



پشاور شفا قلب
Peshawar Institute of Cardiology
MTI

OFFICE OF THE HOSPITAL DIRECTOR
PESHAWAR INSTITUTE OF CARDIOLOGY - MTI, PESHAWAR

VACANCY
ANNOUNCEMENT

Ref: 14/2022

Applications are invited for the following vacancy at PIC-MTI, Peshawar as per the following conditions:

ADMINISTRATIVE POSITIONS

S. NO.	NOMENCLATURE OF POST	GENDER	AGE (YRS)	QUALIFICATION/EXPERIENCE
1.	Quality Specialist - Clinical	Male/ Female	45	Qualification: <ul style="list-style-type: none">MBBS or equivalent from a University recognized by PMC with valid registration and having a House Job Certificate. Experience: <ul style="list-style-type: none">01 Year of Post-qualification experience in a reputed hospital. Preference: <ul style="list-style-type: none">Preference will be given to the candidates having served in a JCI-accredited facility or international Certification in the Healthcare Quality.
2.	Building and Maintenance Engineer	Male	40	Qualification: <ul style="list-style-type: none">BSc. Civil Engineering from a recognized board or institute. Experience: <ul style="list-style-type: none">05 Years' post-qualification experience in civil works in a public or private organization.
3.	Quality Assurance Officer	Male/ Female	35	Qualification: <ul style="list-style-type: none">Bachelors/ Master's Degree having completed (16 years of Education) from an HEC recognized University. Experience: <ul style="list-style-type: none">01 Year of Post-qualification quality experience in a reputed hospital. Preference: <ul style="list-style-type: none">Preference will be given to the candidates having served in a JCI-accredited facility or having international Certification in Healthcare Quality.
4.	HR Officer	Male/ Female	35	Qualification: <ul style="list-style-type: none">MBA- HRM (16 years education) or equivalent Degree in HRM / HRD from an HEC-recognized university. Experience: <ul style="list-style-type: none">02 years of relevant post-qualification experience in a Tertiary Care Hospital.
5.	Assistant Database Administrator	Male/ Female	35	Qualification: <ul style="list-style-type: none">Bachelors in Computer Science/ Information Technology/ Software Engineering (16 years of qualification) from an HEC-recognized University. Experience: <ul style="list-style-type: none">01 Year of post-qualification relevant experience in database administration from reputed public or private sector organization. Other Conditions: <ul style="list-style-type: none">Candidates are also required to be proficient in the Administration of Oracle databases, Database backup and recovery, Database and WebLogic Server Patching and Upgradation, SQL Writing Database Tuning Performance and Vulnerability Management along with day-to-day database Performance Monitoring expertise in using PL/SQL, Toad, etc.
6.	HR Assistant	Male/ Female	30	Qualification: <ul style="list-style-type: none">MBA- HRM (16 years education) or equivalent Degree in HRM / HRD from an HEC-recognized university. Experience: <ul style="list-style-type: none">01 year of relevant post-qualification experience in a reputed hospital.
7.	Telephone Operator	Male/ Female	35	Qualification: <ul style="list-style-type: none">Intermediate or Equivalent from Government recognized Board. Experience: <ul style="list-style-type: none">02 Years' experience as Telephone Operator/ Call Center Agent with proficiency in English, Urdu & Pashto. Other Conditions: <ul style="list-style-type: none">Candidate must be Computer Literate with sound knowledge of Microsoft Office along with good Typing speed skills.
8.	HVAC Technician	Male/ Female	35	Qualification: <ul style="list-style-type: none">Diploma in Refrigeration/Air conditioning or certificate in G1/G2/G3 or both from a recognized institute. Experience: <ul style="list-style-type: none">02 years post qualification experience in a reputed organization.

9.	Boiler Operator	Male/ Female	45	Qualification: <ul style="list-style-type: none">SSC/Matriculation from a recognized institute.Candidate must have a C-Class Boiler Certificate. Experience: <ul style="list-style-type: none">06 years of pre and post qualification relevant experience is required.
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CLINICAL POSITIONS

S. NO.	NOMENCLATURE OF POST	GENDER	AGE (YRS)	QUALIFICATION/EXPERIENCE
10.	Senior Consultant Cardiology (Non-Interventional)	Male/ Female	N/A	Qualification & Experience: <ul style="list-style-type: none">Applicant must have FCPS with fellowship or equivalent training in cardiology or MRCP with cardiology specialty training or US cardiology subspecialty board certification, CCT, or other equivalent qualification in the specialty recognized by PMC.10 years of clinical experience at a level of consultant.Preference will be given to applicants familiar with the latest techniques in the specialty and experience working with the complete state-of-the-art facilities in a modern reputable institution.

TERMS & CONDITIONS:

HOW TO APPLY:

- Job Application Form is available on the website www.pic.edu.pk application is acceptable only on a prescribed form.
Only for Serial No 01 to 09: Applications accompanied with complete *Job Application Form, Covering Letter, including the names, postal and email addresses of 03 referees, Academic Credentials, Qualification, Experience, Domicile certificates* / along with 02 photographs and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must be received at below address through registered courier service, in the name of "**Hospital Director, Peshawar Institute of Cardiology MTI Receipt Account No. 0083-0000-0165-1008 Bank of Khyber, Phase 5, Hayatabad Branch, Peshawar** (as processing fee, non-refundable) as per the fee schedule given below:

PAYMENT SCHEDULE	
Description	Payment
Sr. 01-09	Rs.500/-

- Only For Serial No. 10** Completely filled scanned Job application form/ detailed Curriculum Vitae, Academic Credentials, Qualification, Experience, 02 photographs and CNIC photocopy, PMC Registration Certificate, House Job Certificate along with other post-graduate educational credentials and experience certificates should be sent by email on ***prerecruitment@pic.edu.pk*** by mentioning the post and specialty applied in the subject line.
- The service of the candidates will be governed under the Khyber Pakhtunkhwa Medical and Teaching Institution Reforms Act, 2015 including its amendments and Regulations of the institution.
- Candidates should be eligible in all respects 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 references and date of issuance*), age (*calculated as on last day of the advertisement*) before the closing date of the advertisement.
- The following applications **will be subject to disqualification and will not be entertained**:
 - Incomplete applications i.e. Missing Job Application Form, Missing or irregular experience certificates as mentioned in serial 4, Missing Diploma or Degree as per requirement/criteria.*
 - Late submission i.e. applications received after the due date.*
 - Application received without processing fees shall not be entertained.*
 - Candidates will be disqualified if found of any perjury in documentation/credentials at any stage of the process or employment.*
 - Attempts to influence any member of the recruiting committees.*
 - Attempts to obtain support for his / her candidature by improper means.*
 - Emails or by hand submissions will not be entertained.*
 - 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, be rejected.*
- An application received after the closing time and date shall stand automatically rejected.
- Candidate already in government service should apply through proper channel, alongwith NOC from the concerned organization, clearly stating the length of service and other particulars.
- Only shortlisted candidates will be called for interviews.
- Candidates claiming age relaxation shall complete all the requirements and due process at the time of applying for the job.
- The decision of the competent authority shall stand final.
- No TA/DA will be admissible for the Test/Interview.
- 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 public/private entity national or foreign, including, but not limited to civil services of Pakistan
- The institution reserves the right to decrease/increase the positions or revoke the hiring process at any stage without assigning any reason.**

Last date of applying is November 09, 2022

Note: Sr. No. 10 of this advertisement will be treated as a running position till the filling of the available vacancy.

PIC-MTI 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.

HOSPITAL DIRECTOR
Peshawar Institute of Cardiology – Medical Teaching Institution
Email ID: prerecruitment@pic.edu.pk
5-A, Sector B-3, Phase -V, Hayatabad Peshawar, Khyber Pakhtunkhwa, Pakistan