



**(MEDICAL TEACHING INSTITUTION)  
MTI-ATH AYUB TEACHING HOSPITAL**

Address: Mansehra Road Abbottabad  
[www.ayubmed.edu.pk](http://www.ayubmed.edu.pk) , [www.ath.gov.pk](http://www.ath.gov.pk)  
[seniormanagerhr.ath@ayubmed.edu.pk](mailto:seniormanagerhr.ath@ayubmed.edu.pk)  
+92) 0992-9220157



**BOG SECRETARIAT**

**Office of the Board of Governors MTI ATH/AMC/ACD**

DOCUMENT #: R/DEP/SMHR/BOG/7466

Document Issuance/ Approval Date: 09/07/2025

**VACANCY ANNOUNCEMENT**

(Reference to our previous Advertisement# published on dated (19/03/2025) in leading News Papers ,(The Dawn, Jang, Nawaiwaqt, Express Tribune paper) for the Position of Dean MTI (ATH/AMC/ACD) Abbottabad is hereby cancelled and stands null and void)  
Medical Teaching Institution (ATH/AMC/ACD) Abbottabad is a Tertiary Care 1500 beds Hospital under MTI Act, 2015 (as amended from time to time) requires fresh applications and requires the services of the following as per below mentioned conditions:-

NOMENCLATURE OF POST/GRADE	NO. OF POST	QUALIFICATION /EXPERIENCE & MAIN RESPONSIBILITIES
<b>DEAN</b>  <b>REMUNERATION:</b> As per Policy  <b>GENDER:</b> Male/Female  <b>AGE:</b> Maximum (65) years	01	<b>QUALIFICATION</b> <ul style="list-style-type: none"><li>➤ The candidate must be an established scholar with a medical or basic sciences qualification such as, MBBS or equivalent, plus a higher diploma such as FCPS, FRCP, FRCS, US Board certification or other equivalent qualification in clinical subjects and PhD in Basic Science Subjects.</li></ul> <b>EXPERIENCE</b> <ul style="list-style-type: none"><li>➤ The Dean will have National and International reputation in his/her field with at least (07) seven years administrative experience as a Head of Department, unit, program or institution with recognized leadership qualities with a track record in teaching, and a commitment to medical education and research.</li><li>➤ Additional qualification in medical education will be an added advantage</li><li>➤ CPSP Supervisor and examiner undergraduate and postgraduate (KMU/CPSP) and attendance of National and International standard Workshops/ Seminars/ Conferences and Courses.</li><li>➤ Should have at least five years' experience as Professor in a recognised medical teaching institution.</li></ul> <b>SKILLS</b> <ul style="list-style-type: none"><li>➤ Excellent soft skills including but not limited to communication,</li><li>➤ Excellent time management skills.</li><li>➤ Proven leadership and project management skills.</li><li>➤ Ability to lead an employee's strength compatible with this institution.</li><li>➤ Ability to work under stress, Team development and timely compliance of the tasks assigned by the Board of Governors (BOG).</li></ul> <b>MAIN RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>➤ The Dean will be Chief Executive Officer (CEO)/Head the medical Teaching Institution and affiliated institutes</li><li>➤ The Dean shall be responsible for academic excellence, setting standards for teaching, research and curriculum development.</li><li>➤ The Dean shall be responsible for all budgetary and financial matter related to Medical/Dental College and its functions.</li><li>➤ The Dean shall be responsible for all kind of faculty recruitment and development.</li><li>➤ The Dean will report to the Board of Governors (BOG) and shall act in such capacity as per the direction of the Board of Governors and the rules/regulations framed under MTI Act.</li></ul>

NOMENCLATURE OF POST/GRADE	NO. OF POST	QUALIFICATION /EXPERIENCE & MAIN RESPONSIBILITIES
<p><b>MEDICAL DIRECTOR</b></p> <p><b>REMUNERATION:</b> As per Policy</p> <p><b>GENDER:</b> Male/ Female</p> <p><b>AGE:</b> Maximum (62) years</p>	01	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>➤ The candidate must have a medical degree MBBS or equivalent qualification plus a higher diploma such as FCPS, FRCP, FRCS or a US board certification or equivalent qualification in any clinical medical science recognized by PM&amp;DC.</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>➤ The candidate will have a record of excellence in clinical care and have at least (03) three years' management or administrative experience as head of unit in leading a major hospital clinical unit in any clinical and other major discipline/units including sub specialties.</li> <li>➤ Proven qualities of leadership and professional expertise in clinical governance and clinical audit.</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>➤ Excellent soft skills including but not limited to communication, problem solving etc.</li> <li>➤ Excellent time management skills.</li> <li>➤ Proven leadership and project management skills.</li> <li>➤ Ability to lead an employee's strength compatible with this institution.</li> <li>➤ Ability to work under stress, team development and timely compliance of the tasks assigned by the Board of Governors (BOG).</li> </ul> <p><b>MAIN RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ The Medical Director shall be responsible for all clinical functions of the hospital, including but not limited to: <ul style="list-style-type: none"> <li>• ensuring clinical excellence in all aspects of hospital functions;</li> <li>• ensuring timely, appropriate management of patients;</li> <li>• ensuring the best outcomes for all patients;</li> <li>• undertaking clinical governance for quality control;</li> <li>• ensuring implementation of Institution based private practice (IBP)</li> <li>• assessing and auditing existing clinical programs and developing new clinical programs; and</li> <li>• Develop an annual clinical budget, including capital medical equipment requests and for presentation to the Hospital Director, the Hospital Management Committee and the Board.</li> <li>• Heads the CEB as well as the Member of the MC</li> </ul> </li> </ul>
<p><b>SECRETARY TO BOARD OF GOVERNORS</b></p> <p><b>REMUNERATION:</b> As per MTI ATH Pay scale/(IPS-05)</p> <p><b>GENDER:</b> Male/Female</p> <p><b>PLACE OF POSTING:</b> BOG Secretariat Abbottabad with regular travelling to Peshawar, Islamabad and other cities as per need. Travelling allowance will be allowed as per HR policy.</p> <p><b>GENDER:</b> Male/ Female</p> <p><b>AGE:</b> (30-45) years</p>	01	<p><b>QUALIFICATION:</b> MBA/MPA/BBA (Hons) or 16 years of education from an HEC recognized institution.</p> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Three years' experience as Secretary/Secretariat Practitioner/Secretarial and Office Management role in any reputed organization with excellent drafting and communication/interpersonal skills.</li> <li>• Preference will be given to candidate having experience as Secretary with Board of Directors and/or Governors or in any company registered with Government's Regulatory Authority or Autonomous Body.</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• MS Word, Excel, PowerPoint</li> <li>• Proven ability to coordinate and liaise with public/private sectors on behalf of the Board of Governors.</li> <li>• Scheduling of appointments and meetings and their agenda points, drafting minutes of the meetings, issuing notifications as directed and safe record keeping.</li> <li>• Follow-up of all meetings decisions, enquiries conducted by Board or any other agendas.</li> </ul> <p><b>JOB DESCRIPTION:</b></p> <ul style="list-style-type: none"> <li>• Secretary to Board Shall perform all secretarial and office functions of the Board including, but not limited to, support in organizing/scheduling Board Meetings, Recording, minutes of the Meetings, Drafting and Obtaining approvals from the agenda the minutes / Collecting and distributing working papers/Presentations, carrying out communication with Chairman and members of the BoG, scheduling of appointments and any other task delegated by the Chairman Board of Governors.</li> </ul> <p><b>LANGUAGE COMPETENCY:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and spoken skills in</li> <li>• English, Pashtu and Urdu.</li> <li>• Excellent presentation skill is a must.</li> </ul>

**SELECTION CRITERIA:**

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

**TERMS & CONDITIONS:**

**HOW TO APPLY:**

1. Application is acceptable only on a prescribed performa available on official website of AMC: [www.ayubmed.edu.pk](http://www.ayubmed.edu.pk) or ATH: [www.ath.gov.pk](http://www.ath.gov.pk)
2. Applications should be submitted electronically by completing all documents in a single PDF through google form/ email [seniormanagerhr.ath@ayubmed.edu.pk](mailto:seniormanagerhr.ath@ayubmed.edu.pk) in a required stipulated time. **Online Apply Form Link for each positions are;**  
i. **DEAN:** <https://forms.gle/DxG5wGp4gFmb4U3V6>, ii. **MEDICAL DIRECTOR:** <https://forms.gle/GcPKUuJTeCLzCHDk8>,  
iii. **SECRETARY TO BOG:** <https://forms.gle/5Nk54FGNgPn4DB4FA>
3. All roles and responsibilities of the position along with the method of selection and appointment shall be in accordance with the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015 (amendment from time to time/Regulations MTI), as well as MTI-ATH/AMC/ACD Regulations amended in July 2025 shall apply.
4. Incomplete and late submitted applications will not be entertained.
5. Applications accompanied with complete Job Application Form, Covering Letter, Academic Credentials, Qualification, Experience, NOC (if required), Domicile certificates / along with 02 passport size photographs with white background and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must be received to the Senior Manager HR Office at below address through registered courier service, in the name of "Hospital Director" Receipt Account No. 0827-0010024387000010, Mirpur Branch Allied Bank (as processing fee, non-refundable) as per the fee schedule given below:

PAYMENT SCHEDULE	
DESCRIPTION	PAYMENT
S# 01 & 02	Rs.3000/-
S# 03	Rs.1000/-

6. Deadline for submission of applications is 05:00 PM on July 31, 2025.
7. Applications submitted later than this deadline will not be considered.
8. Candidates should be eligible in all respects and all required relevant educational documents including qualification (*Degree and Diploma*), experience (*only post qualification experience will be considered which is duly issued by either Administration / Human Resources or Establishment department of the institution concerned with proper reference and date of issuance*).
9. All appointments shall be made purely on contract basis.
10. The appointment of Secretary BoG is for a period of 03 years subject to annual performance review (PER'S) and shall be regulated as per MTI ATH/AMC/ACD uniform contract policy as defined in MTI ACT. The appointee shall on probation for the first six months, during which the job contract could be terminated without notice.
11. The appointment of Dean and Medical Director shall be filled on contract basis for a period of 05 years, extendable for further 02 terms of 05 years each upon the discretion of the Board subject to annual based satisfactory performance (PER'S).
12. Those candidates who have previously applied for the position of Dean needs not to re-apply again, their applications shall be considered for further scrutiny/recruitment process. If they wish to submit any additional documents, they may do so through proper channel.
13. Scrutiny Committee shall be competent to reject any application that is incomplete or received after the due date. The aggrieved candidate may appeal to the competent authority for review in writing, whose decision shall be considered as final. No communication shall be entertained once a candidate has been selected.
14. All the educational documents & experience certificates shall be verified during the process of short listing and incase of fake/unverified documents, the candidate will be disqualified and proceeded against as per law.

15. The candidate must be in a good standing with his /her employer (attach reference letter from current employer along with at least one other reference letter).
16. The Dean, Medical Director and Secretary BoG MTI ATH/AMC/ACD shall report to the Board of Governors of MTI-ATH and shall be responsible to the Board as per MTI-ATH/ACD/ACD rules and regulations as amended and updated from time to time (amended July, 2025), shall apply.
17. Original documents shall be produced at the time of interview.
18. Only short-listed candidates will be called for interview
19. No TA/DA shall be paid for the Test/Interview.
20. Candidates must apply through proper channel if he/she working in Government/Semi Government organizations and must provide valid NOC before selection process.
21. Civil servants applying for the post must resign from civil service. If the resignation from civil service is not accepted within the probation period, in case of selection, the employment shall stand terminated ab initio. Civil servants on long leave from civil service must not apply.
22. In case of appointment, the candidate will become a full-time, institutional employee and will have to resign from his/her existing employment with any-other entity national or foreign, including, but not limited to civil services of the Government.
23. The Dean and Medical Director on appointment shall simultaneously receive a faculty appointment (Associate Professor or full Professor) at a level commensurate with his/her qualifications and prescribed institutional requirements for the faculty position.
24. An attractive salary package and benefits based upon the qualification and experience of the appointee will be offered to the selected candidate i.e: (Dean and Medical Director).
25. The Dean, Medical Director and Secretary BoG shall have no conflict of interest.
26. For the position of Dean, the BOG MTI ATH/AMC/ACD has the authority to relax the required experience criteria in case of any exceptional candidate.
27. The Dean and Medical Director will be required to practice only on the premises of the Hospital and no outside consulting practice shall be allowed.
28. The following applications **will be subject to disqualification and will not be entertained:**
  - a. *Incomplete applications and missing attachments (as evidence of experience and academic qualifications.*
  - b. *He/She was convicted by the Court of Law.*
  - c. *Previous history of Dismissal from Service.*
  - d. *Attempt to influence the selection process*
  - e. *Misbehavior during the test/interview*
  - f. *Late submission i.e., applications received after the due date.*
  - g. *Forgery in documents/credentials at any stage of the process or employment.*
  - h. *For a qualification to be valid, a degree is a must, the mere submission of a marks sheet/transcript / DMC/ course completion certificate will lead to applications deemed incomplete and will, therefore, shall not be considered and stands be rejected.*
29. The Medical Teaching institution ATH/AMC/ACD reserves the right to cancel the advertisement or Selection Process or Re-advertise the position or decrease/increase the positions or revoke the hiring process at any stage.

***MTI ATH/AMC/ACD is committed to achieving workforce diversity in terms of gender and culture. We further encourage Individuals from minority groups, indigenous groups, and persons with disabilities to apply.***

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

**(ADDRESS)**  
**(OFFICE OF THE SENIOR MANAGER HR)**  
**HUMAN RESOURCE DEPARTMENT 2<sup>ND</sup> FLOOR ADMIN OPD BLOCK**  
**MEDICAL TEACHING INSTITUTION, MTI ATH/AMC/ACD,**  
**Main Mansehra, Road Abbottabad**  
**Ph+(+92) 0992-9220157**  
**Email: seniormanagerhr.ath@ayubmed.edu.pk**  
**Website: www.ath.gov.pk**  
**www.ayubmed.edu.pk**