

**TERMS AND CONDITIONS FOR THE POST OF DIRECTOR GENERAL,
INSTITUTE OF STRATEGIC STUDIES ISLAMABAD, (ISSI), (MP-I SCALE)**

Criteria/Minimum Requirements

A. Qualification and Experience:

The Candidate should be a serving* or retired civil servant in BS-22 or equivalent, with a Post Graduate Degree preferably Doctorate in International Relations, Public Policy, Foreign Affairs and Diplomacy with a minimum of 25 years of professional experience in research and relevant fields.

**Serving Government Servants, if selected, will have to resign from their existing posts.*

B. Age Limit:

Maximum 65 years as on the closing date of application submission.

C. Pay Package:

The Director General will be paid as per Management Position Scale (MP-I). (Details attached).

D. Nature and Tenure of Appointment:

- i. The Director General shall be appointed by the Prime Minister of Pakistan, who will also be the competent authority for extending or termination of the appointment.
- ii. The appointment will be contractual in nature, initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual basis subject to satisfactory performance of the Director General.
- iii. The appointment contract will stand terminated on completion of initial/extended tenure or on one month's notice in writing from either side in case of non-completion of initial/extended tenure.
- iv. In case of pre-termination by the Ministry of Foreign Affairs, the notice shall be served after approval of the appointing authority i.e. the Prime Minister. In case of pre-termination by the Director General, it will be in the form of resignation, as provided for in the Institute's Bye-Law, and the Ministry of Foreign Affairs will have to complete the process of its acceptance by the competent authority i.e. the Prime Minister within the aforementioned notice period of one month.
- v. In case of routing completion of tenure, the Director General shall request in writing to the Ministry of Foreign Affairs for appointment of new Director General three months prior to the date of expiry of his/her initial/extended tenure. Moreover, in such cases the Director General shall continue in the office till such time a new Director General is appointed by the Prime Minister.

E: Method of Appointment:

The initial appointment of the Director General will be made observing the following method:

- i. Vacancy shall be widely advertised in the national press, principally appearing in at least two national dailies, one in English and other in Urdu.
- ii. A Scrutiny Committee will scrutinize applications on the basis of advertised criteria and duly verified degrees and experience certificates.
- iii. The Scrutiny Committee will prepare a list of all eligible candidates for interview by a Selection Committee.
- iv. The Selection Committee will conduct the interviews of all eligible candidates.
- v. After the interviews, the Selection Committee shall recommend a panel of minimum of three (03) suitable candidates in order of merit for the position of DG, ISSI for approval of the Appointing Authority i.e. the Prime Minister.

F: Performance Evaluation Mechanism:

The performance of the Director General shall be evaluated by a Performance Evaluation Committee.

G: Leave & Disciplinary Rules:

Leave

The Director General shall earn leave on full pay @ 3 days per months on annual basis and the earned shall be availed during the currency of the year. Title of leave will neither be carried over to the next year in case of non-availing nor will it be encashed.

Disciplinary Rules

As applicable in case of contract employees.

H: Miscellaneous:

The candidate being employed as Director General, ISSI, will submit to the Government an affidavit declaring his/her non-involvement in any, other relevant business/job which may tantamount to conflict of interest.
