

Government of Pakistan
National Heritage & Culture Division
4th Floor, Kahsar Block, Pak. Secretariat,
Islamabad
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Vacancy Announcement

CHAIRMAN, PAKISTAN ACADEMY OF LETTERS, ISLAMABAD

Services of a dynamic and qualified full time professional are required for the position of Chairman, Pakistan Academy of Letter, Islamabad.

Name of Post:	Chairman, Pakistan Academy of Letters
Pay Scale:	MP-I
Tenure:	• The appointment will be on contract basis for a period of three (03) years. • The selected candidate shall cease to hold office of the Chairman, Pakistan Academy of Letters, Islamabad on attaining the age of 65 years or expiry of term whichever is earlier.
Maximum Age Limit:	62 Years

Minimum Qualifications & Experience:

- a) Master degree or equivalent qualification in language or literature duly recognized by Higher Education Commission (HEC); and
- b) i. having 15 years experience in grade 17 and above in government, semi-government or autonomous bodies or equivalent in private sector including 05 years experience of working at senior management level;
OR
ii) eminent professional of known integrity, reputation, competence and expertise in the field of Pakistani languages and literature.
2. Interested applicants should send their applications on prescribed proforma, without attachment of copies of educational and other documents, to the undersigned within 15 days after the publication of this advertisement. The applicants working in Government institutions should route their applications through proper channel.
3. Eligibility will be determined and selection will be finalized as per approved Government policy and Recruitment Rules for the post. Shortlisted applicants will be invited for interview. The candidates shall not be entitled to any TA/DA for appearing in the interview.
4. ***In case of selection, the candidate working in Government Department or Autonomous or Semi-Autonomous Bodies will have to resign or seek retirement before joining of the new assignment.***
5. Application Form can be downloaded from <http://heritage.pakistan.gov.pk> or www.pal.gov.pk, and candidates can also apply online at the National Job Portal on the link <https://njp.gov.pk/>.

(Muhammad Noor Asi)
Section Officer (Org-III),
National Heritage & Culture Division,
4th Floor, Kohsar Block, Pak. Secretariat, Islamabad
Tel: 051-9222752

**GOVERNMENT OF PAKISTAN
NATIONAL HERITAGE & CULTURE DIVISION**

Application Form Appointment of Chairman, Pakistan Academy of Letters, Islamabad.

Name:	
Father's Name	
CNIC No:	
Postal Address:	
Domicile:	
Date of Birth:	
Age on closing date	
Email:	
Phone (Cell No.)	
Phone (Residence)	

A. Qualification (start with highest qualification)

Degree/ Certificate	Passing year	Marks obtained/ total marks	Division/ Grade	Distinction	Major subjects	Board/ University/ Institution

B. Specialization Courses/ Seminars/Workshops/ Trainings

Course/ Seminars/Workshops/ Trainings	Duration	Subject	Institution

C. Experience (Professional)

Position/ Post	From – To	Period of service	Organization

D. Details of Literary Work in the field of Pakistani Languages & Literature.

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E.	Any national level award conferred upon in recognition of services in the field of literature.	
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F) Other terms and conditions for appointment of Chairman:

- (1) No person shall be appointed as Chairman unless possesses the qualifications and acquires the experience as provided in the Rules.
- (2) No person shall be considered for appointment as Chairman unless such person—
 - (a) is a citizen of Pakistan;
 - (b) has by a competent court of law not been convicted for an offence of moral turpitude;
 - (c) has by a competent court of law not been declared as un-discharged insolvent;
 - (d) has by a competent court of law not been declared insane or of unsound mind;
 - (e) has not been dismissed from service of Pakistan;
 - (f) has not been guilty and for that purpose a penalty has not been imposed upon him for indiscipline, misconduct or corruption while in service of Pakistan and in case such penalty is imposed during his appointment as Chairman it shall be a valid ground for his removal from office of the Chairman; and
 - (g) is eminent professional of known integrity, reputation, competence and expertise in the field of Pakistani languages and literature;
 - (h) is not a person mentally or physically incapable of performance of his duties if appointed as Chairman; and
 - (i) is not suffering from any disease which makes him unsuitable for appointment as Chairman.
- (3) A person in service of Pakistan may apply for the post of Chairman through proper channel and in case of his selection he shall have to resign from his existing post or seek retirement there from and unless his resignation is accepted or his retirement is notified and actualized he shall not be eligible to assume charge as Chairman.
- (4) The Chairman shall cease to hold office on attaining the age of sixty-five years.

Certificate:

It is solemnly affirmed that the information contained in this Form is true and correct to the best of my knowledge and belief.

Date:

(Name & Signature)