

**OFFICE OF THE HOSPITAL DIRECTOR  
MEDICAL TEACHING INSTITUTION (MTI) DI KHAN**

# POSITIONS ANNOUNCEMENT AT MTI DI KHAN

The Medical Teaching Institution (MTI) DiKhan has been designated as autonomous institution with a Board of Governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institution Reform (amended) Act 2015. Applications are invited from eligible Male/Female Candidates for appointment against the following vacant Posts for Accident & Emergency Department Mufti Mehmood Memorial Teaching Hospital MTI DiKhan on Fixed Pay basis.

- **JOB DETAILS:** Positions are specifically for Accident & Emergency Department Mufti Mehmood Memorial Teaching Hospital (Not Transferable).

S.No	Name of Post	Qualifications
1	Manager (Accident & Emergency)	<b>Qualification:</b> <ul style="list-style-type: none"> <li>■ MBBS with Administrative and Management courses or equivalent qualifications from the recognized university.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>■ MBBS with postgraduate training in emergency medicine.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>■ MBA/Master in Hospital Administration or Master in Healthcare management from recognized university.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>■ At least 05 years relevant experience in reputed healthcare institution.</li> </ul>
2	Computer Operator	<b>Qualification:</b> <ul style="list-style-type: none"> <li>■ Bachelor degree in Computer Science (16 years of education from HEC recognized University / institution).</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>■ The Candidate Must have 01- year relevant experience in a reputed organization.</li> </ul>
3	Junior Clerk	<b>Qualification:</b> <ul style="list-style-type: none"> <li>■ FAF.Sc with 01 year diploma in IT (DIT) from recognized institute.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>■ The candidate must have 01-year relevant experience in a reputed organization.</li> </ul>
4	Receptionist	<b>Qualification:</b> <ul style="list-style-type: none"> <li>■ FAF.Sc with good communication skills.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>■ The candidate must have 01-year relevant experience in a reputed organization.</li> </ul>
5	Ward Boy	<b>Qualification:</b> Preferably Literate.
6	Stretcher Puller	<b>Qualification:</b> Preferably Literate.
7	Helper Staff	<b>Qualification:</b> Preferably Literate.
8	Sweeper	<b>Qualification:</b> Preferably Literate. <ul style="list-style-type: none"> <li>■ Non-Muslims/Minority community will be given preference</li> </ul>

**GENERAL INFORMATION:**

1. The selected candidate will be responsible for carrying out duties in accordance with the MTI Act and regulations 2019.
2. Special salary package with fringe benefits will be offered.
3. Special Dress code (Uniform) will be mandatory.
4. The job will be non-transferable from Accident & Emergency MMM Teaching Hospital MTI Di Khan.
5. Selection will be made through a Selection Committee constituted by the Board of Governors MTI Di Khan.
6. Only Short listed candidates will be called for an interview.

**APPLICATION INSTRUCTIONS:**

1. Submit your application-on-Application proforma available in Administration Block, Mufti Mehmood memorial Teaching Hospital MTI Di Khan, along with:
  - Attested photocopies of educational documents and experience certificates.
  - Copy of CNIC
  - 2 Passport Size photograph
2. Application processing free for **Serial No. 01** @ Rs. 1000/- (non-refundable), for **Serial No. 2,3 & 4** @ Rs. 500/- (non-refundable) & for **Serial No. 5,6,7 & 8** @ Rs. 250/- (non-refundable) through bank receipt / draft deposit in the Bank of Khyber MTI Branch MMM TH MTI DI KHAN (Hospital Branch) A/C No. 3006573222 (MTI Di Khan) in the name of Mufti Mehmood Memorial Teaching Hospital MTI Di Khan. (Fee can be submitted all over Bank of Khyber Branches in Pakistan).
3. Applications should be Submitted in Administration Block, MMM Teaching Hospital MTI Di Khan within 15-days of publication of advertisement in the newspapers.
4. The Medical Teaching Institution Di Khan reserves the right to cancel the advertisement or Selection Process or Re-advertise the position or revoke hiring process at any stage.

## HOSPITAL DIRECTOR

**MEDICAL TEACHING INSTITUTION (MTI) DI KHAN**

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**ZERO TOLERANCE TO CORRUPTION**

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