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OF THE GAZETTE OF PAKISTAN PART-I

Government of Pakistan  
Ministry of Federal Education  
and Professional Training

.....

Islamabad, the 7<sup>th</sup> September, 2021

  
Javed

NOTIFICATION

F. No. 2-18/2021-1C-11. In partial modification of Ministry of Education (Defunct) Notification No. D. 442/2010-DEA(NI&LB)(.) dated 6th April, 2010, it is notified that, henceforth, the post of Director of Centers of Excellence, Area Study Centers, Pakistan Study Centers and Sheikh Zayed Islamic Center will be filled in as per following criteria and terms and conditions:-

- i Post of Director would be in BS-20/21. However, once appointed as Post of Director/Principal campus positions, being administrative posts may not be allowed to apply for TTS faculty
- ii Upper-age limit: 55 years (relax able by two years by the competent authority on recommendation of the Selection Board).
- iii While initiating/advertising the post by the Vice Chancellor of the concerned university, it would clearly be mentioned that in the first instance, the candidates who fulfill the criteria laid down for the post of Professor by HEC would be considered and candidate selected from among them would be appointed as Director in BS-21(Criteria for Professor would be made part of the advertisement).
- iv In case, no candidate meets the requirements prescribed for the post of Professor, then, the candidates who fulfill the criteria set for the post of Associate Professor by HEC would be considered and the selected candidate would be appointed as Director in BS-20. (Criteria for the post Associate Professor would also be made part of the advertisement).
- v. The papers of the candidates will be scrutinized by the Scrutiny Committee comprising Registrar of the University, Dean of the relevant faculty and Director (R&D), Higher Education Commission.
- vi The Vice Chancellor of the respective university will be the Chairman of the Selection Board for the post of Director. He will recommend a panel of three officers to the M/O federal Education & Professional Training. The Federal Secretary of FE&PT will appoint the officer on merit.

The composition of Selection Board would be as follows:-

- |   |  |          |
|---|--|----------|
| 1 | The Vice Chancellor of the respective university                       | Chairman |
| 2 | A representative of MO/FE&PT not below the rank of JEA/Joint Secretary | Member   |

- |   |  |                  |
|---|--|------------------|
| 3 | A representative of HEC Pakistan not below the rank of Director General          | Member           |
| 4 | One two- subject experts nominated by HEC on recommendations of the concerned VC | Members          |
| 5 | Registrar of the concerned university  | Member/Secretary |

- vii. The appointment would be made for a tenure of four years. If the selected candidate does not belong to the center the appointment would be made either on deputation or on contract basis.
- viii. On completion of his/her three years as Director the incumbent would submit immediately his/her performance report simultaneously to the Secretary Federal Education and Professional Training, the concerned Vice-Chancellor and the Executive Director, HEC. The Secretary Federal Education and Professional Training would convene a meeting of the Selection Board within two months of receipt of the performance report for making assessment of his/her performance. In case, performance is found satisfactory the incumbent would be recommended for second tenure, otherwise the post would be advertised.
- ix. Each position to fall vacant on a certain date would be advertised at least six months ahead of that particular date and interview would be held at least two months ahead of that date.
- x. The Director who served for one tenure may apply again.
- xi. Meeting of the Selection Board, once fixed, would not be postponed, except any special circumstances.
- xii. GRADING PROCEDURE FOR CANDIDATES FOR THE POST OF DIRECTORS.

The Scrutiny Committee would give marks to each of the eligible candidates on account of (i) Length of Service, (ii) Research. Publications (iii) Academic Performance. (iv) Post-Ph.D. Qualification and (v) Administrative Experience as per following criteria:-

**a) Length of Service (Maxim:05 marks)**

- One year of lectureship/equivalent will get weight age of 0.1
- One year of Assistant professorship/equivalent will get weight age of 0.2
- One year of Associate Professorship/equivalent will get weight-age of 0.4
- One year of Professorship/equivalent will get weight age of 0.8

**b) Research Publications (Maximum:30 marks)**

**2.1 2.1 Science Disciplines:**

Publications in HEC recognized W category journals before 1-07-2020 = 2 marks

Publications in HEC recognized journals after 30-06-2020 W category = 2 marks, X category = 1 mark

## 2.2 Social Science Disciplines:

Publications in HEC recognized journals W category = 2 marks, X category = 1 mark

Publications in HEC recognized journals Y category (if published before 1-07-18) = 1 mark

## 2.3 Patents

Patent Granted in Countries (EU, US, UK, Japan) = 2 marks (subject to a max. of 6 marks)

Patent Granted in Countries (Australia, Canada, China, Malaysia, Pakistan, South Korea, Russia, Turkey) = 1 mark (subject to a max. of 6 marks)

Crop Variety (approved) (subject to a max. of 6 marks)

2.4 marks per book authored or edited internationally, subject to a maximum of 4 marks.

2.5 1 mark per book authored or edited internationally, subject to a maximum of 2 marks.

## c) Academic Performance (Maximum:25 .marks)

3.1	No of M. Phil produced	1 Mark per M.Phil. (Maximum 4 marks)
3.2	No of Ph.D.produced	2.5 marks per Ph.D. (maximum 10 marks)
3.3	Awards/Honors	1 mark per award (maximum 6 marks)
3.3.1	National Awards (Civil/President)	1 mark per award (maximum 2 marks)
3.3.2	International Awards/ Honors recognized by HEC	1 mark per award (maximum 2 marks)
3.3.3	HEC Best Teacher award Izaz-e-Kamal Izaz-e-Fazeelat	1 mark per award (maximum 2 marks)
3.4	Research Grant Awards not.Less than Rs. 1.00 million)  (Completed the project as Principal Investigator) (Other than the research Grants given by the parent university)	2 marks per research grant award (Maximum 5.Marks)



d) **Post-Ph.D. Qualification (maximum 5 marks)**

Note: Only Post-doctorate of at least 6 months duration will be counted.

4.1	Two marks for 6 months to 1 year post doctorate at foreign University/institute.
4.2	5 marks for one year or more post-doctorate at foreign Institute/university.

e) **Management / Administrative Experience (maximum 10 marks).**

Dean of Faculty/ Head of Department/ (1 mark per year)

Director of a Centre

f) **Interview (maximum 25 marks)** (Marks to be given by the Selection Board)

2. This issues with the approval of the Federal Secretary, FE&PT.

-Sd-  
(Shagufta Naz)  
Deputy Secretary (IC)

The Manager,  
Printing Corporation of Pakistan,  
Karachi

Copy to:

- ✓ i Chairman, HEC.
- ii PSO to the Minister, FEPT.
- iii SPS to the Secretary, FE&PT.
- iv. SPS to Additional Secretary, FE&PT.
- v. APS to Joint Secretary, (IC), FE&PT.

  
Deputy Secretary (IC)



# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90401925, Fax: (051) 90401906

E-mail: [gsarwar@hec.gov.pk](mailto:gsarwar@hec.gov.pk)

No. 1-2/R&D(RFI)/Centres/2020/HEC /31  
Date: 18-07-2022

Dr. Raja Qaiser Ahmed Khan  
Registrar, Quaid-i-Azam University, Islamabad

**Subject: Appointment of Director of the Centers established through Act of Parliament/  
Protocol**

Dear Sir,

Please refer to your letter No. Estt/2022-540-540 dated April 04, 2022, addressed to worthy Executive Director on the subject noted above, wherein some queries have been raised on the Ministry of Federal Education and Professional Training's notification for the appointment of Director of centers. The following points may be noted for compliance in the matter:

As per in-question notification, for appointment on the positions of the director being its administrative nature only BPS criteria be observed/advertised/ offered and there is no bar for TTS faculty to apply. However, their status on TTS will be dealt as per relevant rules/ regulations by HEI. For your further clarification attached are recent copies of advertisements of other HEIs for the appointment of Directors in centers.

- ii. It is very clear as for as Journals category is concerned, please follow HJRS policy and in question grading of notification is aligned to the latest notified policy (01-07-18) which prevails now. Furthermore, if a publication earlier than 01-07-2018 be given 1 mark but after words no weightage be given for paper in Y Category for the appointment of Director. Grading procedure for candidates of appointment of Director in BPS may be advertised/published. To be clear appointment of Director may not be mixed with the appointment of faculty in other academic settings.
- iii. Regarding Areas of specialization to be mentioned in the advertisement, please follow the prevailing act of parliament for the center which clearly narrates the subject specialization of center as per its nomenclature and accordingly be advertised for the position of its director. Furthermore, a scrutiny committee as per notification at "V" is there to verify such queries and a draft advertisement may be sent for vetting to committee if deemed necessary via online meeting.
- iv. As far as appointment of director of the center is concerned, please follow the narration given above at (i) and proceed as per notification in true spirit while the letters mentioned in your communication at (iv) pertains to other positions of university/ HEI. Hence, centers being established through act of Parliament and jointly regulated by MoFEPT and

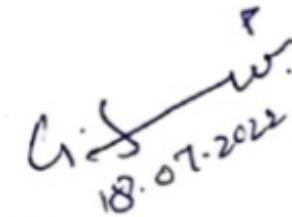
Dated 18-07-2022  
Reg. Office, QAU

HEC, so for the appointment of director of the center this notification F.No.2-18/2021-1-C-1 dated September 07, 2021, prevails.

It is hoped that facts above clarify the queries asked in letter referred and once again it is reiterated to start hiring of regular directors of centers established in your esteemed HEI.

Best Regards,

Encl: as above

A handwritten signature in blue ink, appearing to read 'G. Sarwar', with the date '18.07.2022' written below it.

**Ghulam Sarwar**

Program Coordinator (Centers)

Copy to:

- I. P.S to the Executive Director, Higher Education Commission, Islamabad
- II. P.S to Director General (R&D), Higher Education Commission, Islamabad
- III. SO (IC-II), MoFEPT, Islamabad