



	(MEDICAL TEACHING INSTITUTION) MTI-ATH AYUB TEACHING HOSPITAL		
	Address:  www.ayubmed.edu.pk  Mansehra Road Abbottabad seniormanagerhr.ath@ayubmed.edu.pk  (+92) 992-9220157		
HOSPITAL DIRECTORATE Office of the Senior Manager Human Resource & Organization Development MTI ATH/AMC/ACD Abbottabad.			
DOCUMENT #: R/DEP/HD/SMHR/735		Document Issuance/ Approval Date: 07/07/2025	

VACANCY ANNOUNCEMENT

The Ayub Teaching Hospital, Abbottabad is an Autonomous Medical Teaching Institution with a Board of Governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institutions Reform Act 2015 and amendments therein; MTI ATH/AMC/ACD is an equal opportunity employer with no Gender bias.

Ayub Teaching Hospital, Medical Teaching Institution (ATH/AMC/ACD) Abbottabad is a Tertiary Care 1500 beds Hospital under MTI Act, 2015 (as amended from time to time) requires the services of the following as per below mentioned conditions:-

ADMINISTRATIVE POSITIONS	
NOMENCLATURE OF POST/GRADE	CRITERIA/QUALIFICATION / EXPERIENCE/ SKILLS & LANGUAGE COMPETANCY
FACILITY MANAGER (No. of Post- 01) REMUNERATION: As per MTI ATH Institutional Pay scale (IPS-06) Domicile KPK AGE: (35-45) years	QUALIFICATION. <ul style="list-style-type: none">Master or Bachelor's Degree (16 years) in Management or Environmental Sciences or equivalent degree from a recognized university,Preference will be given to candidates with experience in hospitality industry or hospital. EXPERIENCE <ul style="list-style-type: none">Atleast Six (06) years of experience in a Managerial/administrative role in the service/Healthcare industry related to facilities management.Additional requirements are an ability to do strategic planning for the areas of Food & Beverages, Laundry, Housekeeping, Pest Control Horticulture, Waste management and housing. SKILLS: <ul style="list-style-type: none">MS Word, Excel, PowerPointInterpersonal and communication skillsProven ability to coordinate and liaise with public/private sectors on behalf of the institution LANGUAGE COMPETENCY: <ul style="list-style-type: none">Excellent written and spoken skills in English, Pashtu and Urdu.Excellent presentation skill is a must.
MANAGER QUALITY ASSURANCE (No. of Post- 01) REMUNERATION: As per MTI ATH Pay scale (IPS-06) Domicile KPK AGE: (35-50) years	QUALIFICATION. <ul style="list-style-type: none">Master Degree in total quality management (TQM), Business management / relevant social sciences from recognized university OR Medical graduate with the MBBS and master in public health OR health administration.Additional qualification, such as CPHQ (certified professional in health care quality) will be given preference. EXPERIENCE <ul style="list-style-type: none">Atleast Five (05) years relevant post qualification experience in the specific position.Experience of coordination of third party survey for a healthcare institution, e.g, JCI, CBAHI, etc will be given preference. SKILLS: <ul style="list-style-type: none">MS Word, Excel, PowerPointInterpersonal and communication skillsProven ability to coordinate and liaise with public/private sectors on behalf of the institution LANGUAGE COMPETENCY: <ul style="list-style-type: none">Excellent written and spoken skills in English, Pashtu and Urdu.Excellent presentation skill is a must.
SELECTION CRITERIA: <ul style="list-style-type: none">Short listing will be done based on educational qualifications and relevant experienceOnly Shortlisted Candidates will appear for interview before the Selection committee.The applicant must be 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.Chairman committee will ensure that all members of the committee are well conversant with the marking system and marking candidates	

is done without a Bias.

- Average of the aggregate will be taken as final marks.
- Only those Government Servants will be interviewed who will render a Willing Certificate to leave service and become MTI ATH employee, immediately on selection.
- The committee will recommend names to the competent authority MTI ATH/AMC/ACD in order of merit of interview and pre interview marks secured for the abovementioned positions of MTI ATH/AMC/ACD Abbottabad.

TERMS & CONDITIONS:

HOW TO APPLY:

1. Application is acceptable only on a prescribed performa available on official website of AMC: www.ayubmed.edu.pk or ATH, www.ath.gov.pk
2. Applications should be submitted electronically by completing all documents in a single PDF through google form/ email seniormanagerhr.ath@ayubmed.edu.pk in a required stipulated time, online Apply Form Link for each position is:
<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. 3. 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 04 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.2000/-

6. Deadline for submission of applications is 05:00 PM on July 31, 2025.
7. Applications submitted later that 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. The appointment of the abovementioned positions shall be regulated as per MTI ATH/AMC/ACD, JULY 2025 uniform contract policy under the Institutional Pay Scale (IPS) & Contributory Provident Fund (CPF) MTI ATH Regulations or any related amendments thereof subject to annual based performance review (PER'S) by the end of each calendar year.
10. The appointee shall on probation for a period of 01 year, during which the job contract could be terminated without notice.
11. 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.
12. 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.
13. 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).
14. The Facility Manager and Manager Quality Assurance MTI ATH/AMC/ACD shall report to the Hospital Director of MTI-ATH and shall be responsible to the competent authority as per MTI-ATH/ACD/ACD rules and regulations as amended and updated from time to time (amended July 2025), shall apply.
15. 05% quota is reserved for disable & 10% quota is reserved for female candidate & 05% quota for minority person shall be applicable on the above-mentioned posts (Disability Certificate issued by the Competent Medical Board should be required).
16. Original documents shall be produced at the time of interview.
17. Only short-listed candidates will be called for interview
18. No TA/DA shall be paid for the Test/Interview.
19. Candidates must apply through proper channel if he/she working in Government/Semi Government organizations and must provide valid NOC before selection process.
20. Civil servants applying for the post must resign from civil service. If the resign from civil service is not accepted within the probation period, in case of selection, the employment shall stand terminated ib initio. Civil servants on long leave from civil service must not apply.
21. 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.
22. The appointee shall have no conflict of interest.
23. 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.
24. 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.
25. For definitions, further details and pre-interview marking/selection criteria, please see MTI-ATH/AMC/ACD Regulations amended July, 2025 or pre-interview/marketing criteria at the MTI ATH/AMC/ACD official web address given below.

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

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

(POSTAL ADDRESS)
(OFFICE OF THE SENIOR MANAGER HR)
HUMAN RESOURCE DEPARTMENT 2ND 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