance from amongst the intuitional head nurses with 05 years' service in BPS-17 as head Nurse. If no suitable institutional candidate is available within the institute, the post will be advertised on open merit for initial appointment.</p>	<p align="center">G-18</p>	<p>80% by promotion on merit cum fitness and satisfactory performance from amongst the intuitional head nurses with 05 years' service in BPS-17 as head Nurse. If no suitable institutional candidate is available within the institute, the post will be advertised on open merit for initial appointment.</p>

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	2	Manager Nursing	<p>Qualification: Must be registered "Grade A Nurse" with the Pakistan Nursing Council with current license to practice.</p> <p>a. Three years General Nursing Diploma and one year Midwifery/Specialty Diploma from an approved School of Nursing and Midwifery in Pakistan, with Two Years Post RN Nursing Degree from an accredited Nursing Educational Institution.</p> <p>b. Baccalaureate Degree in Generic Nursing (BScN Generic) GPA 2.5 (minimum) from an accredited Nursing Educational Institution (approved by Pakistan Nursing Council).</p> <p>Experience: Minimum 10 years post registration experience, including 03 years' experience as Team Leader/Head Nurse or Nursing Supervisor. Required to be computer literate and proficient in English. Able to read, understand and conduct research.</p>	G-17	100% by initial Appointment
	3	Head Nurse	<p>Qualification: Registered Nurse (Midwifery for female & post Registration specialty diploma for male candidates OR</p> <p>Baccalaureate Degree in Generic Nursing (B.Sc. Generic) with C.GPA 2.5 from an accredited Nursing Educational Institute (approved by the Pakistan Nursing Council) Essential BSN graduate</p> <p>-preference will be given to masters (MSN) Prepared.</p> <p>Experience: - At least 08 years post registration experience including 03 years' experience as AHN/Supervisor/ Acting Supervisor in any recognized teaching institute/ Hospital. Teaching and management ability/experience are desirable.</p> <p>Required to be computer & English literate.</p>	G-17	75% by promotion on the basis of merit cum fitness and satisfactory Performance Based from amongst charge/male nurse with at least 5 years' service as Charge/ male Nurse.

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4	Bed Management Officer/Bed Manager	<p>Qualification: BS(Hons) degree (16 Years) education from HEC recognized University/ Institute. Additional health professional certification / diploma would be an advantage.</p> <p>Experience: The applicants must have relevant administrative experience of 02 years in a reputed health care institution.</p> <p>Bed Management officer to oversee all scheduling, daily admission and bed management within the hospital. The aim is to balance the access demands of the emergency department and those of urgent /non-urgent electro work with available beds.</p>	G-16	100% by initial Appointment
5	Charge Nurse	<p>Qualification for Female Candidates:</p> <ul style="list-style-type: none"> • Must be registered as "Grade A Nurse" with the Pakistan Nursing Council with current license to practice. <p>Three years General Nursing Diploma course and one-year Midwifery Diploma Course from an approved school of nursing and Midwifery in Pakistan (Grade A).</p> <p>Experience: At least 01-year post qualification experience in a reputable private/public sector hospital. Candidate must be computer & English literate.</p> <p>Qualification for Male Candidates:</p> <ul style="list-style-type: none"> • Must be registered as "Grade A Nurse" with the Pakistan Nursing Council with current license to practice. <p>Three years General Nursing Diploma course and one-year post registration diploma/specialty.</p> <p>Experience: At least 01-year post qualification experience in a reputable private/public sector hospital. Candidate</p>	G-16	100% by initial Appointment

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		<p>must be computer & English literate.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Bachelor Degree in Generic Nursing (BScN) with GPA 2.5 (Minimum) from an accredited Nursing Educational Institute (approved by Pakistan Nursing Council). <p>Experience:</p> <p>At least 01-year post qualification experience in a reputable private/public sector hospital. Candidate must be computer & English literate.</p>		
6	Trainee Nurse	<p>Qualification: For Female Candidates:</p> <ul style="list-style-type: none"> • Must be registered "Grade A Nurse" with the Pakistan Nursing Council with current license to practice. Three years General Nursing Diploma course and one year Midwifery Diploma Course from an approved school of nursing and Midwifery in Pakistan (Grade A). <p>Qualification for Male Candidates:</p> <ul style="list-style-type: none"> • Must be registered as "Grade A Nurse" with the Pakistan Nursing Council with current license to practice. <p style="text-align: center;">• OR</p> <ul style="list-style-type: none"> • Bachelor Degree in Generic Nursing (BScN) with GPA 2.5 (Minimum) from an accredited Nursing Educational Institute (approved by Pakistan Nursing Council). 	G-14	100% by initial Appointment

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DIRECTORATE OF FINANCE (Schedule V-e)

	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
FINANCE DIRECTORATE	1	Assistant Director Finance & Planning	<p>Qualification: CA (Finalist)/ ACCA (Finalist)/ CMA (Finalist).</p> <p>Experience: - At least 05 years of relevant experience in Finance / Accounts/ Auditing in a reputed organization.</p> <p>OR</p> <p>Qualification: MBA (Finance)/ M. com / equivalent degree in finance & Accounting from HEC recognized University/ Institute.</p> <p>Experience: - At least 07 years of relevant experience in Finance / Accounts/ Auditing in a reputed organization. Preference will be given to the Candidate having experience in ERP implementation and strong knowledge of KPPRA/ GFR and other Government/ Corporate Rules, development and implementation of policies and procedure manuals.</p>	G-18	100% by initial Appointment
	2	Senior Audit Officer	<p>Qualification: CA (Finalist) ACCA/ ACMA additional qualification of CIA will be an Advantage.</p> <p>Experience: - At least 5 years of relevant experience in finance / Accounts/ Auditing in a reputed organization.</p>	G-17	100% by initial Appointment
	3	Senior Finance Officer	<p>Qualification: MBA Finance /M.com (16 years of education) from HEC recognized university/ Institute</p> <p>Experience: At least 05 years of post-qualification relevant experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute</p>	G-17	100% by initial Appointment

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		OR		
		Qualification: ACCA (qualified) or CA (Finalist) Experience: At least 03 years of relevant experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute.		
4	Finance Officer	Qualification: MBA Finance /M.com (16 years of education) from HEC recognized university/ Institute. Experience: - At least 04 years of relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute OR Qualification: ACCA (Finalist)/ CA (Inter) Experience: At least 02 years of relevant experience in Finance and Accounts in reputable private/public sector organization/institute.	G-16	50% By Promotion on the basis of merit cum fitness and Satisfactory performance from amongst the holders of the post of Finance Assistant with at least 05 years' service as Finance Assistant and having requisite qualification provided for initial appointment.
7	Finance Assistant	Qualification: MBA Finance/M.com (16 years of education) from HEC recognized University/Institute. Experience: - At least 01 Year relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute. OR Experience: ACCA (Finalist)/CA(Inter). Experience: - At least 01 Year relevant post qualification experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute.	G-14	100% by initial Appointment

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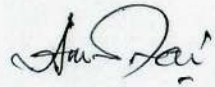
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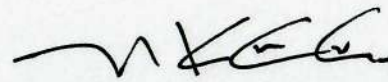
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5	Accountant	<p>Qualification: MBA Finance/M.com (16 years of education) from HEC recognized University/Institute.</p> <p>Experience: At least 03 years of experience in Finance / Accounts/ Auditing in reputable private/public sector organization/institute.</p>	G-11	100% by initial Appointment
6	Revenue Assistant (Almoner)	<p>Qualification: - B. Com/BBA (Finance & Accounts) or equivalent qualification from a recognized university with 6-month Certificate in computer course (M.S Words, M.S Excel, Power Point etc).</p> <p>Experience: - At least 02 years of relevant experience in Finance and Accounts in reputable private/public sector organization/institute.</p>	G-14	100% by initial Appointment
8	Cashier	<p>Qualification BBA (Hons)/B. Com/B. A degree from HEC recognized University/Institute.</p> <p>Experience: - At least 02 Years' experience as cashier in a reputed hospital operation. The Candidate must be able to handle cash and having strong computing skills.</p>	G-12	100% by initial Appointment



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DIRECTORATE OF TEACHING FACULTY (Schedule V-f)

	S No.	Designation	Minimum Qualification and experience for appointment by initial recruitment	Grade	Method of Recruitment
DIRECTORATE OF TEACHING FACULTY	1	Vice Dean	The Board from amongst the chairpersons shall appoint a vice Dean to perform the functions of Dean in the absence of Dean.	G-20	-----
	2	Associate Dean	The Dean will select Associate Dean for approval by the Board, provided that the dean may not simultaneously hold the position of dean & Associate Dean.	G-20	-----
	3	Department Chairperson	As per the policy board MTIs regulations duly adopted by the BoG MTI KTH/KMC/KCD.	G-20	-----
		Chairperson Accident and Emergency	<p>Qualification: - MBBS or Equivalent Medical Qualification recognized by PMC. Fellowship in Emergency Medicine, preferably FCPS in Emergency Medicine or equivalent as per PMC level III equivalent qualification like FRCEM (Fellow of Royal College of Emergency Medicine), FACEM (Fellow of Australian College of Emergency Medicine) or DABEM (Diploma American Board of Emergency Medicine) OR level III qualification or equivalent qualification in primary clinical specialty like, Medicine, Surgery, and Anesthesia OR level II B qualification in EM (Emergency Medicine) like MRCEM (Membership in Royal College of Emergency Medicine) can also apply for the post.</p> <p>Experience: - Candidate having Fellowship in Emergency Medicine shall have 02 years of experience in A&E department of reputable Hospital after post-graduation. OR Candidate having primary specialty qualification shall have 03 years of experience in A&E department of a reputable hospital after post-graduation. The candidates having ACLS and ATLS will be given preference. The job is</p>	G-20	100% by initial Appointment

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			not limited to Administrative Duties but the selected candidates will also be involved in clinical side and patient care.	
4	Professor (Clinical)		<p>Initial Recruitment</p> <p>Must meet all criteria for Associate professor (above).</p> <p>a. Eight years' experience as Associate Professor in a reputable institution.</p> <p>b. EXCEPT in the case of outstanding merit (Scores 70% or more) when appointment may occur after a minimum of 4 years as associate professor and the candidate must have:</p> <p>i) At least 8 first or corresponding author papers as associate professor IN ADDITION TO whatever paper requirement existed for the previous post.</p> <p>ii) Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great clinician" – specific instances must be documented).</p> <p>iii) Evidence of National/International reputation – invited lectures, visiting professorships etc</p> <p>c. Significant institutional influence, regional, and national recognition is most consistent with appointment or promotion to the rank of Professor.</p>	<p>G-20</p> <p>Initial Appointment and Promotion will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.</p>

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Promotion:

Certified supervisor of CPSP

e. Eight years' experience in the post as faculty after FCPS/CCST as Assistant Professor. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years' experience in the post is essential for selection to a higher post,


F - EXCEPT IN THE CASE OF ACCELERATED PROMOTION FOR OUTSTANDING MERIT (Scores 70% or more) when appointment may occur after a minimum of 4 years as assistant professor or associate professor for promotion to associate or full professor respectively, and the candidate must meet all requirements for regular promotion and also have:

i) At least 8 first or corresponding author papers in the post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.

ii) Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great clinician" – specific instances must be documented).


iii) Recognition as an excellent teacher, properly documented.

iv) CME activities (At least 15 conferences/workshops during the current post).


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		<p>v) Member of an academic or administrative committee of an institution.</p> <p>REQUIRED QUALIFICATIONS FOR PROMOTIONS TO ASSOCIATE & FULL PROFESSOR (CLINICAL SCIENCES):</p> <p>a. At least 6 first/corresponding author publications in a PMC recognized journal in present post, for Regular track in current port, or</p> <p>b. Three first/corresponding author publications which may be research, review or editorials in a PMC recognized journal in current post for Clinical track.</p> <p>c. CPSP/HEC approved supervisor</p>	
5	Professor (Basic Sciences)	<p>Initial Recruitment</p> <p>Must meet all criteria for Associate professor, basic sciences (above).</p> <p>a. Certified supervisor of PhD students (must have at least 3 Ph.D students who have either been granted Ph.Ds or be in the process of completing their PhD degrees)</p> <p>b. Eight years' experience as Associate Professor in a reputable institution.</p> <p>c. EXCEPT in the case of outstanding merit (Scores 70% or more) when appointment may occur after a minimum of 4 years as associate professor and the candidate must have:</p> <p>i) At least 8 first or corresponding author papers as</p>	<p>G-20</p> <p>Initial Appointment and Promotion will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.</p>

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associate professor IN ADDITION TO whatever paper requirement existed for the previous post.

ii) Evidence of outstanding educational performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great teacher" – specific instances must be documented), including supervision of more than 3 Ph.D students


iii) Evidence of National/International reputation – invited lectures, visiting professorships etc

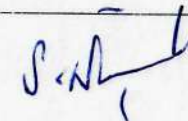
Significant institutional influence, regional, and national recognition is most consistent with appointment or promotion to the rank of Professor

Promotion


b. Eight years' experience in the post as faculty after Ph.D or FCPS as Associate Professor. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years' experience in the post is essential for selection to a higher post,


c. EXCEPT IN THE CASE OF ACCELERATED PROMOTION FOR OUTSTANDING MERIT (Scores 70% or more) when appointment may occur after a minimum of 4 years as assistant professor or associate professor for promotion to associate or full professor respectively, and the candidate must meet all requirements for regular promotion and also


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have:

i) At least 8 first or corresponding author papers in the post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.

ii) Evidence of outstanding teaching performance – documented by letters from peers, with specifics (i.e., it isn't adequate to say "he's a great teacher" – specific instances must be documented).

iii) Recognition as an excellent teacher, properly documented.

iv) CME activities (At least 10 conferences/workshops during the current post).

v) Member of an academic or administrative committee of an institution."

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	6	Associate Professor (Clinical)	<p>Initial Recruitment</p> <p>Must meet all criteria stated above for assistant professor, and</p> <p>a. Eight years' experience in the post as Faculty after FCPS/CCST as Assistant Professor.</p> <p>b. EXCEPT in the case of outstanding merit (Scores 70% or more)</p> <p>when appointment may occur after a minimum of 4 years as</p> <p>assistant professor and the candidate must have:</p> <p>i) At least 8 first or corresponding author papers in the post,</p> <p>ii) Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great clinician" – specific instances must be documented),</p> <p>iii) Evidence of National/International reputation – invited lectures, visiting professorships, etc.</p> <p>c. SHORTLISTING CRITERIA: Short listing will be based on qualifications as noted in advertisement, any additional qualifications, the quality of training (based on reputation/supervisors), and</p>	G-19	Initial Appointment and Promotion will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.
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experience/appointment in reputable modern facility/ institution. The search/selection committee may assign marks as desired.

1. REGULAR TRACK: At least 6 first/corresponding author research publications in a PMC recognized journal in present post,

2. CLINICAL TRACK: At least 3 first/corresponding author publications which may be research, review or editorials in a PMC recognized journal.

Promotion:


Certified supervisor of CPSP


e. Eight years' experience in the post as faculty after FCPS/CCST as Assistant Professor. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years' experience in the post is essential for selection to a higher post,


F - EXCEPT IN THE CASE OF ACCELERATED PROMOTION FOR OUTSTANDING MERIT (Scores 70% or more) when appointment may occur after a minimum of 4 years as assistant professor or associate professor for promotion to associate or full professor respectively, and the candidate must meet all requirements for regular promotion and also


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have:

- i) At least 8 first or corresponding author papers in the post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.
- ii) Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e., it isn't adequate to say "he's a great clinician" – specific instances must be documented).
- iii) Recognition as an excellent teacher, properly documented.
- iv) CME activities (At least 15 conferences/workshops during the current post).
- v) Member of an academic or administrative committee of an institution.

REQUIRED QUALIFICATIONS FOR PROMOTIONS TO ASSOCIATE & FULL PROFESSOR (CLINICAL SCIENCES):

- a. At least 6 first/corresponding author publications in a PMC recognized journal in present post, for Regular track in current post, or
- b. Three first/corresponding author publications which may be research, review or editorials in a PMC recognized journal in current post for Clinical track.
- c. CPSP/HEC approved supervisor

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	7	Associate Professor (Basic sciences)	<p>Initial Recruitment</p> <p>The general requirements for selection as associate professor in the Basic Sciences are either a Ph.D degree from a reputable University in the relevant discipline or FCPS in the relevant specialty and excellence as a teacher and evidence of sustained research activity. These are elaborated further below.</p> <p>Promotion:</p> <p>b. Eight years' experience in the post as faculty after Ph.D or FCPS as Assistant Professor. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years' experience in the post is essential for selection to a higher post,</p> <p>c. EXCEPT IN THE CASE OF ACCELERATED PROMOTION FOR OUTSTANDING MERIT (Scores 70% or more) when appointment may occur after a minimum of 4 years as assistant professor or associate professor for promotion to associate or full professor respectively, and the candidate must meet all requirements for regular promotion and also have:</p> <p>i) At least 8 first or corresponding author papers in the post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.</p> <p>ii) Evidence of outstanding teaching performance – documented by letters from peers, with specifics (i.e., it</p>	G-19	Initial Appointment and Promotion will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.
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		<p>isn't adequate to say "he's a great teacher" – specific instances must be documented).</p> <p>iii) Recognition as an excellent teacher, properly documented.</p> <p>iv) CME activities (At least 10 conferences/workshops during the current post).</p> <p>v) Member of an academic or administrative committee of an institution.</p>		
8	Assistant Professor (Clinical)	<p>Initial Recruitment</p> <p>The regulations clearly state that for appointment at the Assistant Professor level, NO post qualification experience is required, this requirement by defunct PMDC has been removed by the new PMC. Therefore, a properly qualified FCPS, or MRCP, or equivalent diploma holder can be appointed as an Assistant Professor if so recommended by the selection committee.</p>	G-18	100% initial Appointment will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.
9	Assistant Professor (Basic Sciences)	<p>Initial Recruitment</p> <p>The regulations clearly state that for appointment at the Assistant Professor level, NO post qualification experience is required, this requirement by defunct PMDC has been removed by the new PMC. Therefore, a properly qualified FCPS, or MRCP, or equivalent diploma holder can be appointed as an Assistant Professor if so, recommended by the selection committee.</p>	G-18	100% initial Appointment will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.

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10	Assistant Professor (Medical education KCD)	<p>Initial Recruitment</p> <p>Qualification:</p> <p>a. (BDS or equivalent qualification in Dentistry approved and registered by the PMC/ PM&DC.</p> <p>b. Level II b or Level III post graduate degree or diploma in Medical Education/Health Professions Education, recognized by PMC/ PM&DC.</p> <p>Experience:</p> <p>Minimum of 2 years' experience in the medical education recognized institution by PMC after post qualification "" a"" only.</p> <p>Research papers: Two research papers in the relevant field are required.</p>	G-18	100% initial Appointment will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.
11	Assistant Professor (Bio-Statistics KCD)	<p>M.Phil Epidemiology and Bio-Statistics from HEC recognized University.</p> <p>03 years practical experience in any recognized Medical/Dental Institution.</p>	G-18	100% initial Appointment will be carried out in light of Policy Board MTI regulation duly adopted by BOG MTI-KTH/KMC/KCD.
12	Demonstrator/Lecturer	<p>Initial Recruitment</p> <p>Qualification: -</p> <p>a. MBBS or Equivalent qualification recognized by PMC.</p> <p>b. BDS with M Phil qualification recognized by PMC.</p> <p>c. PMC (interim or Final) criteria (Erstwhile PM&DC).</p> <p>d. MTI Act 2015, rules and regulations shall apply.</p>	G-17	100% Initial Appointment

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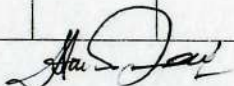
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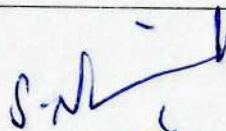
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			Initial Recruitment		
13	Lecturer (Islamiyat & Pakistan studies)		<p>Qualification: - Master Degree irrelevant subject/discipline from HEC recognized university/institution.</p> <p>Preference will be given to the candidates having PhD degree in the relevant subject.</p> <p>Experience: -At least 05 years post qualification teaching experience in the relevant subject in HEC recognized universities/institutions.</p>	G-17	100% Initial Appointment
14	Demonstrator (Basic Sciences)		<p>Qualification: -</p> <p>a. MBBS or Equivalent qualification recognized by PMC.</p> <p>b. BDS with M Phil qualification recognized by PMC.</p> <p>c. PMC (interim or Final) criteria (Erstwhile PM&DC). MTI Act 2015, rules and regulations shall apply)</p>	G-17	100% Initial Appointment
15	Controller of Examination		<p>Qualification PMDC / PMC recognized level 03 qualification or equivalent</p> <p>Experience: 10 years relevant teaching / Administrative experience in a reputable public / private sector universities & medical college</p> <p>OR</p> <p>Qualification Master degree at least 2nd division form HEC recognized university/institute.</p> <p>Experience: 12 years' service/relevant experience (including 4 years in BPS – 18) in a responsible capacity in a university or board of secondary or technical education.</p> <p>Shall be fully conversant with examination system of medical college preferably semester /terms system.</p>	G-19	100% Initial Appointment


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16	Deputy Controller of Examinations	<p>Qualification: MBBS/ DHPE /MHPE/MPH/ Post graduate in medical education</p> <p>Experience: 05 years teaching/Administration/Examination relevant experience in a reputable public/ private sector University / Medical college.</p> <p>There is an established PMC / Policy Board criterion for the appointment of Assistant Professor (BPS-18) Although nomenclature of Deputy controller of Examination (BPS-18) is different to that of Assistant Professor, but both the posts are in BPS-18. Therefore, the post criteria for the post of Assistant Professor also be considered/applicable for Deputy Controller</p>	G-18	100% Initial Appointment
17	Asstt Controller Examination	<p>Qualification & Experience: Master degree with 1st division from a HEC recognized university/institute</p> <p>Or</p> <p>Master degree with 2nd division from HEC recognized university with 05 years' relevant experience in university / government / autonomous body</p> <p>Or</p> <p>Master Degree from HEC recognized with knowledge of computer. 03-year experience of working in examination department of university / degree awarding institution / board of examination</p>	G-17	100% Initial Appointment
18	PA to Controller Examination	<p>Qualification: - Master Degree (16 years education) from HEC recognized University/ institution.</p> <p>Experience: - At least 3 years post qualification relevant working experience in the similar capacity preferably in reputed public/private organization.</p> <p>The candidates should be mature professional with excellent communication skills in written and spoken English.</p> <p>The candidate should have knowledge of recording minutes of meeting, Record keeping, and file</p>	G-16	100% Initial Appointment

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			management. The candidate must be computer literature and well versed with MS. Office		
19	Director QEC		Qualification: MBBS with PHD post Doc / PHD / FCPS / Mphil/MS/MPH/MHPE from PMC / PMDC recognized institute. Experience: 15-year post qualification administrative experience with 05 years relevant experience in QEC from a reputable public / private sector organization.	G-19	100% Initial Appointment
20	Deputy Director QEC		Qualification: MBBS with PHD post Doc / PHD / FCPS / Mphil/MS/MPH/MHPE from PMC / PMDC recognized institute. Experience: 10-year post qualification administrative experience with 3 years relevant experience in QEC from a reputable public / private sector organization	G-18	100% Initial Appointment
21	Office Assistant QEC		Qualification: Master's Degree (16 years education) or equivalent relevant qualification from HEC recognized University/ institution. Experience: At least 1 years' relevant post qualification experience in reputed public or private organization's university / institute / Medical College, / Boards Candidate having experience in ORIC/QEC department of medical university or medical college will be given preference	G-14	100% Initial Appointment
22	Director (Research & Development)		Qualification: MBBS / BDS / DPT / BSPT/ BS Paramedical / Allied health sciences. Additional qualification b. DSC, PHD + Post Doc c. PhD / FCPS d. Mphil / MS / MPH / MHR / MHPE from an HEC recognized University / Institute	G-19	100% Initial Appointment

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			<p>Experience: in case of b) 08 years post qualification relevant experience and in case of c & d 10 years of post-qualification relevant experience as an officer and above in reputable public / private sector medical universities or colleges.</p>		
	23	PA to Director QEC converted to Research Officer	<p>Qualification: MBBS / BDS / DPT / BSPT/ BS Paramedical / Allied health sciences.</p> <p>Additional qualification b. Mphil / MS / MPH / MHR / MHPE from an HEC recognized University / Institute</p> <p>Experience: 03 years of post-qualification relevant experience in reputable public / private sector medical universities or colleges</p>	G-16	100% Initial Appointment
	24	Asst Research Officer	<p>Qualification: MBBS / BDS / DPT / BSPT/ BS Paramedical / Allied health sciences.</p> <p>Additional qualification b. Mphil / MS / MPH / MHR / MHPE from an HEC recognized University / Institute</p> <p>Experience: 01 years of post-qualification relevant experience in reputable public / private sector medical universities or colleges.</p>	G-16	100% Initial Appointment
	25	Data Processing Supervisor	<p>Qualification: 1st Class BCS/MCS/M.Sc in computer science /BIT or equivalent from a recognized university by HEC</p> <p>Preference will be given to the candidates with 05 years' experience in the relevant field.</p>	G-14	100% Initial Appointment
	26	Director Physical Education / Instructor Sports & Medical Education	<p>Qualification: First Class Master Degree in Health and Physical Education from recognized board.</p> <p>Experience: 05 years post qualification relevant experience in reputed public/Private organization</p>	G-16	100% Initial Appointment

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SCHEDULE VI

STANDING SELECTION COMMITTEES FOR MTI KTH/KMC/KCD:

A. Non-Clinical Managerial where the appointment authority is Hospital Director:


S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Director Finance	Member
3	Manager Legal	Member
4	Secretary BOG	Member
5	External Technical expert	Technical Member
6	Manager HR	Secretary of the committee

B. Non-Clinical Non- Managerial where the appointment authority is Hospital Director:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Manager Legal	Member
3	Concerned Deptt/Section Manager/In-charge	Technical Member
4	Assistant Director Finance & Planning	Member
5	Manager HR	Secretary of the committee


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C. Clinical Managerial where the appointment authority is Medical Director:


S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Director Finance	Member
3	Prof/Associate Prof/Assistant prof nominated by the Chairman BOG	Member
4	Secretary BOG	Member
5	External Technical expert	Technical Member
6	Manager HR	Secretary of the committee

D. Clinical Non-teaching where the appointment authority is Medical Director:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Prof/Associate Prof/Assistant prof nominated by the Chairman BOG	Member
3	Concerned Deptt/Section Manager/In-charge	Technical Member
4	Assistant Director Finance	Member
5	Manager HR	Secretary of the committee


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E. Nursing Staff in KTH where the appointment authority is Nursing Director:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Head Nurse nominate by the Chairman BOG	Member
3	Manager/Supervisor Nursing	Technical Member
4	Assistant Director Finance	Member
5	Manager HR	Secretary of the committee

F. Managerial Staff in KMC where the appointment authority is Dean KMC:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Director Finance	Member
3	Manager Legal	Member
4	Secretary BOG	Member
5	External Technical expert	Technical Member
6	Assistant Manager HR KMC	Secretary of the committee

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G. Non-clinical Staff in KMC where the appointment authority is Dean KMC:


S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Manager Legal	Member
3	Concerned Deptt/Section Manager/In-charge	Technical Member
4	Assistant Director Finance & Planning	Member
5	Assistant Manager HR KMC	Secretary of the committee


H. Non- Teaching clinical Staff in KMC where the appointment authority is Dean KMC:


S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Prof/Associate Prof/Assistant prof nominated by the Chairman BOG	Member
3	Concerned Deptt/Section Chairperson/In-charge	Technical Member
4	Assistant Director Finance	Member
5	Assistant Manager HR KMC	Secretary of the committee


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I. Teaching/Faculty Staff in KMC where the appointment authority is Dean KMC:

S.No	Name/Designation	Responsibility
1	Department/Division Chairperson	Chairperson of the committee
2	03 Members of the concerned Department (Professor/Assoc Prof/Assistant Prof)	Members
3	Professor/Assoc Prof/Assistant Prof from a different department (Not the Chairperson of the department) to be nominated by the Dean KMC	Member
4	Internal/External Expert, where necessary, with the approval of the Dean KMC	Member
5	Assistant Manager HR KMC	Secretary of the committee

J. Managerial Staff in KCD where the appointment authority is Dean KCD:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Director Finance	Member
3	Manager Legal	Member
4	Secretary BOG	Member
5	External Technical expert	Technical Member
6	Assistant Manager HR KCD	Secretary of the committee

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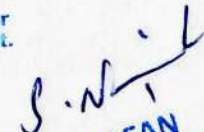
K. Non-clinical Staff in KCD where the appointment authority is Dean KCD:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Manager Legal	Member
3	Concerned Deptt/Section Manager/In-charge	Technical Member
4	Assistant Director Finance & Planning	Member
5	Assistant Manager HR KCD	Secretary of the committee

L. Non- Teaching clinical Staff in KCD where the appointment authority is Dean KCD:

S.No	Name/Designation	Responsibility
1	Director HR	Chairperson of the committee
2	Prof/Associate Prof/Assistant prof nominated by the Chairman BOG	Member
3	Concerned Deptt/Section Chairperson/In-charge	Technical Member
4	Assistant Director Finance	Member
5	Assistant Manager HR KCD	Secretary of the committee


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M. Teaching/Faculty Staff in KCD where the appointment authority is Dean KCD:

S.No	Name/Designation	Responsibility
1	Department/Division Chairperson	Chairperson of the committee
2	03 Members of the concerned Department (Professor/Assoc Prof/Assistant Prof)	Members
3	Professor/Assoc Prof/Assistant Prof from a different department (Not the Chairperson of the department) to be nominated by the Dean KCD	Member
4	Internal/External Expert, where necessary, with the approval of the Dean KCD	Member
5	Assistant Manager HR KCD	Secretary of the committee

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