



## 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/Designation<br>Description                     | Criteria/ Qualification/ Experience                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | <b>System Administrator</b>                         | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from an HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 5 years' experience in system administration, virtualization, server management, backup and recovery, Active Directory, Windows / Linux administration.</p> <p><b><u>Preference:</u></b><br/>Preference will be given to candidates having relevant international certification in system administration.</p> |
| 2.    | <b>Network Administrator</b>                        | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from an HEC recognized Institute / University with MCSE /CCNA Certification.</p> <p><b><u>Experience:</u></b> 03 years' work experience in Network administration in a reputed organization.</p>                                                                                                                                                                                              |
| 3.    | <b>Database Administrator /Full Stack Developer</b> | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University with Oracle Certification in DBA.</p> <p><b><u>Experience:</u></b> 03 years' experience handling Client/Server applications, backups, recovery, and application development procedures in a reputed organization.</p>                                                                                                                              |
| 4.    | <b>HMIS Administrator</b>                           | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 03 years of relevant professional experience in a reputed organization.</p>                                                                                                                                                                                                                                      |
| 5.    | <b>Network Engineer</b>                             | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 2 years of experience in a relevant field.</p>                                                                                                                                                                                                                                                                   |
| 6.    | <b>Assistant System Administrator</b>               | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 2 years' experience in a relevant field of work.</p>                                                                                                                                                                                                                                                             |
| 7.    | <b>Audit Officer</b>                                | <p><b><u>Qualification:</u></b> CA Finalist / ACCA / ACMA or equivalent. Additional qualification of CIA preferred with 03 years relevant experience in Audit. <b>OR</b> MBA Finance from a HEC-recognized Institute / University with 05 years of experience in the relevant field of Audit. Good understanding of risk-based Auditing.</p>                                                                                                                |

|     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | <b>Quality Assurance Officer</b>    | <p><b><u>Qualification:</u></b> Bachelor's degree (16 years of education), preferably Masters in Total Quality Management/Business Studies/Social Sciences/Health Sciences or Equivalent from a HEC-recognized Institute / University.</p> <p><b><u>Experience:</u></b> 2 years of relevant experience in a reputed hospital/organization.</p> <p><b><u>Preference:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Quality Assurance Certifications, Excellent Computer Skills, proficiency in Microsoft Office tools, and knowledge of SPSS will be an added advantage.</li> </ul> |
| 9.  | <b>Dietitian Assistant</b>          | <p><b><u>Qualification:</u></b> Bachelor's or equivalent degree (16-year education) in Nutrition / Home Economics (major in Nutrition or Food Sciences) from a HEC-recognized Institute / University.</p> <p><b><u>Experience:</u></b> 01 year of relevant experience in a reputed organization.</p>                                                                                                                                                                                                                                                                                                                                                    |
| 10. | <b>Clinical Nutrition Assistant</b> | <p><b><u>Qualification:</u></b> Bachelor's or equivalent degree (16-year education) in Nutrition / Home Economics (major in Nutrition or Food Sciences) from a HEC-recognized Institute / University.</p> <p><b><u>Experience:</u></b> 01 year of relevant experience in a reputed organization.</p>                                                                                                                                                                                                                                                                                                                                                    |
| 11. | <b>Quality Assurance Assistant</b>  | <p><b><u>Qualification:</u></b> Bachelor's degree (16 years of education), preferably Masters in Total Quality Management/Business Studies/Social Sciences/Health Sciences or Equivalent from a HEC-recognized Institute / University.</p> <p><b><u>Experience:</u></b> 1 year of relevant experience in a reputed hospital/organization.</p> <p><b><u>Preference:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Quality Assurance Certifications, Excellent Computer Skills, proficiency in Microsoft Office tools, and knowledge of SPSS will be an added advantage.</li> </ul>  |
| 12. | <b>Help Desk Support Engineers</b>  | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 2 years' experience in a relevant field of work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13. | <b>Chief Paramedics</b>             | <p><b><u>Qualification:</u></b> BS or higher qualification in the paramedical field.</p> <p><b><u>Experience:</u></b> 05 years of relevant experience in a tertiary care hospital.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14. | <b>Data Entry Operator</b>          | <p><b><u>Qualification:</u></b> BCS/ MCS or equivalent degree from HEC recognized Institute / University.</p> <p><b><u>Experience:</u></b> 1 year of relevant experience in a reputed hospital/organization.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15. | <b>CCTV Operator</b>                | <p><b><u>Qualification:</u></b> FA/FSC or equivalent or Diploma in CCTV from a recognized board.</p> <p><b><u>Experience:</u></b> 3 years of relevant experience in operating CCTV.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. | Facility Supervisor                 | <p><b><u>Qualification:</u></b> BBA (Hons), or master's degree MBA, MPA, Management Science and Economics from an HEC-recognized Institute/University.</p> <p><b><u>Experience:</u></b> 02 years of relevant experience in a health care facility or hotel management in a well-established organization.</p>                                                                                       |
| 17. | Laundry Technician                  | <p><b><u>Qualification:</u></b> DAE (Diploma of Associate Engineer) in electrical/electronic or mechanical from a government-recognized board.</p> <p><b><u>Experience:</u></b> 2 years of experience in the relevant field.</p> <p><b><u>Preference:</u></b> Preference will be given to candidates with medical laundry experience.</p>                                                           |
| 18. | CSSD Supervisor                     | <p><b><u>Qualification:</u></b> BS in CSSD or in Surgical Technology from a HEC-recognized Institute/University, OR Diploma in CSSD or Diploma in Surgical Technology duly recognized by Medical Faculty Khyber Pakhtunkhwa with at least 3 years' CSSD experience in a health care facility</p>                                                                                                    |
| 19. | CSSD Technician                     | <p><b><u>Qualification:</u></b> BS in CSSD or in Surgical Technology from a HEC-recognized Institute/University with at least 1 year CSSD experience in a health care facility. OR Diploma in CSSD or Diploma in Surgical Technology duly recognized by Medical Faculty Khyber Pakhtunkhwa with at least 2 years' CSSD experience in a health care facility</p>                                     |
| 20. | Oxygen Plant Technician             | <p><b><u>Qualification:</u></b> FA/FSC or equivalent qualification for a recognized Board.</p> <p><b><u>Experience:</u></b> 02 years' experience in Oxygen Plant Systems.</p> <p><b><u>Preference:</u></b> Preference will be given to candidates having DAE from a technical board.</p> <p>Knowledge of Medical Air Vacuum Plants and expertise in GAS Welding will be an additional advantage</p> |
| 21. | Boiler Operator                     | <p><b><u>Qualification:</u></b> FSc or DAE (Chemical) from a recognized board.</p> <p><b><u>Experience:</u></b> 02 years of relevant experience in a public or private organization.</p>                                                                                                                                                                                                            |
| 22. | Receptionist cum Telephone Operator | <p><b><u>Qualification:</u></b> BA/BSC (14 years of education) from a recognized institute/university.</p> <p><b><u>Experience:</u></b> 1 year of relevant experience in a reputed hospital/organization.</p>                                                                                                                                                                                       |
| 23. | Incinerator Operator                | <p><b><u>Qualification:</u></b> SSC or equivalent qualification from a recognized Board with a vocational certificate in a relevant field from a technical institute.</p> <p><b><u>Experience:</u></b> One year of practical experience in the relevant field.</p>                                                                                                                                  |
| 24. | Pharmacist                          | <p><b><u>Qualification:</u></b> Pharm-D from an HEC-recognized Institute/University. The candidate must have a valid registration with the Pharmacy Council, Category A.</p> <p><b><u>Experience:</u></b> 02 years relevant in ISO Accredited Hospital/Tertiary care hospital.</p>                                                                                                                  |

|     |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25. | Respiratory Therapy | <p><b><u>Qualification:</u></b> Bachelor's Degree in Respiratory Therapy from an HEC-recognized Institute/University.<br/> <b>OR</b> Postgraduate Diploma in Respiratory Therapy from an HEC-recognized Institute/University.</p> <p><b>OR</b> Bachelor's Degree in Intensive Care Technology from an HEC-recognized institute/ University.</p> <p><b><u>Experience:</u></b> 01-year Postgraduate experience in ICU in a reputed hospital. Preference will be given to the candidate having the desired education of a Bachelor's Degree in Respiratory Therapy</p> <p><b>OR</b> Post Graduate Diploma in Respiratory Therapy.</p> |
| 26. | Resident Pharmacist | <p><b><u>Qualification:</u></b> Pharm-D with a minimum CGPA of 3.0 or 65% marks from an HEC-recognized Institute/University, affiliated with the Pakistan Pharmacy Council, with valid registration Category A.</p> <p><b><u>Experience:</u></b> 02 years of hospital pharmacy experience.</p> <p><b><u>Preference:</u></b> Preference will be given to candidates with clinical pharmacy experience.</p>                                                                                                                                                                                                                          |
| 27. | Trainee Pharmacist  | <p><b><u>Qualification:</u></b> Pharm-D with a minimum CGPA of 3.0 or 65% marks from an HEC-recognized Institute /University, affiliated with the Pakistan Pharmacy Council, with valid registration Category A.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
| 28. | Pharmacy Salesman   | <p><b><u>Qualification:</u></b> Diploma in Pharmacy (Category B) duly recognized by the Pharmacy Council of Pakistan /Faculty of Paramedical &amp; Allied Health Sciences, Khyber Pakhtunkhwa.</p> <p><b><u>Experience:</u></b> 1 year of relevant experience in a recognized Hospital.</p>                                                                                                                                                                                                                                                                                                                                        |
| 29. | Store Keeper        | <p><b><u>Qualification:</u></b> FA/FSC OR equivalent from a recognized board.</p> <p><b><u>Experience:</u></b> 2 years' experience in a relevant field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 30. | Purchase Officer    | <p><b><u>Qualification:</u></b> Bachelor's (16 years of education) or Master's degree.</p> <p><b><u>Experience:</u></b> 05 years of experience in the relevant field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 31. | Inventory Officer   | <p><b><u>Qualification:</u></b> Bachelor's (16 years of education) or Master's degree.</p> <p><b><u>Experience:</u></b> 05 years of experience in the relevant field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 32. | Physiotherapist     | <p><b><u>Qualification:</u></b> Doctor of Physiotherapy OR equivalent qualification.</p> <p><b><u>Experience:</u></b> 02 years of relevant clinical/teaching experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 33. | Inventory Assistant | <p><b><u>Qualification:</u></b> Bachelor's (16 years of education) or Master's degree.</p> <p><b><u>Experience:</u></b> 02 years of relevant Experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|     |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34. | CRP Associate                  | <b><u>Qualification:</u></b> BA, BSc, or 14 Years of Education.<br><b><u>Experience:</u></b> 01-year relevant Experience.                                                                                                                                                                                                                                                                                                                                      |
| 35. | Biomedical Technician          | <b><u>Qualification:</u></b> DAE in Biomedical/ Electronic.<br><b><u>Experience:</u></b> 3 years of relevant experience in a reputed organization.                                                                                                                                                                                                                                                                                                             |
| 36. | HR Assistant                   | <b><u>Qualification:</u></b> BBA (Hons) /MBA in HRM/HRD or equivalent Degree from a HEC-recognized institute/ University.<br><b><u>Experience:</u></b> 02 years' experience in HRM, preferably in a reputed organization/Hospital.                                                                                                                                                                                                                             |
| 37. | Quantity Surveyor/Cad Operator | <b><u>Qualification:</u></b> Diploma in Civil Engineering with CAD Operator Certificate from a government-recognized institute.<br><b><u>Experience:</u></b> 5 years of relevant practical experience in civil engineering and building projects, including proficiency in CAD software (e.g., AutoCAD) and experience as a Quantity Surveyor in the preparation of BOQs, estimates, and invoices, preferably with a reputable contractor or consultancy firm. |
| 38. | Sub-Engineer (Civil)           | <b><u>Qualification:</u></b> Diploma in Civil Engineering.<br><b><u>Experience:</u></b> 05 years of practical experience in supervision of building works with a contractor or consultant                                                                                                                                                                                                                                                                      |
| 39. | Dialysis Technician            | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized Institute / University.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                              |
| 40. | Cardiology Technician          | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 41. | Surgical Technician            | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 42. | Anesthesia Technician          | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 43. | Laboratory Technician          | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 44. | Radiology Technician           | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 45. | Ophthalmology Technician       | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |
| 46. | Endoscopy Technician           | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                                                               |

|     |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 47. | <b>Phlebotomist</b>             | <b><u>Qualification:</u></b> FSC from a recognized Board.<br><b><u>Experience:</u></b> 01 year of relevant experience, preferably in a reputed Hospital/Laboratory.                                                                                                                                                                                                                                             |
| 48. | <b>Health Technician</b>        | <b><u>Qualification:</u></b> BS in relevant technology from an HEC-recognized institute/ university.<br><b><u>Experience:</u></b> 1 year of relevant experience.                                                                                                                                                                                                                                                |
| 49. | <b>Physiotherapy Technician</b> | <b><u>Qualification:</u></b> Two-year Diploma in Physiotherapy OR Equivalent qualifications awarded from the Faculty of Paramedical and Allied Health Sciences, KP.<br><b><u>Experience:</u></b> 03 years of relevant experience working as a physiotherapy Technician (preferably in the public sector or other reputable hospital/organization).<br><b><u>Experience:</u></b> 01 year of relevant experience. |
| 50. | <b>Sehat Card Facilitator</b>   | <b><u>Qualification:</u></b> FA/FSc or equivalent, with a Diploma in Information Technology (DIT) from a government-recognized Technical Board.<br><b><u>Experience:</u></b> 06 months of relevant experience in Sehat Sahulat Card (SSC) services.                                                                                                                                                             |
| 51. | <b>Account Technician</b>       | <b><u>Qualification:</u></b> B. Com/BBA/BBA (Hons) (Finance) / BS (Accounting / Finance) / M. Com / MBA (Finance) / CA Inter / ICMA Inter or equivalent Bachelor/Master degree<br><b><u>Experience:</u></b> One year of practical experience in Accounts, cash management cycle, and bookkeeping in a public/private organization.                                                                              |

#### **TERMS AND CONDITIONS FOR APPLYING FOR THE TEST:**

1. Candidates will be provisionally allowed to appear in the ETEA screening test based on the credentials provided. The Appointing Authority will conduct detailed scrutiny, and if any candidate is found ineligible at any stage of the recruitment process, he/she will be disqualified.
2. All candidates must create a profile on ETEA's website ([www.etea.edu.pk](http://www.etea.edu.pk)) to apply online. After creating the profile and before depositing the fee for any post, candidates must print the E-Sahulat token from ETEA's website and get their CNIC verified at any NADRA E-Sahulat franchise (Kiosk). Without such verification, candidates will not be able to apply.
3. Upon successful submission of the online application, a prescribed online deposit slip containing the candidate's token number, project code, and personal information will be generated.
4. Candidates are required to deposit the prescribed non-refundable test fee through One Link.
5. The original deposit slip (candidate copy) with the bank's stamp must be retained by the candidate at all times and must not be shared with any third party.
6. After submission of the online application, candidates are not required to send any documents or testimonials to the ETEA office.
7. The online application form shall be available from **6<sup>th</sup> October, 2026**, and the last date for submission of applications is **25<sup>th</sup> October, 2026**.

8. Candidates will be informed through SMS by ETEA to download and print their Roll No. Slips from [www.etea.edu.pk](http://www.etea.edu.pk). Candidates must not provide ported/converted mobile numbers.
9. No separate Call Letter will be issued by post or courier for the screening test.
10. Test Date, Time & Venue will be mentioned on the Roll No. Slip.

#### **PROCEDURE FOR QUALIFIED CANDIDATES AFTER ETEA TEST:**

1. Candidates whose details are received from ETEA after qualifying the written test shall submit the 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 within 15 working days after intimation of results and must include information up to the closing date for online application for ETEA test.
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](http://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 an interview.
12. The candidate shall provide the original documents/credentials at the time of the interview.
13. No TA/DA shall be admissible for the Interview.
14. After the application, no further correspondence will be entertained regarding the selection process.
15. 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.
16. The application processing fee of Rs. 2000/- non-refundable 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.

17. Cheque/Pay order will not be acceptable.
18. The salary of selected candidates will only start after the verification of educational documents/experience certificates. The verification fee will be paid by the selected candidate.
19. The selected candidate must be willing to relocate to affiliated hospitals (THQ Topi & Lahore as per requirement).
20. 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.

**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](http://www.bkmcs.edu.pk), EMAIL: [hr@bkmcs.edu.pk](mailto:hr@bkmcs.edu.pk)**

**SAY NO TO CORRUPTION**