

Situation Vacant

Khyber Medical University (KMU) Peshawar, invites applications for the following administrative positions from the residents of Khyber Pakhtunkhwa only, apply online via <https://jobs.kmu.edu.pk> on or before **05-11-2025**. *For eligibility criteria and further details, please visit KMU Website (www.kmu.edu.pk).*

S No.	Post Name	Pay Scale	No. of Post(s)	Eligibility, Qualification & Experience
KMU Hospital & Research Center, Peshawar				
1.	Network Administrator	Equivalent to BPS-17 (fixed pay basis)	01	Masters or equivalent degree (16 years education) with first division in Computer Sciences/ I.T duly recognized by the Higher Education Commission of Pakistan and CCNA (Cisco) certification or equivalent having 03 years of experience in the relevant field in an HEC recognized public sector university / degree awarding institute or a public sector organization. OR Masters or equivalent degree (16 years education) with second division in Computer Sciences/ I.T duly recognized by the Higher Education Commission of Pakistan and CCNA (Cisco) certification or equivalent having 05 years of experience in the relevant field in an HEC recognized public sector university / degree awarding institute or a public sector organization.
2.	Receptionist (IT Support)	Equivalent to BPS-14 (fixed pay basis)	02	Bachelor's degree in computer science/information technology (BSCS, BSIT, or equivalent). • Strong knowledge of computer hardware, operating systems, and software installation. • Practical experience in LAN/Wi-Fi configuration, troubleshooting, and printer setup. • Familiarity with Hospital Management Information Systems (HMIS) will be an added advantage. • Basic understanding of database systems, user accounts, and data backup procedures. • Ability to communicate effectively and provide user support in hospital environment.

❖ HOW TO APPLY

- Interested candidates should first visit <https://jobs.kmu.edu.pk> and apply for the posts online.
- After the online application is successfully submitted, a prescribed Bank of Khyber (BOK) online deposit slip (which includes a token number and the candidate's personal information) will be generated.
- Print the generated BOK deposit slip and deposit the prescribed, non-refundable application fee at any BOK branch or via One Link ID using the printed deposit slip.
- After successful fee submission, retain the original deposit slip (candidate's copy) with the bank's stamp. Do not share this slip with anyone.
- Do not send documents/testimonials to KMU after submitting your online application. Copies of testimonials/documents will be requested from candidates who qualify for an interview.
- The online application form will be available on <https://jobs.kmu.edu.pk> starting from **30/10/2025**.
- The last date for submission of the online application is **05/11/2025**.
- Candidates will be informed of the test and interview details via email.

ix. No separate call letters for screening test/interview will be issued through postal or courier services.

❖ **NOTE / IMPORTANT**

- Please keep your documents and a scanned passport-sized picture (soft copy) with you at the time of online application.
 - Read the instructions thoroughly before filling out the online application form.
 - KMU will verify the deposited fee at any stage. If your payment cannot be verified, your application will be rejected.
 - The fee must be deposited using your own CNIC. Deposits made using someone else's CNIC will not be verified.
 - Unclaimed qualifications shall not be accepted.
 - Keep the bank-printed receipt safe with yourself and do not share it with anyone else.
 - Applications of all candidates who provide incorrect information while filling out the online Application form will not only be rejected but also be proceeded against, and strict action will be taken against them.
 - Candidates are advised not to register with ported/converted mobile numbers.
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- ❖ In service, candidates should apply through the proper channel. They must submit an NOC from their concerned Departments/Organizations along with their respective application forms.
 - ❖ Candidates applying for more than one post shall deposit a separate fee and shall submit a separate application form.
 - ❖ Selection shall be made in the manner prescribed by the University. Only short-listed candidates will be called for the test/interview.
 - ❖ No TA/DA shall be admissible for appearing in the test & interview.
 - ❖ Incomplete application form without required documents (Bank receipt & testimonials, etc.) or those received after the due date shall not be accepted/ entertained.
 - ❖ The number of posts can be increased /decreased as per the requirement of KMU.
 - ❖ Where an advertisement is withdrawn after the post(s) has/have been advertised, a notice (corrigendum) canceling such advertisement shall be published.
 - ❖ Disabled persons are encouraged to apply

NOTE: Errors are liable to rectification by the University; the Competent Authority reserves the right to increase/decrease or cancel the number of post(s)

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