



## Career Opportunities

### **Pakistan Academy of Sciences Requires:**

The following text relates to advertisement published in the daily newspapers (Jang, Nawai-Waqat, The News) on 12 June, 2020 for job recruitments/opportunities at the Pakistan Academy of Sciences.

#### **Instructions for Applicants**

1. Applicants must read the **Terms and Conditions** (Age Limit, Qualification and Experience, Salary Package/Scale, etc.) and **Job Description** for the relevant post as mentioned in the **following Table** before applying for the post.
2. Applicants for the **post at Sr#1 to Sr#3** must send duly completed and signed applications by **Postal / Courier Services** to “**Secretary General Pakistan Academy of Sciences Secretariat, 3-Constitution Avenue, Sector G-5/2, Constitution Avenue, Islamabad, (Phone: 92- 51- 9204843)**” on or before the deadline of **30 June, 2020**. Name of the Post must be mentioned on top right corner of the envelop before posting. Applications may be submitted on plain Paper along with salient biodata/resume, summary of experience relevant to the post, attested copies of Academic Credentials, Professional Experience Certificates, “most recent Passport Size Photograph, etc. **Sample “Application Form”** is provided in the following section.
3. For posts at Sr.# 1, and Sr.#2, only most suitable applicants relevant to the applied post will be called for interview.
4. Applicants for the post of **Technical Assistants/IT Experts at Sr#3** will have to appear in a **qualifying “Written Test and Practical Demonstration of IT related Experience”** before the interview. Only successful applicants will be called for interview.
5. The Applicants at Sr. No. 4 for the **post of Internees must be** fresh Postgraduate Research Students in Natural and Social Sciences (in the fields such as water resources development, water security, environmental and disaster management, agricultural and food security, economics, strategic studies, international relations, political science, etc.)

may contact the Office of Secretary General Pakistan Academy of Sciences, Islamabad (Phone: Phone: 92- 51- 9204843) to seek appointment for a Walk-in-Interview during working days after 30 June 2020. The applicant for the post of internee shall have to provide a **Letter of Recommendation/Proof** from the University Supervisor to the effect that the researcher will work under his/her direct supervision for the task stated in the advertisement and that the supervisor shall be responsible for completion of assigned task within the time frame stipulated by the “Scientific Advice Unit” of the Pakistan Academy of Sciences. Further, the internee selected for the post at Sr#4 shall have to spend the entire internship period at the “Scientific Advice Unit” of the Pakistan Academy of Sciences. A description of various research assignments for interneers may be downloaded from Website of Pakistan Academy of Sciences (<<http://www.paspk.org>>) under the **Title Bar of** “Policy Documents”. Pakistan Academy of Sciences reserves the right to select or reject an applicant for the post of internee.

6. Recruitment on above mentioned posts will be on **Contractual Basis initially for a period of one (1) year and extendable up to a max period of three (3) years** subject to performance, progress and availability of funds for the PAS/PSDP Project. Salary Package may be negotiable and it may vary depending on qualification, experience of the candidate and calculated on Standard Pay Package for the project Staff Vide GoP Finance Division (Regulation Wing) Letter No. 4(9) R-14/2008, dated July 19, 2017.
7. Incomplete or conditional applications will not be considered or accepted.
8. Applications received vide Email or Fax shall not be entertained.


**Table: Terms and Conditions and Job Descriptions for the Advertised Posts**

Sr#	Title of Contractual Post	No. of Posts	Scale/Salary Package	Age Limit, Qualification and Experience	Tentative Job Description
1	Director “Scientific Advice to Government Unit”	1	Equiv. to BPS 20	<p><b><u>Age Limit:</u></b> Between <b>45-55 Years</b> (age relaxation may be considered in view of relevant experience and suitability for the post).</p> <p><b><u>Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Ideally Ph.D degree in Natural/Social Sciences with Science policy credentials</li> <li>• High level skills and experience in upgradation of existing policies or compilation of new policies of importance to GoP.</li> <li>• Experience in administration and management for policy documentation unit(s).</li> <li>• Experience in handling computer softwares for compilation and editing of policy related documentations.</li> </ul>	<ul style="list-style-type: none"> <li>• To steer and supervise the overall activities and functioning of “Scientific Advice Unit”.</li> <li>• To establish links with various Ministries/ Establishments of the GoP in matters related to Policy Documentation</li> <li>• Supervision of work related to Compilation, Editing and Printing and Circulation of Policy Documentations of interest to the PAS and the GoP.</li> <li>• Any other task assigned by the Secretary General, PAS relevant to Policy Documentation Unit and Conference/ Meeting Organization, etc.</li> </ul>

2	Editor	1	Equiv. to BPS 18	<p><b><u>Age Limit:</u></b> Between <b>40-55 Years</b> (age relaxation may be considered in view of relevant experience and suitability for the post).</p> <p><b><u>Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• PhD/ M.Phil/ Master Degree in Information Technology (IT)/ Management Sciences,</li> <li>• Exposures in supervision of matters related to Compilation &amp; Editing of Scientific Journals, Science Policy Documents, Newsletters, etc.</li> <li>• Services related to Information and Computing Systems Technology (ICT)</li> </ul>	<ul style="list-style-type: none"> <li>• To administer and manage the Editorial Section at Pakistan Academy of Sciences, Islamabad.</li> <li>• To facilitate compilation, editing and printing of: <ul style="list-style-type: none"> <li>(i) policy related documentation for “Scientific Advice Unit”,</li> <li>(ii) flagship journals in the field of natural and social sciences,</li> <li>(iii) PAS Newsletters.</li> </ul> </li> <li>• Any other assignment by the Director Scientific Advice Unit in consultation with the University Supervisor and Secretary General, PAS.</li> </ul>
3	Technical Assistants/IT Experts	2	Equiv. to BPS 15	<p><b><u>Age Limit:</u></b> Between <b>25-35 Years</b> (age relaxation may be considered in view of relevant experience and suitability for the post).</p> <p><b><u>Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Masters or equivalent Degree in Information Technology (IT)/Management Sciences</li> </ul>	<p>To assist in matters related to:</p> <ul style="list-style-type: none"> <li>• Sustainable operation and maintenance of IT infrastructure, and provision of ICT related services, networking, computer repair and maintenance, etc. at PAS Secretariat,</li> <li>• Compilation, Editing, Printing and Circulation of Policy Documents,</li> </ul>

				<ul style="list-style-type: none"> <li>• Exposures/ experience in editing/ compilation of policy related documentation,</li> <li>• Services related to Information and Computing Systems Technology (ICT),</li> <li>• Expertise for handling/ installation/ repair and maintenance of ICT related Equipment, Networking and PERN Connectivity, Video Conferencing, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other assignment by the Director Scientific Advice Unit and Secretary General, PAS in consultation with Director Scientific Advice Unit.</li> </ul>
4	Internees	3	Salary @ Rs. 20,000/- per month	<p><b><u>Age Limit:</u></b> Between <b>25-35 Years</b> (age relaxation may be considered in view of relevant experience and suitability for the post).</p> <p><b><u>Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• HEC recognized University active/fresh/regular Post-graduate level Research Students in the domain of Natural and Social Sciences to be inducted on quarterly basis (for 4-6 months only) for compilation of a comprehensive policy document/ report related to critical evaluation and/or upgradation of an existing policy and/or compilation of a new policy document as part of their postgraduate level thesis research work under</li> </ul>	<ul style="list-style-type: none"> <li>• To collect and analyze baseline information and data for review of existing policies and for compilation of new policies</li> <li>• To assist the Scientific Advice Unit in provision of relevant research material/reports, and compilation of policy documentation etc.) and Degree related Thesis w.r.t. title of study assigned to them by the University Supervisor in consultation with Secretary General PAS and Director Scientific Advice Unit w.r.t Policy Documentations of interest to the PAS and the GoP.</li> </ul>

				<p>supervision of university Professors and Fellows of the Pakistan Academy of Sciences, as well as Experts from Policy Institutions/Planning and Development related Departments etc.</p>	<ul style="list-style-type: none"> <li>Any other assignment by the Director Scientific Advice Unit in consultation with the University Supervisor and Secretary General, PAS.</li> </ul>
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	<p><b><u>APPLICATION FORM</u> *</b></p> <p><b>for Job Opportunities at</b></p> <p><b>Pakistan Academy of Sciences (PAS), Islamabad</b></p>	
<p><b>Title of Post as per advertisement in the Newspaper:</b></p> <p>_____</p> <p><b>Name of Applicant:</b></p> <p>_____</p> <p><b>CNIC Number (also attach copy of CNIC):</b></p> <p>_____</p> <p><b>Contact Phone No.</b></p>		<p><b>Attach</b></p> <p><b>One Passport Size</b></p> <p><b>Photograph in this slot</b></p>  <p><b>and</b></p> <p><b>Staple/Clip</b></p>

<p><b>Landline: ---(code)----- Cell No.: -----</b></p> <p><b>Email: -----</b></p> <p><b>Date of Birth: ----- Place of Birth: -----</b></p> <p><b>Age: ----- (Years) Domicile: -----</b></p>	<p><b>the other Photograph (Attested on Backside) with the Application</b></p>																									
<p><b>Present Postal Address:</b></p>																										
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<p><b>Academic Qualifications (Starting from Bachelor Degree or equivalent):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Title of University Degree</u></th> <th style="text-align: left;"><u>Name of Institution</u></th> <th style="text-align: left;"><u>Grade</u></th> <th style="text-align: left;"><u>Major Subjects</u></th> <th style="text-align: left;"><u>Distinctions/Medals (if any)</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Please attach attested copies of Academic Degrees</p>		<u>Title of University Degree</u>	<u>Name of Institution</u>	<u>Grade</u>	<u>Major Subjects</u>	<u>Distinctions/Medals (if any)</u>	1.					2.					3.					4.				
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<p><b>Professional Certification(s)/Diplomas Relevant to the Post Applied For:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>																										

Please attach attested copies of Professional Diplomas/ Certificates

**Institutions/ Companies/ NGOs Served to-date and nature of assignments**

Name of Institutions/ Companies/ NGOs Served      Length of Service      Reason of Leaving the Institution/ company

- 1.
- 2.
- 3.

Please attach attested copies of Service Certificates

**Experience relevant to the post applied for:**

- 1.
- 2.
- 3.
- 4.

**No. of Publications (Reports/ Technical Documentations, etc.) relevant to the post applied for: -----**  
(Attach List of Salient Publications/Reports/Documentations relevant to the post applied for)

**Experience related to provision of IT C Services/ IT / Networking / Video Conferencing, etc.:**

- 1.
- 2.
- 3.
- 4.

**Policy Documentation and Office Management Related Experience**



1. 2. 3. 4.															
<b>Connection (if any) with Public and Private Sector Departments/ Institutions/ NGOs related to Planning and Development, Policy Documentation, etc.</b> 1. 2. 3. 4.															
<b>Countries visited officially for some assigned task relative to the post applied for:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Name of Country Visited</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Purpose of Visit</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Salient Achievement w.r.t. assigned task</u></th> </tr> </thead> <tbody> <tr><td style="padding: 2px 5px;">1.</td><td></td><td></td></tr> <tr><td style="padding: 2px 5px;">2.</td><td></td><td></td></tr> <tr><td style="padding: 2px 5px;">3.</td><td></td><td></td></tr> <tr><td style="padding: 2px 5px;">4.</td><td></td><td></td></tr> </tbody> </table>	<u>Name of Country Visited</u>	<u>Purpose of Visit</u>	<u>Salient Achievement w.r.t. assigned task</u>	1.			2.			3.			4.		
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<b>Any other Salient Information related to your suitability for the applied post</b>															
<b>Signatures of Applicant:</b> ----- <span style="float: right;"><b>Date:</b> -----</span>															

**\* Note:**

1. Deadline for submission of application: on or before 30 June, 2020 by Postal / Courier Services Only.
2. Applications received vide Email or Fax shall not be entertained.

3. Incomplete or conditional applications will not be considered or accepted.
4. Only suitable/relevant applicants will be contacted for written Test & IT related practical test (relevant to the post) and interview.

**Please post the duly completed and signed application at the following Address:**

**Secretary General,  
Pakistan Academy of Sciences**  
3-Constitution Avenue, Sector G-5/2, Islamabad  
Phone: 92- 51- 9204843, Website: [www.paspk.org](http://www.paspk.org)