

**National Institute of Pakistan Studies
Quaid-i-Azam University
Islamabad**

List of vacant position

Applications are invited from Pakistani nationals for the following faculty/non faculty posts in the National Institute of Pakistan Studies, Quaid-i-Azam University, Islamabad:

S.No.	Name of Post	BPS / TTS	No. of Post	Specialization / Qualification
1.	Professor	21	One	Pakistan Studies (Any discipline in Social Sciences with a focus on Pakistan Studies).
2.	Associate Professor	20	One	Open to all disciplines of Social Sciences including regional languages.
3.	Assistant Professor	19	One	Open to all disciplines of Social Sciences including regional languages.
4.	Research Fellow	18	One	First class Master's degree in Pakistan Studies OR equivalent degree in social sciences awarded after 16 years of education in the relevant field with no 3rd division in the academic career from an HEC recognized University or organization.
5.	Research Assistant	16	One	First class Master's degree in Pakistan Studies/social sciences or equivalent qualification.
6.	Administrative Officer	17	One	Master's degree with at least 4 years administrative experience in a responsible position in a university OR education department OR Bachelor's degree with 8 years experience as Superintendent in a university OR education department
7.	P.A. to Director	16	One	Bachelor's degree with high speed in shorthand and typing and at least 3 year's experience as Stenographer in a university, Government department OR semi-Government organization.
8.	Accounts Assistant	14	One	B.Com. with 2 years experience as UDC or I.Com. with 3 years experience as UDC in a university, Government department OR semi-Government organization.
9.	Steno	14	One	Intermediate with a speed of 80 words in shorthand and 35 w.p.m. in typing.
10.	LDC	7	Two	Matriculate preferably with experience in a university, Government or semi-Government organization with a speed of 30 words per minute in typing.

QUALIFICATIONS:

1. Professor: (BPS-21) (RS. 40,000-2600-76,400)

Qualification: Ph.D from an HEC recognized institution in the relevant field.

Experience: 15-years teaching/research in HEC recognized university or a post graduate 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.

Publications: The applicant must have 15 research publications (with at least 5 publications in last 5 years) in HEC recognized journals.

Professor: (TTS) PAY PACKAGE (RS. 2,34,000-11440-4,05,600)

Qualification: Ph.D from an HEC recognized institution in the relevant field.

Experience: 11-years Post-Ph.D teaching/ research experience in a recognized University or a post- graduate institutions or professional experience in the relevant field in a National or International research organization.

OR

7-years of Post-PhD experience with at least 12 years of experience prior to PhD (3-years of Pre-PhD experience will be counted as one year of Post-PhD experience, counting all fractions), teaching/research experience in a recognized university or a Post-graduate Institution or Professional experience in the relevant field in a national or International research organization.

Publications: 15 research publications (with at least 5 publications in the last 5 years) recognized for the purpose of appointment on TTS by HEC.

Successfully supervised 01-PhD or 10 M.Phil theses as Supervisor or have Post-doc experience of 6-months duration from foreign University/Institution. However, candidates coming from R&D Organization, with at least 6-years of experience there, must have produced a PhD or one patent or 10-publications above the minimum number required.

For purpose of appointment on Tenure Track by the Higher Education Commission, i.e. research papers published in journals that fall under the category W,X and Y for social sciences journals.

2. Associate Professor (BPS-20): (RS. 36,000-2350-68,900)

Qualification: Ph.D in the relevant field from an HEC recognized university/institution

Experience: 10-years teaching/research experience in HEC recognized university or a Post- graduate institution or Professional experience in the relevant field in a national or international organization.

OR

5-years Post-Ph.D teaching/research experience in HEC recognized university or a Post-graduate institution or Professional experience in the relevant field in a national or international organization.

Publications: The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in HEC recognized journals.

Associate Professor: (TTS) PAY PACKAGE (RS. 1,56,000-9100-2,92,500)

Qualification: Ph.D from HEC recognized institution in the relevant field.

Experience: 6-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.

OR

4- years of Post-Ph.D experience with at least 6 years of experience prior to the Ph.D. (3-years of Pre-PhD experience will be counted as one year of Post-PhD experience, counting all fractions), teaching/research experience in a recognized university or a Post-graduate Institution or Professional experience in the relevant field in a national or International research organization.

Publications: 10 research publications (with at least 4 publications in the past 5 years) recognized for the purpose of appointment on Tenure Track by the HEC. Minimum of six months continuous Post-doctoral research experience from foreign University / Institute in the relevant field or successfully supervision (as Supervisor) of one Ph.D thesis or six M.Phil theses or three M.Phil plus six M.Sc theses is compulsory and carries a minimum of nine credit hours.

For purpose of appointment on Tenure Track by the Higher Education Commission, i.e. research papers published in journals that fall under the category W,X and Y for social sciences journals.

3. Assistant Professor (BPS-19): (RS. 31,000-1600-63,00)

Qualification: a. Ph.D in the relevant field from HEC recognized university/institution.

No experience required.

OR

Master's degree (foreign) **OR** M.Phil (Pakistan) **OR** equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from HEC recognized University/Institution.

4-years 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.

Assistant Professor: (TTS) PAY PACKAGE (RS. 1,04,000-7150-2,11,250)

Qualification: Ph.D degree from a recognized Institution.

Excellent written and communication skills to be judged through the Institute selection process by a written test/seminar.

CONDITIONS:

Age as per Quaid-i-Azam University, Islamabad criteria.

1. Applicant for the positions of Professor, Associate Professor and Assistant Professor are required to submit. **Four copies** of the applications / dossiers duly bind **along-with a soft copy of dossier in PDF form.**
Applicants for other non-teaching positions are required to submit **Two copies** of applications/dossiers on the prescribed proforma along-with attested documents (i) degrees / certificates (ii) experience certificates (iii) CNIC (iv) domicile (v) 2 recent photographs, fully bounded with a Pay Order, Bank Draft or paid Challan (only HBL, QAU branch) for Rs. 2,000/- for each position (Sr.# 1 to 4) and Rs. 1,000/- (Sr # 5 to 10) drawn in favor of Director, NIPS, Quaid-i-Azam University, Islamabad should reach the office of undersigned on or before one calendar month from the date of the publication of this advertisement.
2. Applications for the teaching posts from abroad may be sent along with US \$100 as application fee by two calendar months from the date of the publication of this advertisement.
3. The candidates applying under both systems (BPS/TTS) should submit separate applications along-with complete documents together with required Pay Order, Bank Draft etc. for each application.
4. Separate application forms (BPS/TTS) are available at the Institute's website www.qau.edu.pk and same can also be obtained from the office of the Administrative Officer, NIPS. Further information can be obtained on phone # 051-90644008.
5. Applicants already working in government or semi-government organizations/autonomous bodies should apply through proper channel by due date and submit service certificates issued by their present and former employers, otherwise, their application will not be entertained. However, the Institute may entertain advanced copies, if clearly mentioned.
6. Applications that are incomplete (in any case) or received after due date shall not be entertained.
7. The Institute reserves the rights to increase / decrease the number of positions not to fill any position / withhold the appointment against any advertised position or to accept / reject any application without assigned any reason.
8. The candidates applying for the post must enlist the attached documents with signatures.
9. In case of Assistant Professor only short listed candidates will be called for aptitude test (if applicable), Lecture/Seminar and interview.
10. For non-teaching positions only short listed candidates will be called for test (if applicable), and / or interview.
11. The applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered.
12. Decision of the Institute shall remain binding in all cases.

**PROF. DR. TAHIR AMIN
DIRECTOR**

**Chair on Quaid-i-Azam & Freedom Movement,
NIPS. Quaid-i-Azam University
Islamabad**

List of vacant position

Applications are invited from Pakistani nationals for the following posts in the Chair on Quaid-i-Azam & Freedom Movement, NIPS, Quaid-i-Azam University, Islamabad:

Sr. No.	Name of Post	BPS	No. of Post	Qualification
1.	Computer Operator/ Stenographer	15	One	Graduate with a speed of 100 words per minute in shorthand and 40 words per minute in typing and 2 year's experience as Stenotypist in a University, Government or semi-Government organization. Intermediate as Stenotypist having 3 year's experience with one year's diploma Computer Sciences / IT.
2.	Driver	5	One	Eligibility criteria are prescribed like driving license holders etc.

CONDITIONS:

Age as per Quaid-i-Azam University, Islamabad criteria.

1. Applicants are required to submit **Two copies** of applications on plain paper along-with attested documents (i) degrees / certificates (ii) experience certificates (iii) CNIC (iv) domicile (v) 2 recent photographs, fully bounded with a Pay Order, Bank Draft or Paid Challan (only HBL, QAU branch) for Rs. 1,000/- for each position drawn in favor of Professor, Chair on Quaid-i-Azam & Freedom Movement, NIPS, Quaid-i-Azam University, Islamabad should reach the office of undersigned on or before one calendar month from the date of the publication of this advertisement.
3. Further information can be obtained on phone # 051-90644008.
4. Applicants already working in government or semi-government organizations/autonomous bodies should apply through proper channel by due date and submit service certificates issued by their present and former employers, otherwise, their application will not be entertained. However, the Chair on Quaid-i-Azam may entertain advanced copies, if clearly mentioned.
5. Applications that are incomplete (in any case) or received after due date shall not be entertained by any means.

6. The Chair reserves the rights to increase / decrease the number of positions not to fill any position / withhold the appointment against any advertised position or to accept / reject any application without assigned any reason.
7. The candidates applying for the post must enlist the attached documents with signatures.
8. Only short listed candidates will be called for test (if applicable), and / or interview.
9. The applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered.
10. Decision of the Chair on Quaid-i-Azam shall remain binding in all cases.

PROFESSOR
Chair on Quaid-i-
Azam & Freedom
Movement, NIPS.

4. Research Fellow: (BPS-18)

Qualification: First Master's degree in Pakistan Studies OR equivalent degree awarded after 16 years of education in the relevant field with no 3rd division in the academic career from an HEC recognized University or organization.

5. Research Assistant: (BPS-16)

Qualification: First class Master's degree in Pakistan Studies or equivalent qualification.

6. Administrative Officer: (BPS-17)

Qualification: Master's degree with at least 4 years administrative experience in a responsible position in a university OR education department OR Bachelor's degree with 8 years experience as Superintendent in a university OR education department.

7. Personal Assistant: (BPS-16)

Qualification: Bachelor's degree with high speed in shorthand and typing and at least 3 year's experience as Stenographer in a university, Government department OR semi-Government organization.

8. Accounts Assistant: (BPS-14)

Qualification: B.Com. with 2 years experience as UDC or I.Com. With 3 years experience as UDC in a in a university, Government department OR semi-Government organization.

9. Steno Typist: (BPS-14)

Qualification: Intermediate with a speed of 80 words in shorthand and 35 w.p.m. in typing.

10. Lower Division Clerk: (BPS-7)

Qualifications: Matriculate preferably with experience in a university, Government or semi-Government organization with a speed of 30 words per minute in typing.

11. Security Guard: (BPS-1)

Qualifications: Nil

**Chair on Quaid-i-Azam & Freedom Movement,
NIPS. Quaid-i-Azam University
Islamabad**

List of vacant position

Sr.No.	Name of Post	BPS	No. of Post
1.	Professor	20	One
2.	Computer Operator/ Stenographer	15	One
3.	Driver	5	One

1. Professor: (BPS-20)

Qualification: Ph.D from an HEC recognized institution in the relevant field.

Experience: 15-years teaching/research in HEC recognized university or a post graduate institution **OR** professional experience in the relevant field in a national **OR** international organization.

Note: After 30th June, 2013 at least 8-years Post Ph.D level experience in an HEC recognized university **OR** post-graduate institution **OR** professional experience in the relevant field in a national **OR** international organization will be required.

OR

10-years Post-PhD 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.

Publications: The applicant must have 15 research publications (with at least 5 publications in last 5 years) in HEC recognized journals.

2. Computer Operator/Stenographer: (BPS-15)

Qualification:

3. Driver: (BPS-5)

Qualification: Eligibility criteria are prescribed like driving license holders etc.