

**COMSATS Institute of Information Technology
Islamabad**

Professional Development Promotion Committee

1. Program

The COMSATS Institute of Information Technology invites applications for the Professional Development Program (Program). This non-degree program sponsors young and mid-career faculty/technical, PhD students doing their research work and professional staff for 1-3 months of non-degree academic, research and professional training. Primary goal of this Program is to build capacity among the beneficiaries and in turn the Institution itself.

2. Grant Benefits

The grant includes training fee if any, visa fee, airfare, and living allowance etc. The CIIT, upon request will issue necessary facilitation letters including but not limited to seeking placement, getting visa, etc.

3. Eligibility

- (i) Successful applicants must be committed to serving CIIT, for a minimum of 1 year upon their return back. They must be in the employment of CIIT with a minimum of two (2) years progressively responsible professional/work experience following the master's degree and must duly be recommended by their respective [Head of Department, Chairman, Dean, Director, as the case may be]. They must possess a high level of fluency in spoken and written English. Successful candidates should be poised to assume a leadership position in their field;
- (ii) PhD students of CIIT who wish to enhance their research skills may also be eligible to apply, however, the visit at a Universities with whom CIIT has MoUs will be encouraged; or it is felt that such short training will eventually result in a possible MoU at a later stage;;
- (iii) Those CIIT candidates who secure admission for PhD in off campus universities abroad may also be considered for the award of short term training; for those CIIT nominees who are awarded off-campus PhD awards based on their length of service at CIIT, their PhD expenses (tuition fee, living allowance, air travel etc.,) will be paid from the funds available under PDPC.

Applications are invited from the young and mid-career faculty/technical and professional staff in the following fields:

4. Subjects Areas

[To be determined by respective heads of the department / Supervisors]

Professional and Administrative fields include, but are not limited to the following areas:

- a) Planning & Development
- b) Project Management
- c) Monitoring and Evaluation
- d) Finance and Accounts
- e) Office Management
- f) IT support
- g) Hospitality Management
- h) Examination Reforms
- i) Quality Assurance
- j) Budgeting and Financial management
- k) Innovations in Library Information Services
- l) International Liaison
- m) Human Resource Development

5. Selection Procedure

The applications will be short listed. All eligible applicants will stand a chance to qualify for the award, subject to observing criteria. The Professional Development Promotions Committee (PDPC) will comprise of the following;

- a) Dean, Graduate Studies & Research ~ Convener
- b) Registrar
- c) Director (P&D)
- d) Project Director(s) concerned
- e) Adviser (IL) ~ Member/Secretary

6. The recommendations made by the Professional Development Promotions Committee (PDPC) will be put up to the Rector for approval.

7. Selection Criteria

Following criteria will be observed for formulating recommendations by the PDPC:

- a) Relevance of training to the candidate's profile and the subject priority areas determined by the nominating department ~ 20%
- b) Academic Credentials ~ 40%
- c) Professional work experience ~ 20%
- d) Performance during the interview ~ 20%

8. Application Procedure & Deadline

All application materials (on the prescribed form, original and one copy), including references, must be received by Adviser (IL) on quarterly basis.(31st March,30th June,30th September, 31st December, every year)

For more information and to obtain application form and filing guidelines, please visit our website: www.ciiit.edu.pk, e-mail: professionaldev@comsats.edu.pk
Telephone: [051-9258481-3]
