



RECRUITMENT CRITERIA
CAREER OPPORTUNITIES AT PIDE, ISLAMABAD

Following are the criteria for the recruitment of vacant positions.

RESEARCH POSITIONS

1. Joint Director (BPS-21)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
- ii. The applicant must have 17 years of distinguished career in a recognized national or international research/teaching institutions.
- iii. The applicant must have at least 10 research publications of the highest quality. The applicant should have published at least 04 research papers in Pakistan Development Review/internationally reputed journal of equal or higher ranking in the last 05 years.
- iv. Demonstrated ability to guide and enhance research and the capacity to handle problems of research and teaching.
- v. The opinion of three experts will be sought to evaluate the merits of his/her candidacy. The procedure for selection of the referees will be as prescribed in paragraph (iv) of the recruitment rules of the Institute for B-20.
- vi. Age limit 40-50 years

2. Chief of Research/Chief Training Program (BPS-20)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
- ii. The applicant must possess a minimum research/ teaching experience of 10 years in a recognized research/academic institution. The period will include a maximum of four (04) years spent acquiring the PhD degree. Maximum one (01) year relaxation can be given in outstanding cases.
- iii. The applicant must have at least 05 productive years in BPS-19 before becoming eligible for promotion/ appointment in BPS-20. Five (05) productive years will mean that the candidate has published at least 05 substantial research articles in a regular issue of the *Pakistan Development Review*/internationally reputed journal of equal or higher rank.
- iv. A book of high professional merit may also be taken into account in determining the merit of the applicant.
- v. The opinion of three experts will be sought to evaluate the merits of his/her candidacy. The referees for such purpose will be appointed by the head of the Institute preferably from the Editorial Board of Pakistan Development Review and the Advisory Board of the Institute.
- vi. Age limit 35-45 years

3. Senior Research Economist (BPS-19)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
 - a. No experience
 - b. No Publications required.

OR

- ii. Without a PhD, the applicant must have:
 - a. An applicant must possess MA/MSc (18 years' education) /All but Dissertation (ABD) status from a foreign university or MPhil from a HEC recognized national university in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics.
 - b. At least 06 years of relevant research experience.
 - c. An applicant must have published at least 02 articles in a regular issue of the

Pakistan Development Review/internationally reputed journal of equal or higher rank.

- iii. Excellent written and communication skills.
- iv. Age limit 30-40 years

4. Research Economist (BPS-18)

- i. An applicant must possess MA/MSc (18 years' education)/All but Dissertation (ABD) status from a foreign university **OR** MPhil from a HEC recognized national university in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics.
- ii. Excellent written and communication skills.
- iii. Age limit 25-35 years

5. Staff Economist (BPS-17)

- i. The applicant should be at least MA/MSc 2nd Class (16 years' education) in Economics, Demography, Anthropology or social science related disciplines.
- ii. Age limit 21-30 years

FACULTY POSITIONS

6. Professor (BPS-21)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
- ii. The applicant must possess 11 Years post-PhD experience. **OR**
- iii. A minimum 07 years of post-PhD experience with at least 12 years of experience prior to PhD. The experience to be counted is of teaching/research experience in a recognized University/Institute or a post-graduate institution or professional experience in the relevant field in a national or international research organization.
- iv. 15 research publications (with at least 05 publications in the past 05 years) in HEC recognized refereed journals.
- v. Age limit 40-50 years

7. Associate Professor (BPS-20)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
- ii. At least 10 years of total relevant experience, with at least four years of post-PhD experience.
- iii. The applicant must have at least 10 research publications. The applicant should have published at least 04 research papers in the last 05 years in HEC recognized refereed journals, acceptable for BPS appointments to Associate Professor.
- iv. Age limit 35-45 years

8. Assistant Professor (BPS-19)

- i. The applicant must possess PhD in the field of economics, public policy, development studies, demography, business studies, environmental, health economics and any other related field to the economics from a HEC recognized university.
 - a. No experience
 - b. No Publications are required.

OR

- ii. Without a PhD, the applicant must have:
 - a. An applicant must possess MPhil in the field of economics, public policy, development studies, demography, business studies, environmental and health economics from HEC recognized national university or a Masters from the foreign institution. Candidates with ABD status from foreign universities will be considered as equivalent to a foreign Masters.
 - b. At least 04 years of relevant experience.
- iii. Excellent written and communication skills.
- iv. Age limit 30-40 years

ADMINISTRATIVE & FINANCE POSITIONS

9. Registrar (BPS-20)

- i. The applicant must possess MA/MSc/MBA or equivalent postgraduate qualification with a 2nd class/ B-grade from HEC recognized university
- ii. The applicant must have 17 years' experience in BPS-17 and above, specially 05 years in BPS-19 in a responsible position in Government, Semi-Government teaching/research organization.
- iii. Age limit 40-50 years

10. Treasurer (BPS-20)

- i. The applicant must be qualified CA/ACMA/ACCA/MBA/M.Com/M.Sc Economics (1st class/A-Grade from a HEC recognized university.
- ii. The applicant must have 17 years' experience in BPS-17 and above, specially 05 years in BPS-19 in a responsible position in Government, Semi-Government teaching/research organization.
- iii. The applicant must have high academic achievements in finance, accounts, budgeting and audit with sufficient experience of working in a responsible position in Government, Semi-Government Organization or firms of repute.
- iv. Higher qualification will be given preference.
- v. Age limit 40-50 years.

11. Controller of Examinations (BPS-20)

- i. The applicant must possess an MA/MSc/MBA or equivalent postgraduate qualification with a 2nd class/ B-grade from HEC recognized university.
- ii. The applicant must have 17 years' experience in BPS-17 and above, specially 05 years in BPS-19 in a responsible position in Government, Semi-Government teaching/research organization.
- iii. Age limit 40-50 years

12. Literary Editor & Chief of Publications (BPS-20)

- i. The applicant must possess PhD in English or in any one of the Social Sciences with a demonstrated command over the English language.
- ii. The applicant must have an experience of 15 years with an exceptional capacity to do literary editing of a professional economics/ research journal of international repute.
- iii. The experience of supervising the production and publication of professional books, journals, magazines and reports.
- iv. Age limit 40-50 years

13. Additional Registrar (BPS-19)

- i. The applicant must possess MA/MSc/MBA or equivalent postgraduate qualification with a 2nd class/ B-grade from HEC recognized university.
- ii. The candidate must have 12 years' relevant experience in BPS-17 and above on administrative/ academic or similar position in Government, Semi-Government teaching/research organization preferably in a university or DAIs.
- iii. High academic achievements in administration with sufficient experience of working in a responsible position in Government, Semi-Government teaching/research organization preferably in a university or DAIs will be preferred.
- iv. Age limit 30-40 years

14. Media Officer (BPS-17)

- i. The applicant must have Master degree in Mass Communication (1st Division) from a HEC recognized university/ institute.
- ii. The applicant must have at least 02 years' experience in the field of public relation, electronic, print and social media related environment.
- iii. The applicants with practical exposure of media campaigns related to socio-economic development and development of its contents.
- iv. The applicant must be able to generate and execute the impactful awareness for unserved and underserved dwellers of the country.

- v. The applicant must also have excellent communication skills, both orally and in writing.
- vi. Strong interpersonal skills.
- vii. Age limit 21-30 years

15. Translator (BPS-17)

- i. The applicant must have Master degree in English/ Urdu (1st Division) from a HEC recognized university/ institute.
- ii. The applicant must have at least 02 years' experience of Translation work from Urdu to English and vice-versa rendered in Government, Semi-Government teaching/research organizations and Private Organizations.
- iii. Diploma / Professional Qualification of Translation from any HEC recognized Institution (such as NUML etc.) will be an added advantage and preferred.
- iv. Age limit 21-30 years

16. Computer Programmer (Graphic Designer) BPS-17

- i. The applicant must have BSc-Hons/MCS/ MSc (minimum 16 year's of education) in computer sciences, graphic design or related discipline with 1st Division from a HEC recognized university/ institute.
- ii. The applicant must have at least 02 years' experience in graphic designing/ digital graphic designing, publicity, web designing rendered in Government, Semi-Government teaching/research organizations and Private Organizations.
- iii. Professional certification from any international certification agency/ HEC recognized Institution will be an added advantage and preferred.
- iv. Must have strong hands on experience of working with Adobe Photoshop, Coral Draw, Adobe illustrator, Adobe Premier, After effects, 3D (preferred knowledge of Maya, Max, Vray), In-Design, FreeHand, Inpage and MS Office.
- v. The applicant must be familiar with the social media, animations, photo/ video production and post production, motion graphics, UI/UX development, 3D (having knowledge of tools is preferred). Presentation development, Brand collaterals will be an additive advantage.
- vi. Age limit 21-30 years

QUALITY ENHANCEMENT CELL (QEC)

17. Deputy Director (QEC) BPS-18

- i. The applicant must possess MA/MSc/MBA/MPA/ACMA/LLM or equivalent postgraduate qualification with a 1st Division from HEC recognized university.
- ii. The applicant must possess at least 06 Years post qualification experience of working with Total Quality Management at executive level or BS-17 in the relevant field.
- iii. Applicants must also possess strong exposure of Quality Management and Quality Control approaches.
- iv. Should have knowledge of Applied Statistics and excellent computer skills.
- v. Having experience of working in QEC of a University/DAI would be preferred.
- vi. Age limit 25-35 years

OFFICE OF RESEARCH, INNOVATION & COMMERCIALIZATION (ORIC)

18. Deputy Director / Manager Research Development (BPS-18)

- i. The applicant must possess MA/MSc/MBA/MPA or equivalent postgraduate qualification with a 1st Division from HEC recognized university. Preference will be given to PhD/ MPhil degree holders.
- ii. The applicant must have at least 06 years Academic/Research Experience in a National or International organization.
- iii. The applicant must have proven experience in Research Administration, Management of Research Projects (Budgeting, Auditing and Accounting, Human Resource, Management and Maintenance of Facilities and Equipment, Implementation of Research Contracts and Human Resource) ability to identify Source of funding contribute to the process of securing funds, experience of supporting faculty regarding grant proposal submission, skills to organize Research Programs, foster research collaborations among the Research faculty.
- iv. Age limit 25-35 years

19. Deputy Director / Manager Research Operation (BPS-18)

- i. The applicant must possess MA/MSc/MBA/MPA or equivalent postgraduate qualification with a 1st Division from HEC recognized university. Preference will be given to PhD/ MPhil degree holders.
- ii. The applicant must have at least 06 years Academic/Research Experience in a National or International organization
- iii. Must be an active researcher (having published research article/publications in international Journals and Conferences.
- iv. Have experience in applying for grants and funding from HEC and other National and International Funding Organizations.
- v. Have a hands-on understanding of the Startup lifecycle (incubation, seed funding, startup registrations, and banking procedures, marketing and promotions).
- vi. Age limit 25-35 years

20. Manager Intellectual Property / Legal Services and Publication / Communication Specialist (BPS-17)

- i. The applicant must be M.A/ MSc/ LLB with specialization in Intellectual Property Rights (IPR) from a HEC recognized institute/ university.
- ii. The applicant must have at least 02 years of relevant experience/ law practice.
- iii. Age limit 21-30 years

21. Research Associate (BPS-16)

- i. The applicant must possess MA/MBA/MPA/MSc in Economics, Development Studies, Business Studies, Public Policy or Social Sciences or equivalent postgraduate qualification with a 1st Division from HEC recognized university.
- ii. Must be able to interpret and evaluate the outcomes of a research, ability to identify sources of funding contribute to the process of securing funds, plan, coordinate and assist research activities.
- iii. Excellent communication skills.
- iv. Good data gathering and presentation skills.
- v. Age limit 21-30 years

PROJECT POSITIONS (FIXED PAY)

22. Social Scientists/ Economists

- i. The applicant must possess Ph.D/ MPhil in the field of economics, public policy, development studies, demography, business studies, environmental and health economics etc from a recognized university.
- ii. The applicant must have at least 10 years of experience in research/teaching.
- iii. The initial contract will be for one year @ Rs. 200,000/- per month (all incl.-Lump sum). Extendable up to three years on year to year basis subject to satisfactory performance.
- iv. The hired individual will be responsible to manage the Competitive Research Grant project office, execute project activities, and assist the Research Advisory Committee in evaluating research proposals, comment on the proposals/papers, advise, mentor, and evaluate the completed studies awarded in the project. Any other work assigned by the project authority.
- v. Age limit 30-45 years

23. Admin Officer

- i. The applicant must possess MA/MSc/MBA/MPA or equivalent postgraduate qualification with a 1st Division from HEC recognized university.
- ii. Minimum of 05years' experience in the administrative matters and handling of project management.
- iii. The initial contract will be for one year @ Rs. 90,000/- per month (all incl.-Lump Sum). Extendable to three years' subject to satisfactory performance.
- iv. The hired individual will be responsible to manage and coordinate all project activities, i.e., administration, logistic support, organizing events such as workshops and conferences. Any other work assigned by the project authority.
- v. Age limit 25-45 years

24. Accounts Officer

- i. The applicant must possess ACMA/ ACCA/ M.Com/MBA (Finance) with a 1st Division from HEC recognized university.
- ii. Minimum of 05years' experience in case of M.Com/ MBA-Finance and 02 years' experience in case of ACMA/ACCA/CA in the management of administrative matters, handling of project and financial management including finance, accounts, budgeting and auditing.
- iii. The initial contract will be for one year @ Rs. 90,000/- per month (all incl.-Lump Sum). Extendable to three (03) years' subject to satisfactory performance.
- iv. The hired individual will be responsible for all matters related to accounts of the project, i.e. project account, cash book, reporting of budget and expenditure. Any other work assigned by the project authority.
- v. Age limit 25-45 years

CONDITIONS

- i. Application forms are available at PIDE website, i.e. <https://www.pide.org.pk/index.php/career-at-pide>. All duly attested relevant documents, including educational & experience must be attached with the filled form along with the online deposit slip. All educational documents must be attested from HEC & from the relevant educational board. No Online submission of applications will be accepted. Only Hard Copies of Application set will be accepted. Please mention the name of the post applied for on the envelope.
- ii. All positions require strong computer knowledge and hands on experience of using MS Office packages.
- iii. Any applicant with 3rd Division in the entire academic career will not be considered.
- iv. General relaxation in age as per Govt. rules will be applicable.
- v. Online application fee deposit slip (non-refundable) @ Rs.2500 for BPS-21& 20, Rs. 2000 for BPS-18 & 19 and Rs 1500 for the BPS-16 & 17 in **PIDE A/C No.4012658070(Code No.0474), NBP, Foreign Office Branch, Islamabad** and attach original receipt along with the application. Applicants applying for more than one position must have to deposit separate fee for each position.
- vi. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit a service certificate issued by their present and former employers, **otherwise, the applications will not be entertained**. Advance copies of applications are also acceptable. However, the applicant must produce the NOC at the time of interview.
- vii. Incomplete or applications received after due date shall not be entertained.
- viii. The decision of the PIDE shall be final and remain binding in all cases. However, the Authorities can relax the conditions other than qualifications.
- ix. Only short listed applicants will be called for test/interview.
- x. The Institute reserves the rights not to fill any position/withhold the appointment against any advertised position or to accept/reject any application without assigning any reason.
- xi. Application without online application fee deposit slip shall be rejected.
- xii. All applications should reach PIDE, Islamabad within 15 days of the advertisement.

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