



MEDICAL TEACHING INSTITUTION

GKMC/BKMC/NCN & ALLEID HOSPITALS, SWABI

KHYBER PAKHTUNKHWA



Phone No. +92-938-280414

e-mail: hr@bkmc.edu.pk

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Situation Vacant

Applications are invited from candidates for the position at the Medical Teaching Institution Gajju Khan Medical College / Bacha Khan Medical Complex and Allied Hospitals, Swabi.

S. No	Post/Designation	Criteria/ Qualification/ Experience
1.	<p>Deputy Director Finance No. of position: 01 Salary: Rs:</p>	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> CA / ACCA / CIMA / MBA (Finance) / M.Com from an HEC-recognized institution. <p><u>Preference:</u></p> <ul style="list-style-type: none"> CA, CIMA or ACCA affiliate. A Master's degree in Public Administration or Health Management is an added advantage. <p><u>Experience Required</u></p> <ul style="list-style-type: none"> Minimum 5 years of experience in finance, accounts, or audit. At least 2 years in a senior managerial finance role (Deputy Manager or above). Demonstrated experience in one or more of the following: <ul style="list-style-type: none"> Public sector / autonomous body / teaching hospital finance Government budgeting and treasury operations Healthcare revenue cycle management Hands-on experience with government financial rules (FBR, AG Office, KPPRA). Proficiency in financial ERP systems. Experience in audit management and DAC/PAC proceedings is highly desirable. <p><u>Competencies</u></p> <ul style="list-style-type: none"> Strong analytical and financial modelling skills Sound knowledge of public sector accounting and procurement laws High integrity and commitment to transparent governance Effective communication and stakeholder management Ability to work under pressure and meet deadlines

TERMS AND CONDITIONS:

- Application form along with a cover letter, CV/Resume attested educational testimonial, CNIC, and Experience Certificates/ should be addressed to the **MANAGER HUMAN RESOURCE**. The required documents should reach the **HUMAN RESOURCES DEPARTMENT (ADMIN BLOCK) BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR Swabi** by **8th July 2026**.
- Application must be in a sealed envelope, with the position applied for, clearly written shall be sent

through Courier.

3. By hand application will not be entertained.
4. Any attempt to approach or influence the selection committee will automatically disqualify the applicant; the decision of the selection committee will be final, subject to the approval by the Board of Governors. Only shortlisted candidates will be called for test/interview. After a final decision no correspondence regarding the process will be entertained.
5. Incomplete applications or those without bank deposit slips will not be entertained & shall stand rejected.
6. Job application form is available on the website: www.bkmcs.edu.pk.
7. Any application/document received after the closing date/deadline shall stand rejected. No document will be accepted/changed/replaced once received along with the application.
8. The MTI Swabi has the right to increase, decrease or cancel the advertised position.
9. In-service employees shall apply through proper channel, where in upon selection, they will have to resign from their current position.
10. Recruitment and selection of appropriate candidates will be done with transparency & merit.
11. In case of selection/ appointment the services of such candidate will be governed by the Khyber Pakhtunkhwa Medical Teaching Institutions Reform Act 2015 (As Amended) and the rules and regulations framed there under.
12. The candidate shall provide the original documents/credentials at the time of the interview.
13. No TA/DA shall be admissible for the Test/Interview.
14. Any candidate may be disqualified and/or excluded from the interview if he/she was.
 - (a) Convicted by the Court of law.
 - (b) Previous history of dismissal from any service.
 - (c) Knowingly furnishes any false information or suppresses any information which may lead to his/her disqualification.
 - (d) Attempts to obtain support for his/her candidature by improper means.
 - (e) Submits forged certificates /tempers with the entries in his/her age, and documents.
 - (f) Misbehavior during the interview.
15. The application processing fee of Rs.3,000/- non-refundable. The original deposit slip must be attached the application form. The applicant may keep a photocopy of the deposit slip for his/her record.
16. Cheque/Pay order will not be acceptable.
17. The salary of selected candidates will only be started after the verification of educational documents/experience certificates. The verification fee will be paid by the selected candidate.
18. Applicants must be willing to serve at MTI-GKMC, NCN, or any allied institution/hospital under MTI-Swabi, as required by the MTI BKMC.

Account Title: MTI-BKMC Swabi Other Sources Receipts Account No: 3004026771

Bank of Khyber, Swabi (Branch Code # 5202)

Branch Name: MTI-BKMC Swabi Branch

Bank Name: BOK

MANAGER HUMAN RESOURCE

Medical Teaching Institution Bacha Khan Medical Complex/ Gajju Khan Medical College Shahmansoor Swabi.

PH:0938-280214, WEBSITE: www.bkmcs.edu.pk, EMAIL: hr@bkmcs.edu.pk

SAY NO TO CORRUPTION