



Post Box 1091, Islamabad
www.pide.org.pk

SITUATIONS VACANT

Applications are invited from Pakistani Nationals for the following posts in Pakistan Institute of Development Economics (PIDE), Islamabad; a leading public sector Degree Awarding Institute:

S. No.	Name of Post	BPS
1.	Literary Editor & Chief Publications	20
2.	Lecturer	18
3.	Translator	17
4.	Computer Programmer	17
5.	Accounts Officer	17
6.	Accountant	16
7.	Assistant	14
8.	Network Supervisor	11
9.	Lab Technician / Computer Technician	9
10.	Driver	4
11.	Cook	1
12.	Sanitary Worker	1

The prescribed qualification/criteria are available at PIDE website: www.pide.org.pk. Applications on prescribed Form may reach the undersigned within 2 weeks of publication of the advertisement.

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REGISTRAR
PIDE, ISLAMABAD
Ph: 051-9248051



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SITUATIONS VACANT

Applications are invited from Pakistani Nationals for the following administrative posts in the Institute.

1. LITERARY EDITOR & CHIEF PUBLICATIONS (B-20)

The post of Literary Editor & Chief Publications will be filled either by (i) direct recruitment or (ii) promotion:

A. For direct recruitment, the candidate must have:

- i. a Ph.D in English or in any one of the Social Sciences with a demonstrated command over the English language;
- ii. total experience of 15 years with an exceptional capacity to do literary editing of a professional economic journal of international repute; and
- iii. the experience of supervising the production and publication of professional books, journals and reports.

B. In the case of promotion, the selection shall be made out of the existing cadre on the basis of candidate possessing:

- i. at least Master's degree in English or in any one of the Social Sciences or an equivalent degree, with a demonstrated command over the English language;
- ii. total experience of 20 years with an exceptional capacity to do literary editing of a professional Economic Journal of international repute; and
- iii. the experience of supervising the production and publication of professional books, journals and reports.

2. Lecturer

Qualification and Experience

1. First Class / A Grade Master's Degree (M.A./M.Sc.) in Development Studies, Anthropology, Sociology 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 / Institution.
2. The condition of no 3rd Division shall not be applicable in the qualification of appointment as Lecturer provided that the candidate holds a higher degree viz. M. Phil. / Ph.D. or equivalent degree with not more than one 3rd Division in entire academic career.
 3. The candidate with 2nd Division in the Master's Degree but holding higher degree i.e. M.Phil / Ph.D. or equivalent degree with 18 years of education may be considered.

3. **Translator**

Qualification and Experience

1. Second Class or Grade 'C' Master's Degree in English/Urdu from HEC recognized University.
2. 03 years' post qualification experience of Translation work from Urdu to English and vice-versa rendered in Government Departments / Private Organizations.
3. Diploma / Professional Qualification of Translation from any HEC recognized Institution (NUML etc.) will be an added advantage and preferred.

4. **Computer Programmer**

Qualification and Experience

1. M.Sc./BS in Computer Science/Software Engineering (minimum sixteen years of education) with minimum B-Grade or First Division from HEC recognized University.
2. 02 years post qualification experience of Software Development in a well reputed organization. The candidate working in software houses or University Environment will be preferred.
3. Must be a full stack programmer.
4. Experience of development in ASP.net, visual basic SQL Server, HTML 5, JavaScript, CSS, Responsive Web Development and Single Page Application (SPA).
5. Knowledge of Android based application development will be an additional advantage.

5. **Accounts Officer**

Qualification and Experience

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

6. **Accountant**

Qualification and Experience

1. B.Com/S.A.S. (2nd Division / B-Grade).
2. 05-years' experience in Accounts and Audit.

7. **Assistant**

Qualification and Experience

1. Bachelor Degree (2nd Division / B-Grade)
2. 05-years' experience as UDC (BPS-09) in a University Government or Semi-Government Institution.

OR

1. Intermediate (2nd Division / B-Grade)
2. 07-years' experience as UDC (BPS-09) in a University Government or Semi-Government Institution.

OR

1. Matric (2nd Division / B-Grade)
2. 10-years' experience as UDC (BPS-09) in a University Government or Semi-Government Institution.

8. **Network Supervisor / Computer Lab Supervisor**

Qualification and Experience

1. F.A./F.Sc. with one year computer diploma with minimum 5 year experience in relevant field in a reputable organization.
2. Experience of Installation and troubleshooting of network devices & servers, conducting video conference sessions and managing equipment. Configuration and installation of workstations.

9. **Lab Technician / Computer Technician**

Qualification and Experience

1. Matric with computer short course with minimum 5 year experience in relevant field in a reputable organization.
2. Experience of Software and hardware installation. Can trouble shoot computers, laptop and other IT equipment's. Provide multimedia support etc.

10. **Driver**

HTV

1. Middle Pass with HTV/Public Transport Licence.
2. 03 year experience of driving bus and truck in a private/government organization (must be well versed with traffic rules.

11. **Cook**

Middle Pass

12. **Sanitary Worker**

Middle Pass

Conditions

1. The applications along with attested documents (i) degrees/certificates (ii) experience certificates (iii) NIC (iv) Domicile (v) 2-recent photographs, and (vi) CV along with payment of Rs.1000.00 for S. No 1 to 6 and Rs.500.00 for S. No. 7 to 12 should reach the undersigned within two weeks of the advertisement.
2. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificate issued by their present and former employers, **otherwise, the applications will not be entertained.** 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.
4. Only short listed candidates will be called for test/interview.
5. The Institute reserves the rights not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason.
6. Decision of the Institute shall remain binding in all cases.
7. Deposit online Rs.1,000.00 / Rs.500.00 in our A/C No.700011-3 (**Code No.0474**), **NBP, Foreign Office Branch, Islamabad** and attach original receipt along with application.
8. Only short listed candidates will be called for test/interview.
9. The Institute reserves the rights not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason.

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