



BUILDING A BRIGHTER FUTURE

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

# Situation Vacant

Applications are invited from the Pakistani nationals for the following posts for selection on merit basis:-

## ACADEMIC POSTS

### 1. Professor BPS-21, (BPS/TTS/Contract)

**Discipline:** Biology-Post-1, Urdu-Post-1, English Language & Applied Linguistics-Post-1, Pakistan Studies-Post-1, Education (Elementary Teacher Education)-Post-1, Education (Secondary Teacher Education)-Post-1, Shariah & Islamic Law-Post-1, Computer Science (E-Learning / Information Technology)-Post-1.

### 2. Associate Professor BPS-20 (BPS/TTS)

**Discipline:** Physics (Renewable Resources)-Post-1, Environmental Design (Architecture / Civil Engineering / Environmental Engineering)-Post-1, Education (Science Education)-Post-1, Education (Distance & Non-Formal Education)-Post-1, Education (Early Childhood Education / Elementary Teacher Education)-Post-1, Urdu-Post-1, Public Administration (Management Sciences)-Post-1, Pakistani Languages (Pashto)-Post-1, Computer Science (E-Learning / Instructional Content Development)-Post-1.

### 3. Assistant Professor BPS-19 (BPS/TTS)

**Discipline:** Physics (Chemical and Material Engineering)-Post-1, Mathematics-Post-1, Statistics-Post-1, Biology-Post-1, Chemistry-Post-1, Education (Science Education)-Post-1, Education (Special Education)-Post-1, Education (Distance & Non-Formal Education)-Post-1, Education (Educational Planning & Management)-Post-1, Hadith & Seerah-Post-1, Islamic Thought, Culture & History-Post-1, Sociology / Anthropology-Post-1, Mass Communication-Post-1, Commerce-Post-1, History-Post-1, Arabic-Post-1, Pakistani Languages (Sindhi, Urdu)-Posts-2, Business Administration (Finance / HRM)-Post-1, Computer Science (Networking / Artificial Intelligence / Knowledge Engineering)-Post-1.

### 4. Lecturer BPS-18

**Discipline:** Agriculture Science (Rural Development)-Post-1, Chemistry (Inorganic Chemistry, Physical Chemistry)-Posts-2, Computer Science (Artificial Intelligence, E-Learning / Multimedia, Information / Database, Software Engineering)-Posts-2, Engineering & Technology (Electrical / Electronics)-Post-1, Environmental Design (Architecture / Civil Engineering / Environmental Engineering)-Post-1, Commerce (Accounting & Finance, Hospitality Management)-Posts-2, Biology-Post-1, Mathematics-Post-1, Statistics-Post-1, Physics-Post-1, Education (Distance & Non-Formal Education)-Post-1, Education (Secondary Teacher Education)-Post-1, Education (Early Childhood Education / Elementary Teacher Education)-Post-1, Education (Special Education)-Post-1, Quran & Tafseer-Post-1, Shariah & Islamic Law-Posts-2, Islamic Thought, History & Culture-Post-1, Pakistan Studies-Post-1, Economics-Post-1, English Language & Applied Linguistics-Post-1, Library & Information Science-Post-1, History-Post-1, Iqbal Studies-Posts-2, Urdu-Post-1, Business Administration-Post-1.

### 5. Research Associate BPS-17

**Discipline:** Biology-Post-1, Chemistry-Posts-2, Statistics-Post-1, Physics-Post-1, Mathematics-Post-1, Environmental Science-Post-1, Hadith & Seerah-Post-1, Mass Communication-Post-1, Education-Post-1

## ADMINISTRATIVE / SERVICING POSTS

6. Director, Print Production Unit BPS-20 (Regular/Contract)-Post-01
7. Additional Controller of Examinations BPS-19-Post-1
8. Deputy Director, Academic Planning & Course Production BPS-19-Post-01
9. Senior Producer (Radio/TV) BPS-18-Post-1
10. TV Engineer BPS-17-Post-1
11. Director Information Communication Technology (on three years contract-extendable)  
(Salary package: Rs.135,000-10,000-195,000)-Post-1
12. Director Planning & Development (on three years contract-extendable)  
Salary Package: Rs.100,000-10,000-160,000)-Post-1
13. Director Security (BPS-19)-Post-1 (Contract basis)

1. The interested candidates are required to apply on the prescribed application forms which can be obtained from Recruitment Section, Block No. 01, AIOU Main Campus, Sector H-8, Islamabad on production of Paid Bank Challan of Rs.1000/- (Non refundable). Application forms can also be downloaded from AIOU website ([www.aiou.edu.pk](http://www.aiou.edu.pk)). Candidates using the downloaded application forms shall be required to furnish a Bank Draft (drawn in favour of Treasurer, AIOU) of Rs.1000/- (Non refundable) alongwith application form without which application shall not be considered.
2. For details about required qualifications and experience for the above posts, visit [www.aiou.edu.pk](http://www.aiou.edu.pk), in AIOU Jobs. A copy of required qualifications/experience is also available with application forms.
3. Applicants for the positions of Professor & Associate Professor are required to submit four copies of the applications / dossiers for BPS or TTS duly bound along-with a soft copy of dossier in PDF.
4. The University reserves the right to shortlist the candidates. Only shortlisted candidates will be called for test and or interviews.
5. The University reserves the right to increase/decrease the number of posts or not to fill any post.
6. Applicants already working in Government/Semi-Government Organizations/Autonomous bodies should apply through proper channel by due date alongwith service certificates duly issued by their present and former employers.
7. The University will follow the age limits as prescribed by the Federal Government.
8. The candidates must enlist the documents attached with the application with signature. Incomplete or applications received after due date will not be entertained.
9. No TA/DA will be admissible to the candidates called for test/interview.
10. Applications on prescribed form, alongwith attested copies of all testimonials, experience certificates, domicile and CNIC, must reach the undersigned by **25-8-2015**.

Prof. Dr. Muhammad Naem Qureshi (Registrar) Ph: 051-9057253

PID(I) No. 615/15



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**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

# **CORRIGENDUM**

The following posts be deemed to have been added to the advertisement issued by the University and published in this daily on August 5, 2015.

**1. Associate Professor (BPS-20)**

Library information Sciences (One Post).

**2. Assistant Professor (BPS-19)**

Urdu (One Post)

**3. Assistant Professor (BPS-19)**

Secondary Teacher Education (One Post)

Other terms and conditions and the last date for the submission of applications shall remain unchanged.

**Prof. Dr. Muhammad Naeem Qureshi**  
**(Registrar)**

PID(I) No. 879/15

# ELIGIBILITY CRITERIA

## **PROFESSOR, BPS-21**

**Qualification:** PhD from HEC recognized Institution in the relevant field.

**Experience:** 15-years teaching/research experience in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization.

**OR**

10-years post-PhD teaching/research experience in a recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.

**Minimum Number of Publications:** 15 research publications (with at least 05 publications in the last 05 years) in internationally abstracted Journals recognized by the HEC.

## **ASSOCIATE PROFESSOR, BPS-20**

**Qualification:** PhD in the relevant field from HEC recognized University/Institution.

**Experience:** 10-years teaching/research experience in HEC recognized University or a Postgraduate Institution or professional experience in the relevant field in a National or International organization.

**OR**

05-years Post-PhD teaching/research experience in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.

**Minimum Number of Publications:** 10 research publications (with at least 04 publications in the last five years) in internationally abstracted Journals recognized by the HEC.

## **PROFESSOR, TTS**

To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a 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. 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.

## **ASSOCIATE PROFESSOR, TTS**

To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a 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. 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.

## **ASSISTANT PROFESSOR, TTS**

To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D/Relevant terminal qualification from a recognized institution and excellent written

communication skills as well as excellent presentation skills. 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 be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

#### **ASSISTANT PROFESSOR, BPS-19**

Qualification: PhD in the relevant field from HEC recognized University/Institution.  
Experience not required.

**OR**

Master's Degree (foreign) OR M.Phil (Pakistan) in the relevant field from HEC recognized University/Institution, with 4 years teaching/research experience in a recognized University or a Post-graduation institution or Professional experience in the relevant field in a national or international organization.

#### **LECTURER BPS-18**

Qualification: Master's Degree (First Class) in the relevant field with no 3rd Division in the Academic Career from HEC recognized University/institution.  
No experience required.

#### **RESEARCH ASSOCIATE BPS-17**

Qualification: First Class Master's Degree or equivalent qualification, in the relevant field.

#### **DIRECTOR, PRINT PRODUCTION UNIT BPS-20**

Qualification: 2nd Class Master's Degree with training in Printing & Graphic Arts or related discipline from a recognized Institution or equivalent qualifications.

Experience: Seventeen years experience in BPS-17 and above in Print Production/Publication and or/publishing in a government department, autonomous body or commercial concern of high repute with substantial administrative responsibility. Substantial experience of editorial responsibility in the preparation and production of a wide range of printed materials.

#### **ADDITIONAL CONTROLLER OF EXAMINATIONS BPS-19**

Qualification: Second Class Master's Degree.

Experience: 13 years administrative experience in a University or other educational organization preferably in the Examinations Department, in BPS-17 or above.

#### **DEPUTY DIRECTOR, ACADEMIC PLANNING & COURSE PRODUCTION BPS-19**

Qualification: Masters Degree (at least in 2nd Class).

Experience: 13 years teaching/administrative experience in a government department, autonomous organisation, dealing with Academic/Economic Planning in BPS-17 or above. Experience of working in a research based institution desirable.

#### **SENIOR PRODUCER (RADIO/TV) BPS-18**

Qualification: Master's Degree.

Experience: Atleast 8 years experience as Producer in Radio/Television or equivalent post in the Audio-Visual centres of Education Department or other relevant organisation.

Desirable: (1) Experience of more than one medium (Radio, Television, Film).

(2) Experience in the production of educational programmes. (3) Published work (creative/research).

#### **TV ENGINEER, BPS-17**

Qualification: B.Sc Engineering, electronics or Physics or 03 years Diploma from a recognised Polytechnic Institute.

Experience: 05 years experience as Television Engineer, should have ample experience of Radio Technology as well. Experience relaxable in exceptional cases.

**DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY**

Qualification: 1st Class Master's Degree in IT (applications), MIS, Network Engineering. Preference will be given to candidates with Ph.D in the relevant field from HEC recognized University.

Experience: 10 years of relevant successful managerial experience.

**DIRECTOR PLANNING & DEVELOPMENT**

Qualification: First Class Master's Degree in Business, Planning Management, Engineering. Preference will be given to candidates with Ph.D.

Experience: Record of 10 years successful managerial experience of Institutional Planning, Project Director in a University/Organization.

**DIRECTOR SECURITY (BPS-19)**

Qualification: First Class Master's Degree.

Experience: 13 years experience in the relevant field in a University or other organization in BPS-17 or above. The retired Military Officers of the rank of Major or above will be preferred

Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
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No.9/2/91-R-5

Islamabad, the 24th June, 2010.

**OFFICE MEMORANDUM**

Subject:- **CLARIFICATION REGARDING GENERAL RELAXATION OF 5 YEARS IN UPPER AGE LIMIT PRESCRIBED IN RECRUITMENT RULES.**

The undersigned is directed to refer to the Establishment Division's O.M.No.9/2/91-R-5 dated 28<sup>th</sup> November, 2000 on the above cited subject (copy enclosed for ready reference) directing the Ministries/Divisions/Departments that when-ever vacancies are advertised by them, it should be clearly highlighted in the advertisement that a general relaxation of five (5) years in upper age limit **SHALL** be admissible to all the candidates and to state that the Senate Standing Committee on Cabinet Secretariat, Inter Provincial Coordination and Special Initiatives, in its meeting held on 11-6-2010, observed that Departments, while advertising various posts had fixed the age limit as 25 years. The Ministries/Divisions did not mention in their advertisements that the candidates shall be entitled to 5 years relaxation in age over and above the age limit prescribed in the Recruitment Rules. The Committee took serious view of this on part of the Departments due to which injustice could have been caused to the people.

2. In light of the recommendations of the Senate Standing Committee, the Ministries/Divisions/Departments are advised that hence-forth, the concession of 5 years general relaxation in upper age limit shall be clubbed with the maximum age limit of the post in their advertisements. In case usual upper age limit of posts in various Basic Pay Scales is as in column (2) below, the maximum age limit shall be as in column (4) below:-

<b><u>Basic Pay Scale.</u></b>	<b><u>Age Limit.</u></b>	<b><u>General Age Relaxation</u></b>	<b><u>Maximum Age Limit</u></b>
(1)	(2)	(3)	(4)
1-15	25 years	+ 5 years.	30 years.
16	28 years	+ 5 years.	33 years.
17	30 years	+5 years.	35 years.
18	35 years	+ 5 years.	40 years.
19	40 years	+ 5 years	45 years.
20	45 years	+ 5 years.	50 years.
21	50 years.	+ 5 years.	55 years.

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3. The Ministries/Divisions are further advised that the following relaxations in upper age limit available to the category of candidates specified below (to the extent mentioned against each) should be clearly mentioned in their advertisements for vacant posts:-

<b>Sl. No.</b>	<b>Category of candidates</b>	<b>Age relaxation admissible</b>
<b>1</b>	<b>2</b>	<b>3</b>
(i)	(a). Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government.	3 years.
	(b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government.	3 years.
(ii)	Released or Retired Officers/personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years.
(v)	Widow, son or daughter of a deceased civil servant who dies during service.	5 years.

Note: Where a candidate is entitled to age relaxation under more than one categories specified above, he shall be allowed relaxation in age only in one category.

4. In addition to above, the President/Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years.

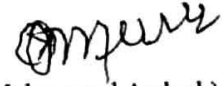
5. Further, where the Ministries/Divisions/Departments have recently advertised various posts and the candidates have appeared in written test but their interviews are yet to be held i.e. their selection process is not over, the said posts may be re-advertised for additional applications with clear rule position about age limit and age relaxations as at paras 2 and 3 above.

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6. It may be added that the upper age limit relaxations mentioned at paras 2 and 3 above have been provided in the Initial Appointment to Civil Posts ( Relaxation of Upper Age Limit) Rules, 1993 which are not applicable for recruitment to posts to be filled through Annual Competitive (CSS) Examination conducted by the FPSC.

7. For recruitment to BS-17 posts to be filled through the Annual Competitive (CSS) Examination, the upper age limit is presently 28 years which is relaxable by 2 years for Government Servants, Armed Forces Personnel and other specified categories of candidates.

8. The Ministries/Divisions are requested to strictly observe the above-mentioned instructions and also bring the same to the notice of the Departments/Organizations under their administrative control for strict compliance.



( Muhammad Arshad )  
Deputy Secretary

All Ministries/Divisions.  
Islamabad/Rawalpindi.