



No. F.6-8/2016-ADMN-1  
**GOVERNMENT OF PAKISTAN**  
**DRUG REGULATORY AUTHORITY OF PAKISTAN**  
 TF Complex, 7-Mauve Area,  
 G-9/4, Islamabad

Applications are invited from citizens of Pakistan for appointment against following positions on open merit in Drug Regulatory Authority of Pakistan (DRAP), Islamabad on contract basis initially for a period of 03 years which is extendable subject to satisfactory performance. The requisite qualification, experience & Age Limit has been shown against each post.

| S # | Name & Regulatory Officer (RO) Scale | Number of vacancies | Division / Office / Cadre  | Max. Age Limit | Qualification/Experience   |
|-----|--------------------------------------|---------------------|----------------------------|----------------|--|
| 1.  | Director (RO-15)                     | 01                  | Budget & Accounts Division | 47 Years       | Ph.D in Accountancy with 10 years related experience, Cost and Management Accountant or Chartered Accountant with post membership with 13 years related experience preferably in analysis of pricing / costing of pharmaceutical and health care products or MBA (Finance) / M.Com, with 15 years' experience preferably in analysis of pricing / costing of pharmaceuticals and health care products<br><br>Note: Qualification background with basic qualification in Pharmacy would be preferable |
| 2.  | Director (RO-15)                     | 01                  | Legal Affairs Division     | 47 Years       | Ph.D in law or related fields of legal Affairs with 10 years experience preferably in pharmaceutical field or M.Phil / LLM with 13 years experience preferably in pharmaceutical field or Bar-at-Law and enrolled as advocate of High Court with 15 years experience preferably in pharmaceutical field<br><br>ii. Having basic qualification in law.<br><br>Note: Qualification background with basic   |

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|    |                            |    |  |          | qualification in Pharmacy would be preferable.  |
| 3. | Director (RO-15)           | 01 | Technical Cadre                          | 47 Years | Ph.D. in Pharmacy or in related field of Pharmaceutical Sciences (Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacy Practice, Pharmacognosy) with 10 years related experience in pharmaceutical field or Master / M. Phil in Pharmacy or in related field of Pharmaceutical Sciences (Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacy Practice, Pharmacognosy) with 13 years related experience in Pharmaceutical field.<br><br>ii. Having basic qualification in Pharmacy                          |
| 4. | Director (RO-15)           | 01 | Administration / HR & Logistic Divisions | 47 Years | Ph. D. in Human Resource Management (HRM), Management, Public Administration or equivalent with 10 years' experience or M.Phil in HRM, , Management, Public Administration or equivalent degree in HRM or in Public Administration with 13 years related experience or Master (16 year education) in HRM, Public Administration, Management or equivalent degree in HRM or in Public Administration, with 15 years related experience<br><br>ii. Having basic qualification in Human Resource management or Public Administration |
| 5. | Assistant Director (RO-12) | 01 | Management Information System Division   | 30 years | Master in any field of computer Science, Bioinformatics or equivalent with 03 years subject experience  |
| 6. | Assistant Director (RO-12) | 04 | Legal Affairs Division                   | 30 years | LL.B. with membership of Bar Association preferably with 03 years subject experience.   |

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| 7.  | Assistant Director<br>(RO-12)                                     | 50 | Technical<br>Cadre | 30 years | Pharm. D or B. Pharmacy. Relevant pharmaceutical experience will be preferred.                        |
| 8.  | Assistant Bacteriologist /<br>Assistant Microbiologist<br>(RO-11) | 02 | CDL Karachi        | 30 years | M.Sc. Microbiology. Relevant Experience in Pharmaceutical Microbiology Lab will be preferred.         |
| 9.  | Stenotypist (RO-10)   | 04 | DRAP,<br>Islamabad | 30 years | FA / Fsc Minimum Speed of 80 / 40 w.p.m in shorthand / typing respectively. Must be computer literate |
| 10. | Data Entry Operator<br>(RO-09)                                    | 08 | DRAP,<br>Islamabad | 25 years | Intermediate with typing speed of 35 w.p.m  |
| 11. | Electrician (RO-05)   | 01 | CDL Karachi        | 30 years | DAE in Electrical Engineering   |

### **General Instructions**

1. All the candidates who fulfil the minimum qualification, experience and age requirements will be provisionally allowed to appear in the test(s).
2. No TA/DA will be admissible to appear in test.
3. The candidates working in public sector departments / organizations shall be required to produce NOC from their department at the time of interview.
4. No person shall be appointed against any position in DRAP if he or she has any financial or professional conflict of interest.
5. No person shall be appointed as Director if he or she has immediate family members (parent, child, sibling or spouse) as senior officials or owners of concerns dealing in therapeutic goods.
6. Maximum age shall be calculated from the closing date of applications. The maximum age limit given in column-5 is final and no further relaxation shall be allowed.
7. Pay, allowances & other benefits shall be governed under DRAP Employees Service Regulations, 2015 (as amended) which are available on the official website of the DRAP ([www.dra.gov.pk](http://www.dra.gov.pk)).
8. The Authority has the right to withdraw any or all of these posts at any stage during the course of recruitment process without assigning any reason what so ever.
9. Mere submission of application and qualification in initial screening test does not establish any right of a candidate for appointment against any position in DRAP.
10. At any stage during or after the recruitment process, if it is found that the candidate has provided false information/ documents, he or she shall be considered disqualified for the post applied or appointment made.

**HOW TO APPLY:** Interested candidates may apply online at <https://etc.hec.gov.pk/#/> within 15 days of publishing of this advertisement by depositing requisite fee for each post. Challan Form and detailed instructions on how to apply are available on HEC ETC's website. Application received by hand or through courier / email shall not be accepted / entertained. The test fee is non-refundable and non-transferable. In case of any difficulty during the online registration, please visit <http://onlinehelp.hec.gov.pk> or **Helplines: 051-111-119-432, 0334-111-9432.**

**ASSISTANT DIRECTOR (Admin-I)  
DRUG REGULATORY AUTHORITY OF PAKISTAN**