

SITUATIONS VACANT

Applications are invited for appointment against the following posts on regular/tenure track systems:-

- 1. Professor (3 posts) (BPS-20 or salary under Tenure Track System of HEC)
(One each in Economics, Business Studies and Population Sciences)
Age maximum 45-50**

Qualification and Experience:

1. Ph.D. from HEC recognized Institution in the relevant field.
2. 15-years teaching / research experience in a recognized university or a post-graduation institution or professional experience in the relevant field in a National or International Organization.

OR

10-years post Ph. D. teaching / research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.

3. The applicant must have 12 publications (with at least 3 research publications in last 5 years) in HEC recognized journals.
4. The applicant must have 3 research publications in the Internationally Refereed Journal.
5. Chapter in an Internationally edited volume not published elsewhere may also be considered equal to an article published in Internationally Refereed Journal.
6. A book of high professional merit will also be taken into account.

- 2. Associate Professor (4 posts) (BPS-19 or salary under Tenure Track System of HEC)
(One each in Economics, Business Studies, Population Sciences and Econometrics).
Age maximum 40-45**

Qualification and Experience:

1. Ph.D. in the relevant field from HEC recognized University/Institution.
2. 10-years teaching / research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a National or International Organization.

OR

Five years post-Ph. D. teaching / research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.

3. The applicant must have 8 research publications (with at least 2 publications in last 5 years) in HEC recognized journals.
4. The applicant must have one research publication in the Internationally Refereed Journal.
5. A book of high professional merit will also be taken into account.

3. Assistant Professor (4 posts) (BPS-18)
(One each in Economics, Business Studies, Population Sciences and Econometrics).
Age maximum 35-40

Qualification and Experience:

1. Ph.D. from HEC recognized Institution in the relevant field.
OR
 - a. Master's Degree (Foreign) OR M. Phil (Pakistan) or equivalent degrees awarded after 18 years of education in the relevant field from HEC recognized University/Institute.
 - b. 4-years teaching / research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.

4. Lecturer (4 posts) (BPS-17)
(One each in Economics, Business Studies, Population Sciences and Econometrics).
Age maximum 35-40

Qualification and Experience:

1. M.A./M.Sc. (1st Class/A Grade) in the relevant field.
2. Preference would be given to those who have published articles.

5. Research Economist (BPS-18)
Age maximum 35-40

Qualification and Experience:

1. Ph.D. from HEC recognized Institution in the relevant field.
OR
 - a. Master's Degree (Foreign) OR M. Phil (Pakistan) or equivalent degrees awarded after 18 years of education in the relevant field from HEC recognized University/Institute.
 - b. 4-years teaching / research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.

6. Staff Economist/Demographer/Anthropologist (BPS-17)
Age maximum 25-30

Qualification and Experience:

1. M.A./M.Sc. (1st Class/A Grade) in the relevant field.
2. Preference would be given to those who have published articles.

7. Treasurer (BPS-20)
Age maximum 45-50

Qualification and Experience

1. MBA/M.Sc Economics (1st class/ A Grade), CA/ACMA from a recognized university.
2. The candidate must possess 17 years overall experience in BPS-17 and above, specifically 5 years in BPS-19 with high academic achievements in finance and accounts working in a responsible position in Government, Semi-Government Organization or firms of repute.

8. Senior Publications Officer (BPS-18)

Age 35 – 40 years

Qualification and Experience:

- i. a Master's degree in English, Statistics, Economics or any other of the Social Sciences with at least a Second Division in both B.A. and M.A.;
- ii. a good knowledge of the working of modern presses and demonstrated ability to supervise printing and production work at all stages; and
- iii. at least 5 years' experience of printing and publishing in a recognized professional organization.

9. Placement Officer (BPS- 17)

Age maximum 25-30

Qualification and Experience

1. M.A./M.Sc. (2nd Class/B Grade)
2. 03 years experience in the relevant field.

10. Assistant Controller of Examinations (BPS-17)

Age 25 – 30 years

Qualification and Experience:

- i. Master Degree (2nd Class/Grade-B)
- ii. 02 years administrative experience in a University or Research Organization.
OR
- i. Bachelor Degree (2nd Class/Grade-B)).
- ii. 10 years experience in a University or Research Organization.

11. Audit Officer (BPS-17)

Age 25 – 30 years, which may be relaxed in outstanding/deserving cases upto the age of 35 years.

Qualification and Experience:

1. MBA/MCom (2nd Class/Grade-B)/ACMA.
2. 02 years experience in a University or Research Organization.
OR
1. Bachelor Degree (2nd Class/Grade-B))
2. 10 years relevant experience in a University or Research Organization.

12. Documentation Officer (BPS-17)

Age 25 – 30 years

Qualification and Experience:

At least Second Class Master's degree in Library Science/Information Sciences.

OR

Graduate with Diploma in Library Science from a University or Bachelor of Library Science, plus 5 years post qualifications professional experience in B-16 otherwise 8 years if not in B-16.

OR

Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science.

13. Hostel Wardens (BPS-17) (One for Girl's and second for Boy's Hostel)

Age 25 – 30 years

Qualification and Experience:

- i. Master's degree (2nd Class/Grade-B)
- ii. 02 years administrative experience in a University or Research Organization.

14. Private Secretary (BPS-17)

Age 25 – 30 years

- i. Bachelor's degree (2nd Class/Grade-B)
- ii. 10 years experience as Stenographic, Secretarial and Administrative work in a University or Research Organization.

15. Stenographer (BPS-15)

Age 20 – 25 years

Qualification and Experience:

- i. Intermediate (2nd Division/Grade-B) with a speed of 100 words per minute in shorthand and 40 words per minute in typing (Must be Computer Literate).
- ii. 03 years experience as Stenotypist.

16. Stenotypist (BPS-12)

Age 20 – 25 years

Qualification and Experience:

- i. Intermediate (2nd division/Grade-B) with a speed of 80 words per minute in shorthand and 40 words per minute in typing. (Must be Computer Literate).
- ii. 03 years experience.

17. LDC (BPS-07)

Age 20 – 25 years

Qualification and Experience:

- i. Intermediate (2nd division/Grade-B) (Must be Computer Literate).
- Or
- i. Matric (2nd Division/Grade-B)
 - ii. 02 years experience.(Must be Computer Literate) with typing speed 20 words per minute.

18. Driver (BPS-4)

Age 25 –30 years

Qualification

- i. Middle Pass.
- ii. Possess a valid HTV/PSV driving license.
- iii. 05 years experience.

19. Naib Quasid (BPS-1)

Age 20 – 25 years

Qualification

Middle Pass

Conditions

1. Application Form be submitted along with Pay Order/Demand Draft of Rs.500.00 from Serial No. 1 to 15 and Rs.200.00 for Serial No.16 and 19 respectively in favour of PIDE, Islamabad.
2. Applicants working in Government or Semi-Government Organizations/ Autonomous Bodies should apply through proper channel. However, the Institute may entertain advance copies.
3. Applications that are incomplete or received after due date will not be entertained. The applications must be accompanied by the certificates/degrees/testimonials etc along with **list of publications**.
4. Only short listed candidates will be called for test/interview.
5. The Institute reserves the right not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason.
6. The last date of submission of applications is December 08, 2009.

Note: The candidates who have earlier applied for the above posts in response to Institute's advertisements on October 29 and 30, 2009 respectively **need not to apply again**.

(Dr. Abdul Qayyum)
Registrar
registrar@pide.org.pk
Ph: 051-9248051

Pakistan Institute of Development Economics
Post Box 1091, Islamabad

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7. Treasurer (BPS-20)
8. Senior Publications Officer (BPS-18)
9. Placement Officer (BPS-17)
10. Assistant Controller of Examinations (BPS-17)
11. Audit Officer (BPS-17)
12. Documentation Officer (BPS-17)
13. Hostel Wardens (BPS-17) (one for Girl's and second for Boy's Hostel)
14. Private Secretary (BPS-17)
15. Stenographer (BPS-15)
16. Steno Typist (BPS-12)
17. Lower Division Clerk (BPS-7)
18. Driver (BPS-4)
19. Naib Quasid (BPS-1)

Applications on prescribed Form may reach the undersigned within 15 days of the advertisement.

Detailed information and Application Form can be down loaded from website:
www.pide.org.pk

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