



OFFICE OF THE DEAN / CHIEF EXECUTIVE
MEDICAL TEACHING INSTITUTION GKMC/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.	Nursing Lecturers (Male/Female) No. of Positions: 04 Age: 25-40 Salary Rs. 90,000/-	Qualification: Post RN or Generic BSN (16 years of education) from any PNC-recognized university/institute. <ul style="list-style-type: none">• 03- Years Post Degree Clinical or Teaching Experience in Public, autonomous, semi-government or any well-reputed private Hospital/Nursing Institute.• Valid PNC License with all entries of professional qualification. Preference: Preference shall be given to those having additional qualifications (MSN, MSPH, MPH or MHPE)
2.	Students Affairs Associate No. of Positions: 01 Age: 25-35 Salary Rs. 45,000/-	Qualification: 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">• Must be computer literate. Experience: Minimum 01-year post-degree experience as student affairs in Nursing College.
3.	Data Entry Operator No. of Positions: 01 Age: 22-35 Salary Rs. 42,000/-	Qualification: At least 2 nd class BCS/BIT (04 years) or equivalent degree from HEC recognized University/institution. OR At least 2 nd class Bachelor's (14 years) with 01-year Diploma in Information Technology from an HEC-recognized university / Institution from Govt recognized Board. Experience: 02 years relevant IT experience in Government / Semi Government-Government Organization /Private Sector.

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 **27th January 2025**.
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.



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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) and **Rs. 1500/-** (for Sr # 02 and Sr # 03) 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

SAY NO TO CORRUPTION