



(MEDICAL TEACHING INSTITUTION)
MTI-AMC AYUB MEDICAL COLLEGE ABBOTTABAD

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AYUB MEDICAL COLLEGE
MEDICAL TEACHING INSTITUTION
ABBOTTABAD

DOCUMENT #: R/DEP/DEAN/SMHR/MHR_O5

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Ayub Medical College Abbottabad is an Autonomous Medical Teaching Institution with a Board of Governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institutions Reform Act 2015 and amendments therein; MTI ATH/AMC/ACD is an equal opportunity employer with no gender bias.

Ayub Medical College Under MTI Act, 2015 (as amended from time to time) requires the services of the following as per below mentioned condition:-

NON-CLINICAL POSITION

S#	NOMENCLATURE OF POST/GRADE	CRITERIA/QUALIFICATION/ EXPERIENCE
1	PRE AUDITOR IPS-04 (equivalent to BPS 16) AGE: Upto 40 years Domicile KPK (No. of Post- 01)	QUALIFICATION. MBA (Finance) or M.Com or CA (inter),ICMAP(inter),ACCA(inter) EXPERIENCE Three years of post-qualification experience. Candidates having experience of audit will be given preference

SELECTION PROCEDURE:

- Short listing will be done based on ETEA screening test, educational qualifications and relevant experience as per approved criteria.
- A minimum of 50 percent marks are required to pass ETEA screening test.
- Only shortlisted candidates will be called for interview.
- A minimum of 60 percent will be passing interview marks, as approved by the competent authority.
- Average aggregate of interview marks will be considered.
- Chairman committee will ensure that all members of the committee are well conversant with the marking system and marks are awarded without bias.
- Government Servants must submit NOC from the concerned department.
- The selection committee will recommend names to the competent authority MTI ATH/AMC/ACD as per order of merit including pre-interview and interview marks.
- The competent authority shall then issue Offer letter to the recommended candidate.
- In case the recommended candidate does not join within stipulated time, then the next candidate as per order of merit, will be issued offer letter, subject to approval by the competent authority i.e Dean & CEO, AMC MTI Abbottabad.

TERMS & CONDITIONS

1. All roles, responsibilities, and the method of selection and appointment shall be governed by the MTI Act, 2015 (as amended from time to time) and the Policy Board Rules and Regulations duly adopted by AMTI Abbottabad, as amended from time to time.
2. Candidates must be eligible in all respects and possess the prescribed educational qualifications and relevant post-qualification experience, duly issued by the competent authority. Attested copies of Degree, DMC, Domicile, CNIC, and Experience Certificates shall be required to be submitted at a later stage after the screening test. Only documents submitted within the stipulated time shall be considered. All documents shall be verified during the shortlisting process, and any candidate found to have submitted fake, forged, or unverifiable documents shall be disqualified and proceeded against, in accordance with the law.
3. The candidate must be in good standing with his/her current employer and shall submit a reference letter from the current employer along with at least one additional reference letter. Names and contact details of three referees shall be provided after the screening test.
4. Salary package as per (IPS-04) shall be offered and appointment shall be regulated under the MTI ATH/AMC/ACD Uniform Contract Policy (December,2025) on Institutional Pay Scale (IPS) with Contributory Provident Fund (CPF), or any amendments thereof, subject to satisfactory performance evaluation reports (PERs) at the end of each calendar year.
5. The appointee shall be on probation for one (01) year, during which the contract may be terminated without notice.
6. A candidate may be disqualified or excluded from interview if he/she:
 - Has been convicted by a court of law
 - Has been dismissed from public service
 - Knowingly furnishes false information or suppresses material facts
 - Submits forged or tampered documents
 - Attempts to influence the selection process by improper means

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- Has a previous history of dismissal from service
- Tampers with age or academic records
- Misbehaves during the interview process

7. Character verification and background checks of the selected candidate shall be conducted. In case of any adverse report or criminal record, the selection shall stand cancelled or withdrawn.
8. Only shortlisted candidates shall be called for interview. No TA/DA shall be admissible. Original documents must be produced at the time of interview.
9. Candidates employed in Government or Semi-Government organizations must apply through proper channel with NOC and, if selected, shall resign from service. Civil servants, including those on long leave, must resign from civil service; failure to secure acceptance of resignation within the probation period shall render the appointment terminated ab initio.
10. The Scrutiny Committee shall be competent to reject any application that is incomplete or received after the due date. Aggrieved candidates may submit a written appeal to the competent authority, whose decision shall be final.
11. Any attempt to approach or influence any member of the Selection Committee or any official shall result in automatic disqualification.
12. The aggrieved candidate may appeal to the competent authority for review in writing, whose decision shall be considered as final. No communication shall be entertained once a candidate has been selected.
13. The decision of the Selection Committee, subject to approval by the competent authority / Board of Governors, AMTI Abbottabad, shall be final.
14. The appointee shall have no conflict of interest.
15. The competent authority / Board of Governors, MTI ATH/AMC/ACD, reserves the right to increase or decrease the number of vacancies, cancel the recruitment process, or re-advertise the positions at any stage.

HOW TO APPLY

1. Online application forms shall be available on www.etea.edu.pk from **9th January, 2026**.
2. After successful submission of the online application, a **prescribed online deposit slip** containing the token number, project code, and candidate's personal information shall be generated.
3. Candidates shall print the generated deposit slip and deposit the prescribed **non-refundable test fee** through **Easypaisa App**, or at **any UBL Bank branch**.
4. Candidates must retain the **original candidate copy of the deposit slip**, bearing the bank's stamp, and **must not share it with anyone**.
5. Candidates **shall not send documents or testimonials to the ETEA office**. Copies of required documents shall be provided **only by candidates who qualify the screening test**, as and when required by **ETEA or the Appointing Authority** for scrutiny purposes.
6. The **last date for submission of online applications** is **31st January 2026**.
7. Candidates will be informed through **SMS by ETEA** to download and print their **Roll Number Slips** from www.etea.edu.pk. Candidates are advised **not to provide ported or converted mobile numbers**.
8. **Test date, time, and venue** shall be communicated through the **ETEA website** and mentioned on the **Roll Number Slip**.
9. **No separate call letters** shall be issued for the screening test through postal or courier services.

MTI ATH/AMC/ACD 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.

**(DEAN & CEO, AYUB MEDICAL COLLEGE)
MEDICAL TEACHING INSTITUTION ATH/AMC/ACD, ABBOTTABAD
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