

## APPLICATION FORM

1. **Post Applied For:** \_\_\_\_\_
2. **Name of Candidate:** \_\_\_\_\_
3. **Father/Husband Name:** \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_
5. **Domicile:** \_\_\_\_\_
6. **CNIC No:** \_\_\_\_\_
7. **Contact No:** \_\_\_\_\_
8. **Address:** \_\_\_\_\_
9. \_\_\_\_\_

**Photograph**

10. **Educational Qualification:**

S.No	Degree / Examination	Year of Passing	University / Board	Class / Division

11. **Other Qualifications/Patents/Publications:**

S.No	Publications (Research Papers / Books)	Patents Developed	Present Assignment (if Any)	

12. **Employment Detail:**

S.No	Designation	Company/Organization	From	To	Total Exp (Year/Month)	Job Duties/ Responsibilities

13. **Declaration:**

I hereby declare that all the statements made by me in the application form and information is true and complete to the best of my knowledge and belief, nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date: \_\_\_\_\_

Signature of Candidate

**Job Responsibilities:**

1. The Director General shall be responsible to exercise both administrative and financial powers within the framework of policy laid down by the Governing Body.
2. Responsible for Organization, Coordination, Implementation and Integration of Research & Development work in Electronics, Computer Hardware & Software, Automotive, Telecommunications, Instrumentation & Control System.
3. Responsible for active participation of the institute with other Development Centers in Research & Development projects of National importance and coordinate the work of various research centers in the country.
4. Prepare for the Board approval policies, standards and procedures and oversee their implementation.
5. Responsible to establish and maintain close liaison with other development centers, Universities, user organizations and production units for the promotion of electronic research and development activities.
6. Responsible for Technical and Economic evaluation of electronics development projects, analysis of current development in electronics technology and market trends
7. Responsible for coordination selection and implementation of appropriate development projects in Public & Private Sector.
8. Provide leadership to the entire body of staff and promote professionalism, discipline, integrity and exemplary performance.
9. To lead the Executive Committee meeting as Chairman Governing Body as per ordinance, for Policy making and implementation.
10. Act as the public speaker and public relations representative of the Institute in ways that strengthen the profile of the Institute.