

SITUATION VACANT

Applications are invited for appointment of following posts on **contract** for a period of four years:-

1. Registrar
Responsibilities

The Registrar shall be a full-time officer of the Institute and shall:-

- a. be the administrative head of the secretariat of the Institute and be responsible for the provision of secretariat support to the Authorities of the Institute;
- b. be the custodian of the common seal and the academic records of the Institute;
- c. maintain a registered graduates in the prescribed manner;
- d. supervise the process of election, appointment or nomination of members to the various authorities and other bodies in the prescribed manner; and
- e. perform such other duties as may be prescribed.

2. Controller of Examinations
Responsibilities

The Controller of Examinations shall be a full-time officer of the Institute and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

Qualifications/Experience/Pay Package and Age for the post of Registrar and Controller of Examinations

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| Qualification: | Master degree in Second Class/B-Grade
From a HEC recognized university |
| Experience: | The candidate must have 17 years experience in BPS-17 and above, specially 5 years in BPS-19 in a responsible position in Government, Semi-Government teaching/research organization. |
| Pay Package: | Negotiable depending upon experience. |
| Age: | 45 – 55 years |

Conditions

1. Application Form be submitted along with Pay Order/Demand Draft of Rs.2000.00 in favour of PIDE, Islamabad.
2. Applicants working in Government of Semi-Government Organizations/Autonomous Bodies should apply through proper channel. However, the Institute may entertain advance copies.
3. Applicants that are incomplete or received after due date will not be entertained.
4. Only short listed candidates will be called for interview.
5. The Institute reserves the right not to fill any post/without the appointment against any advertised post or to accept/reject any application without assigning any reason.
6. Applications on prescribed Form may reach the undersigned within 30 days of the advertisement.

(Dr. Abdul Qayyum)
Registrar
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