



**OFFICE OF THE DEAN / CHIEF EXECUTIVE**  
**MEDICAL TEACHING INSTITUTION GKM/BKMC SWABI**  
(Khyber Pakhtunkhwa)



**Situation Vacant**

Applications are invited from the candidates for the following positions in **Nigar College of Nursing, Medical Teaching Institution Gajju Khan Medical College/ Bacha Khan Medical Complex Swabi.**

S. No	Post/Designation Description	Criteria/ Qualification/ Experience
1.	<b>Nursing Lecturers (Male/Female) No. of Positions: 04</b>  <b>Age: 25-40</b>	<b>Qualification:</b> Post RN or Generic BSN (16 years of education) from any PNC-recognized university/institute. <ul style="list-style-type: none"><li>• 03- Years Post Degree Clinical or Teaching Experience in Public, autonomous, semi-government or any well-reputed private Hospital/Nursing Institute.</li><li>• Valid PNC License with all entries of professional qualification.</li></ul> <b>Preference:</b> Preference shall be given to those having additional qualifications (MSN, MSPH, MPH or MHPE)
2.	<b>Visiting Nursing Lecturers (01 each) (Male/Female)</b> <ol style="list-style-type: none"><li>1. Microbiology</li><li>2. Biochemistry</li><li>3. English</li><li>4. Islamiyat</li><li>5. Pakistan Study</li></ol>	<b>Qualification:</b> First Class MS/MPhil/equivalent degree (18 Years of education) in the relevant field from HEC-recognized University/Institution with no 3rd division in the academic career. <b>Preference:</b> Preference shall be given to those having experience in relevant fields.
3.	<b>Assistant Librarian No. of Positions: 01</b>  <b>Age: 25-40</b>	<b>Qualification:</b> Graduate in Library Science from a recognized university. <ul style="list-style-type: none"><li>• Must be computer literate.</li></ul> <b>Experience:</b> 02 years post-degree experience as assistant librarian.
4.	<b>Students Affairs Associate No. of Positions: 01 Age: 25-35</b>	<b>Qualification:</b> Master's Degree in Management Sciences, Economics, Social Sciences, BS (Hons) in Computer Science or equivalent (16 years education). <ul style="list-style-type: none"><li>• Must be computer literate.</li></ul> <b>Experience:</b> 02 years post-degree experience in academic staff/student affairs in any recognized institute.
5.	<b>Data Entry Operator No. of Positions: 01 Age: 22-35</b>	<b>Qualification:</b> BA/BSc from HEC-recognized university/Institution with 01-year DIT from Govt recognized Board. <b>Experience:</b> 01-year experience as data entry operator with a typing speed of 45 words per minute and command on MS word/excel.

**Terms and Conditions:**

1. Application form along with cover letter, CV/Resume attested educational testimonial, CNIC, and Experience Certificate/s should be addressed to the Dean/Chief Executive. The required documents should reach the **HUMAN RESOURCES DEPARTMENT BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR Swabi** by **13<sup>th</sup> August 2024.**



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2. Application must be in a sealed envelope, with the position applied for, clearly written shall be sent through Courier.
  - a) For any position, by hand application will not be entertained.
  - b) Incomplete applications or those without bank deposit slips will not be entertained & shall stand rejected.
3. Job Specification and job application form is available on the website <https://www.ncns.edu.pk>.
4. 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.
5. The MTI Swabi has the right to increase, decrease or cancel any or all of the positions advertised.
6. In-service employees shall apply through proper channel, wherein upon selection, they will have to resign from their current position.
7. Recruitment and selection of appropriate candidates will be done with transparency & merit.
8. 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.
9. Only shortlisted candidates will be called for a Test/Interview.
10. The candidate shall provide the original documents/credentials at the time of the interview.
11. No TA/DA shall be admissible for the Test/Interview.
12. Subsequent to the application, no further correspondence will be entertained regarding the selection process.
13. 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.
14. The application processing fee of **Rs. 2500/-** (for Sr # 01 & 03) and **Rs. 1000/-** (for Sr # 04 to 05) non-refundable, must be deposited in the bank account number mentioned below as the case processing fee. The original deposit Slip must be attached with the application form. The applicant may keep a photocopy of the deposit slip for his/her record.
15. Cheque/Pay order will not be acceptable.
16. 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.

**Account Title: Nigar College of Nursing MTI Swabi**

**Account No: 3004232266**

**Bank of Khyber, Swabi (Branch Code#5202)**

**Prof: Dr. Shams Ur Rehman**

**DEAN/ CHIEF EXECUTIVE OFFICER**

**Gajju Khan Medical College/ Bacha Khan Medical Complex Swabi**

Ph# 0938-280214

Web: <https://www.ncns.edu.pk>

Email: [hr@bkmc.edu.pk](mailto:hr@bkmc.edu.pk)

**SAY NO TO CORRUPTION**