



SECRETARY BOARD OF GOVERNORS
MEDICAL TEACHING INSTITUTION GKMCS/BKMC SWABI
(Khyber Pakhtunkhwa)



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F. No: BOG/MTI/GKMCS/BKMC/SWABI/868-B

Dated: July 17th 2026 (Friday)

NOTIFICATION:

In exercise of the powers conferred under the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015 (as amended) and the MTI Regulations 2020 (as amended in October 2025), the Board of Governors, MTI-GKMCS/BKMC & Allied Hospitals/Institutions Swabi, has approved the following **TORs**, for the **Scrutiny and Selection Committee** for the post of **Medical Director** for MTI-BKMC & Allied Hospitals Swabi.

1. Entry Requirement (Eligibility) for Medical Director MTI-BKMC & Allied Hospitals Swabi:

- a. 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, minimum Level III qualification, recognized by PM&DC.
- b. 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/department/division in leading a major hospital clinical unit in any clinical and other major discipline/units including sub specialties. Must be a supervisor of CPSP in clinical Sciences.** Proven qualities of leadership and professional expertise in clinical governance and clinical audit.
- c. Details of the candidate's minimum three (3) years of administrative experience, as follows:
 - i) Medical Director/Dean/Principal and or Acting Medical Director/ Associate Dean/Vice Principal/Associate MD in a recognized Medical College / Teaching Hospital (VP / Associate Dean when he/she is a clinical specialist, clinical Sciences only).
 - ii) Head of a department/unit/division, or institution, with recognized Medical College. (This should be considered a lower-tier requirement)
 - iii) CPSP Supervisorship is compulsory. A candidate who fulfills the above criteria but is not a CPSP Supervisor shall not be considered for shortlisting for the MD position.

- d. Only those applicants who are readily available to assume the position shall be considered for selection. The applicant must be informed that they can only be selected if they are readily available for position (To be confirmed during interview).
- e. Applicants must be in good standing within the medical fraternity. A background check will be conducted through their previous employers.
- f. The candidate must be willing to undertake Institutional-Based Practice (IBP) and become an employee of the Medical Teaching Institution (MTI) Swabi. Candidates who do not agree to these conditions shall not be recommended for appointment.
- g. If civil servants or serving Army officers apply for the position of Medical Director, they shall be required to submit a No Objection Certificate (NOC) from their respective departments, along with an undertaking stating that, in the event of their selection, they shall resign from their service and join MTI Swabi immediately.
- h. Submission of a No Objection Certificate (NOC) from the current employer is mandatory for all civil servants, Armed Forces personnel, and candidates currently employed in any public or private sector organization. (To be confirmed during interview).
- i. Valid PM&DC Registration is Mandatory.
- j. Candidate having only Teaching Experience will not be shortlisted.
- k. The Medical Director shall be selected and appointed by the Board for a term of five (5) years, including the probation period, and shall be eligible for re-appointment on such terms and conditions as may be determined by the Board.

l. **Age:** Open

2. PRE-INTERVIEW SCORING CRITERIA:

Basic eligibility as per the approved TORs. In addition, candidates may be awarded marks based on the criteria specified below.

The interview will carry own marks. The final merit will be determined by adding the candidates pre-interview score and interview score, making a total of 100 marks.

Summary of Scoring as follows:

Basic Eligibility Marks:

Additional Marks:

Interview Marks:

Total Marks: 100

Extra/Additional marks will be awarded to the following:

S. No	ATTRIBUTE	SCORING	MAX. MARKS
a.	Degree, Diploma, Advance Certification of 6 months, in Medical Education or Equivalent)	Marks for Master's degree Mark for Diploma Mark for Adv Certification	
b.	Master in Health Care Management, HRM, degree including MSPH/MPH. Or Diploma/Certification in Health Care Quality	Mark for MSc Healthcare Management/MSPH/MPH/MBA/MPA HRM. Mark for Quality in Healthcare Diploma/CHQP Minimum 6 months duration from recognized institute.	
c.	Level-IV Qualification, (Second FCPS)		
d.	Advanced Fellowship in the relevant specialty, of at least One year duration.	(This shall not be awarded to a person who has already obtained a Level IV qualification and has been awarded the corresponding marks	
e.	Medical Director/Acting Medical Director	Mark for each year	
f.	Associate Medical Director of an MTI/Tertiary Care Hospital for a minimum of one year, in addition to the required three years of experience as an HOD or in a management position for basic eligibility (to be considered as experience beyond the minimum eligibility requirement).	Mark for each year	
g.	Minimum 10 Articles Published in recognized Journal besides basic eligibility		

3. Only shortlisted candidates will appear for the interview before the selection committee.

- Any application or document received after the closing date/deadline shall stand rejected. No document submitted with the application shall be accepted, changed, or replaced after the closing date. However, where a candidate has claimed relevant experience but has inadvertently failed to attach the requisite documentary evidence, the Selection Committee may, at its discretion, allow the candidate to submit such documentary proof. Any document accepted under this exception shall be duly recorded in the proceedings of the Committee.
- Any member of the Selection Committee who has a conflict of interest, in any form, with a candidate shall disclose such conflict to the Board. Likewise, if a candidate raises a concern

regarding a potential conflict of interest involving any member of the Selection Committee, the matter shall be brought before the Board for consideration.

The Board shall decide whether the concerned member may continue to participate in the selection process or shall abstain from evaluating and awarding marks to the concerned candidate. Where the Board determines that the member shall abstain, the marks for that candidate shall be awarded collectively by the remaining members of the Selection Committee, and the decision shall be duly recorded in the proceedings.

6. The selection committee must interview at least three candidates. In the event of an insufficient number of candidates, all qualified candidates may be interviewed. The overall personality commensurate with the intended role must be kept in mind while selecting the candidate.
7. **The committee will award marks as per the laid-down criteria. The Chairman will ensure that all members of the committee are well conversant with the marking system and that candidates are marked without bias. In case the Chairman of the Selection Committee finds that a member has conducted a biased evaluation, he shall report the matter to the Board. The Board shall have the right to exclude the marks awarded by that member from the aggregate score. The average of the aggregate marks will be taken as the final marks.**
8. Only those Government servants who render a willingness certificate to leave service and become MTI employee immediately upon selection will be interviewed.
9. Only the Shortlisted Candidates will appear for interview before the Selection committee. Recruitment and selection of appropriate candidates will be done with transparency and merit.
10. 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.
11. Any candidate may be disqualified and/or excluded from the interview if he/she: (a) is convicted by a court of law, (b) has a 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/tampers with the entries in his/her age and documents, (f) misbehaves during the interview.
12. The candidate shall provide the original documents/credentials at the time of the interview.
13. The Committee shall recommend **three candidates** to the Board of Governors (BOG) MTI-Swabi, in order of merit, for the post of **Medical Director**, MTI-BKMC & Allied Hospitals, based on the aggregate of the candidates' pre-interview and interview marks.

14. The candidate ranked first on the merit list shall be presented to the Board for approval. The Board may approve or reject the recommended candidate. In the event of rejection, the Board shall record and communicate the reasons for its decision in writing to the Selection Committee. The Board may then consider the next candidate on the merit list, in the order of preference recommended by the Selection Committee. Alternatively, the Board may direct the Selection Committee to re-evaluate the candidates and recommend another candidate or, if deemed necessary, initiate the selection process afresh.
15. The Board of Governors, MTI-Swabi, reserves the right to select or not select any candidate without giving any reason.
16. No TA/DA shall be admissible for the interview.
17. The salary of selected candidates will only commence after the verification of documents/ credentials and submission of accepted resignation. The verification fee will be paid by the selected candidate.

Note: The above TORs are issued under the directives and approval of the Competent Authority (BOG).

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**SECRETARY
BOARD OF GOVERNORS
MTI-GKMC / BKMC & Allied Hospitals/Institution Swabi**

Endst: No. & Date as above

Copy forwarded for information to the: -

1. Chairman and Members Board of Governors MTI-GKMC / BKMC Swabi.
2. Chairman and Members of the Scrutiny & Selection Committee for the post of Medical Director.
3. Manager Human Resource MTI-GKMC/BKMC Swabi.
4. Officials Concerned.



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