

## TORs (Job Advertisement)

Sr. No.	Post / Pay Scale	No. of Posts	Qualification, Experience & Research Publications	
1.	<p style="text-align: center;"><b><u>Professor</u></b></p> <p>Peace &amp; Conflict Studies (PCS) Leadership &amp; Management Studies (LMS) Government &amp; Public Policy (GPP) Pay Scale: <u>OG-V/TTS</u> (Rs.150,000-15,000-450,000)/ (Rs.292,500-14,300-507,000/-)</p> <p style="text-align: center;"><b>OG-V applicants will only be considered if no applicant on TTS is available</b></p> <p><b><u>Disciplines/Specialization</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>PCS:</u></b> Peace &amp; Conflict Studies/ Peace studies/ IR (with specialization in peace/conflict studies)</li> <li>• <b><u>LMS</u></b> Project Management/ Management Studies (Finance, Accounts, Marketing)</li> <li>• <b><u>GPP:</u></b> Public Administration /Public policy/Governance Studies</li> </ul>	<p>01</p> <p>01</p> <p>01</p>	<p><b>For TTS Applicants</b> Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD.</p>	<p><b>Minimum numbers of Research Publications</b> The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.</p>
			<p><b>For OG-V Applicants</b> 10-years post-PhD teaching / research experience in a recognized University or a post-graduate institution / professional experience in the relevant field in a National or International organization. OR PhD in the relevant field from an HEC recognized University with 15-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.</p>	<p>The applicant must have 15 research publications (with at least 5 publications in last 5 years), in HEC recognized journals. A retired Professor may also be considered for appointment if he, she meet the prescribed criteria In case of a candidate who has held the position of Vice Chancellor of a University prior to applying to the NDU, the condition of research publications in the last five years can be exempted by the Selection Board.</p>

2.	<p><b><u>Associate Professor</u></b> Strategic Studies (SS) Government &amp; Public Policy (GPP)</p> <p>Pay Scale: <u>OG-IV/TTS</u> (Rs.100,000-10,000-300,000)/ (Rs.195,000-11,375-365,625)</p> <p><b>OG-IV applicants will only be considered if no applicant on TTS is available</b></p> <p><b><u>Disciplines/ Specialization</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>SS</u></b> Strategic Studies/DSS/SNS</li> <li>• <b><u>GPP:</u></b> Public Administration/Public policy/Governance Studies</li> </ul>	01  01	<p><b><u>For TTS Applicants</u></b> Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD.</p>	<p><b><u>Minimum numbers of Research Publications</u></b> The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required</p>
			<p><b><u>For OG-IV applicants</u></b> 5-years post - PhD teaching / research experience in an HEC recognized University or a post-graduate institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>PhD in the relevant field from an HEC recognized University with 10-years teaching / research in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>	<p>The applicant must have 10 publications (with at least 4 publications in last 5-years) in the HEC recognized journals.</p> <p>A retired Associate Professor can be considered for appointment by the Selection Board provided he/she fulfills the prescribed criteria.</p>

3.	<p><b><u>Assistant Professor</u></b> Peace &amp; Conflict Studies (PCS) Leadership &amp; Management Studies (LMS)</p> <p>International Relations (IR)</p> <p>BS</p> <p>Pay Scale: <u>TTS</u> TTS (130,000-8,937-264,055)</p> <p><b><u>Discipline/ Specialization</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>PCS:</u></b> Peace &amp; Conflict Studies/ Peace studies/ IR (with specialization in peace/conflict studies)</li> <li>• <b><u>LMS</u></b> Project Management/ Management Studies (Finance, Accounts, Marketing)</li> </ul>	<p><b>02</b></p> <p><b>01</b></p> <p><b>02</b></p> <p><b>01</b></p>	<p>Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills.</p>	<p><b><u>Remarks</u></b> An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should he demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.</p> <p>The candidate having research publications in HEC approved journals will be given preference.</p>
4.	<p><b><u>Assistant Professor</u></b> Peace &amp; Conflict Studies (PCS) Strategic Studies (SS)</p> <p>Pay Scale: <u>NDU</u> OG-III (75,000-7,500-225,000)</p> <ul style="list-style-type: none"> <li>• <b><u>PCS:</u></b> Peace &amp; Conflict Studies/ Peace studies/ IR (with specialization in peace/conflict studies)</li> <li>• <b><u>SS</u></b> Strategic Studies/DSS/SNS</li> </ul>	<p><b>01</b></p> <p><b>01</b></p>	<p>PhD in the relevant field from an HEC recognized University</p>	<p>The candidate having research publications in HEC approved journals will be given preference</p>
5.	<p><b><u>Lecturer (GPP &amp; IR)</u></b> Pay Scale: OG-II (Rs.50,000-5,000-150,000)</p>	<p><b>02</b></p>	<p>M. Phil degree from an HEC recognized University in the relevant field.</p>	<p>The candidate having teaching / research experience will be preferred.</p>
6.	<p><b><u>Director Area Studies - II</u></b> Pay Scale: OG-IV (Rs.100,000-10,000-300,000)</p>	<p><b>01</b></p>	<p>Ph.D./M.Phil/M.Sc. or equivalent from an HEC recognized University with 15 years/25 years and 30 years relevant experience respectively in a University, national or international organization. The candidate must possess expertise/ specialization in a particular area suiting the requirements of University. Practitioners with sufficient teaching and management experience may be considered for appointment as Distinguished Faculty Members in special fields.</p>	

7.	<b><u>Controller of Examinations</u></b> Pay Scale: OG-IV (Rs.100,000-10,000-300,000)	01	M. Phil/ MSc from an accredited University recognized by HEC with atleast 10 years relevant administrative experience. Computer proficiency is a pre-requisite.	Retired employees may also be considered for the post on contractual basis.
8.	<b><u>Deputy Director (Planning)</u></b> Pay Scale: OG-III (Rs.75,000-7,500-225,000)	01	BE degree from an HEC recognized University with 6 years relevant working experience in a recognized educational institution/Govt./Semi Govt-/Multinational organization. Computer proficiency is a pre-requisite.	
9.	<b><u>Security Officer</u></b> Pay Scale: OG-II (Rs.50,000-5,000-150,000)	01	Bachelor's degree with 5 years relevant experience in a large reputable security organization. Preferably a retired officer from Pakistan Armed Forces. Should be well versed in handling administrative and security issues.	
10.	<b><u>Assistant Registrar</u></b> Pay Scale: OG-I (Rs.40,000-4,000-120,000)	01	Master's degree from an HEC recognized University with 3 years relevant working experience in an accredited university/educational institution of national repute. Computer proficiency is a prerequisite.	
11.	<b><u>Research Associate</u></b> Pay Scale: OG-I (Rs.40,000-4,000-120,000)	03	M.Sc. in the relevant field from an HEC recognized university with written and communication skills.	
12.	<b><u>Auditor</u></b> Pay Scale: SG-VIII (Rs.20,000-2,000-60,000)	01	BA/BSc/B.Com with 5 years' experience in accounts/finance in a university / educational institution / national / international organization. The candidate must have full knowledge of budget estimates preparation and other account/ finance related issues. Computer proficiency is a pre-requisite.	
13.	<b><u>Departmental Coordinator</u></b> Pay Scale: SG-VIII (Rs.20,000-2,000-60,000)	01	Bachelor's Degree with at least 3 years of experience in handling departmental/Students affairs in public sector University/Government/Semi Government organizations/Institutions. Computer proficiency is a pre-requisite. <b>OR</b> Master's Degree from HEC recognized University/Institution. Computer proficiency is a pre-requisite.	
14.	<b><u>Personal Assistant</u></b> Pay Scale: SG-VIII (Rs.20,000-2,000-60,000)	02	BA/ BSc or Equivalent with 5 years' work experience as Assistant/ DEO/UDC in an educational institute/university/organization with typing speed of 35-40 WPM. Drafting skills and computer knowledge is compulsory.	
15.	<b><u>Data Entry Operator</u></b> Pay Scale: SG-VI (Rs.16,000-1,600-48,000/-)	02	Bachelor's degree in Physics/Mathematics/Statistics/ Economics with minimum speed of 10,000 key depressions per hour for data entry.	
16.	<b><u>Book Binder</u></b> Pay Scale: SG-II (Rs.10,000-1,000-30,000/-)	02	Matric with 3 years relevant work experience.	

17.	<b>Gate Keeper</b> Pay Scale: SG-I (Rs.8,500-850-25,500/-)	01	Literate - preferably ex-serviceman.
18.	<b>Naib Qasid</b> Pay Scale: SG-I (Rs.8,500-850-25,500/-)	03	Middle pass
19.	<b>Sanitary Worker</b> Pay Scale: SG-I (Rs.8,500-850-25,500/-)	01	Literate with 1 year relevant work experience.

### **TORs/ TERMS & CONDITIONS**

- a. All above mentioned posts shall be filled purely on **contract** basis.
- b. Application must be submitted to the office of the undersigned through courier on prescribed **Job Application Form** available at University website: [www.ndu.edu.pk](http://www.ndu.edu.pk) along with attested copies of (i) CNIC (ii) Domicile (iii) Educational testimonials (Degrees and Transcripts) & Experience certificates (if any) (vi) 2 x recent passport size photographs & (vii) Original Demand Draft/Pay order of amount **Rs.2,000/-** for Sr. No. 1 to 9, **Rs.1,000/-** for Sr. No. 10 & 11 and **Rs.500/-** for Sr. No. 12 to 19 as non-refundable application processing fee in favour of NDU, Islamabad (Only **Bank Draft/ Pay Order** is acceptable).
- c. **For Serial 1 & 2 (Professor and Associate Professor only)**, three (3) copies of applications/dossiers may be submitted along with soft copy (in CD/DVD form).
- d. In Service/ Government employees have to submit NOC duly signed by the concerned authorities.
- e. For Faculty Positions on TTS Pay Scales, TTS Rules/Regulations shall be applicable.
- f. Preference will be given to applicants having foreign degree(s) / vast experience in the relevant field/ research experience, publications in impact factor journals. Applicants for faculty positions with qualification/ specialization in research methodology will be given preference.
- g. Applications that are incomplete (in any case) or received after due date shall not be entertained.
- h. Applicants who do not have the prescribed Qualification & Experience should kindly abstain from applying, as their applications will not be considered.
- i. Only Short-Listed candidates shall be called for Interview / Test. No TA / DA shall be admissible.
- j. All applications are treated as "Confidential" and all documents will be shredded after one year of induction process.
- k. The University reserves the right to increase / decrease the number of posts or cancel any or all of the advertised posts and decision of the University shall remain binding in all cases.
- l. Applicants must mention the name of the "**Post Applied For**" on the right top corner of the envelope.
- m. Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions of NDU/TTS Statutes.
- n. Last date of application submission is **31<sup>st</sup> March, 2018**

**Deputy Director (Admin & HR)**  
**National Defence University – Islamabad**  
**Sector E-9, Islamabad. Phone 051-9262066-8, Ext 8106/8112/8102**  
**(www.ndu.edu.pk)**