BACHA KHAN MEDICAL COMPLEX SWABI
MEDICAL TEACHING INSTITUTION
(Khyber Pakhtunkhwa)

Situations Vacant		
Applications are invited from candidates for the positions at the Medical Teaching Institution Gajju Khan Medical College / Bacha Khan Medical Complex and Allied Hospitals, Swabi.		
S. No	**Post/Description**	**Criteria/ Qualification/ Experience**
1.	**Assistant Manager Pharmacy (OPD Services)**	**Qualification:** Pharm -D from HEC recognized University and registered with the Pharmacy Council under the Pharmacy Act, of 1967. **Experience:** 04 years' experience in a supervisory role in a reputable hospital pharmacy public or private sector Hospital with not less than 200 beds. Knowledge of hospital Formularies, financing/budgetary control, computerized drug management, Drug quality control and medical supply inventories, and modern automated hospital pharmacy is required. The candidate shall be well -versed in HMIS (Hospital Management Information Software) and shall have knowledge of pharmacy -related software.
2.	**Assistant Manager Emergency**	**Qualification:** Master's Degree (16 years education) in Administrative Sciences or Health Sciences from HEC recognized University. **Experience:** 04 Years experience in Emergency and Healthcare services in a reputed hospital.
3.	**Welder**	**Qualification**: Middle Pass with a certificate in welding from a recognized board. **Experience**: 03 years of relevant experience. **Preference**: Preference will be given to candidates having experience in a tertiary care hospital.

TERMS AND CONDITIONS:

1. Application form along with a cover letter, CV/Resume, attested educational testimonial, CNIC, and Experience Certificates/ should be addressed to the Hospital Director. The required documents should reach the **HUMAN RESOURCES DEPARTMENT BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR** Swabi by **19th October 2026**.
2. Application must be in a sealed envelope, with the position applied for clearly written, and shall be sent through Courier.
3. For any position, by-hand applications will not be entertained.
4. Incomplete applications or those without bank deposit slips will not be entertained & shall stand rejected.
5. Job Specification and Job application form are available on the website: www.bkmcs.edu.pk.

6. 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.
7. The MTI Swabi has the right to increase, decrease or cancel any or all of the positions advertised.
8. In-service employees shall apply through the proper channel, wherein upon selection, they will have to resign from their current position.
9. Recruitment and selection of appropriate candidates will be done with transparency& merit.
10. 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 thereunder.
11. Only short-listed candidates will be called for a Test/Interview.
12. The candidate shall provide the original documents/credentials at the time of the interview.
13. After selection, private practice outside the hospital will not be allowed.
14. No TA/DA shall be admissible for the Test/Interview.
15. After the application, no further correspondence will be entertained regarding the selection process.
16. 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.
    (e) Attempts to obtain support for his/her candidature by improper means.
    (f) Submits forged certificates /tempers with the entries in his/her age, and documents.
    (h) Misbehavior during the interview.
17. The application processing fee for sr. no 1 and 2 Rs. 2000/- non-refundable and for sr. 3 and Rs. 1000/- must be deposited in the bank account number mentioned below as the case processing fee. The original deposit Slip must be attached to the application form. The applicant may keep a photocopy of the deposit slip for his/her record.
18. Cheque/Pay order will not be acceptable.
19. Preference will be given to candidates having relevant experience in a tertiary care hospital. The experience required for different positions shall be counted only from the date of acquisition of the prescribed qualification.
20. 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.
21. The selected candidate must be willing to relocate to affiliated hospitals (THQ Topi & Lahore as per requirement).

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