



**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS**

PROFESSIONAL REQUIRED

TRANSFORMING RAILWAYS

Applications are invited from **SUITABLE, QUALIFIED AND EXPERIENCED PROFESSIONAL** to serve Pakistan Railways on merit against the following post.

DEAN (MP-II), PAKISTAN RAILWAYS ACADEMY WALTON, LAHORE (ONE POST)		
1.	Eligibility Criteria (Educational Qualification and Experience)	Ph.D in relevant subject(s) such as Business Management/HR/ Administration, Business Economics, Project Management from HEC recognized university with 10 years professional experience. OR Masters in relevant subject(s) such as Business Management/HR/ Administration, Business Economics, Project Management from HEC recognized university with 14 years-experience in the relevant field.
2.	Age Limit:	Maximum = 62 years
3.	Skills /Knowledge:	- Should have excellent Management and Administrative skills to head a Training Academy/Institute. - Candidate must have demonstrated experience in trainings, capacity building and HR development. - Candidate must have knowledge/ability relating to development of infrastructure needs of Academy. - Ability to evaluate and research training options. - Adept with variety of multimedia training platforms and methods. - Strong expertise of design, analysis and delivery of trainings.
4.	Salary and Perks (Management Position-II Scale)	
a.	Scale of Pay	Rs. 181500-27225-290400
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 66,000/- per month
c.	Utilities Bills (5% of Pay)	Rs. 8,250/- per month.
d.	Transport	As per monetization of transport facilities policy MP-II Rs. 77430/- per month
e.	TA/DA on domestic official tour	As admissible to the civil servants of the BPS-21.
f.	TA/DA on official duty abroad	As admissible to civil servants in Category-II.
g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution in Pakistan.

h.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves 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.
i.	Gratuity	One month's basic pay for each completed year of service.
5.	Contract Period:	
i)	Tenure of contract	Three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
ii)	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the Ministry, it shall be after approval of the appointing authority, in case of proceedings under para 6 (viii & ix) of MP Scales Policy, 2020, the condition of one month's notice shall not be required.
6.	Discipline	As applicable in case of contract employees.

- Recruitment will be made as per Updated MP Scales Policy, 2021 issued by the Establishment Division, Government of Pakistan vide their O.M. No. 1/3/2020-E-6/E-8 dated 24-05-2021.
- The appointment will be on contract basis initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- Detailed TORs and short-listing criteria can be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk
- Candidates who fulfill above requisite educational qualification criteria and experience are advised to apply on website of **National Jobs Portal** i.e. njp.gov.pk, up to **20-04-2022**.
- Place of posting of above post will be at Pakistan Railways Academy, Walton, Lahore, however on requirement authority may post officer anywhere in Pakistan.
- Ministry of Railways reserves the right to cancel the recruitment process at any stage.
- Only short-listed candidates shall be called for interview.

(MOHSIN IHSAN)
Deputy Director (Admn-II)
 Ministry of Railways,
 Islamabad.
 PH: 051-9214154

**TERMS OF REFERENCE (TORS) OF THE POST OF DEAN (MP-II), PAKISTAN
RAILWAYS ACADEMY WALTON, LAHORE.**

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2.	Age Limit:	Maximum = 62 years	
3.	Skills/ Knowledge:	1.	Should have excellent Management and Administrative skills to head a Training Academy/Institute.
		2.	Candidate must have demonstrated experience in trainings, capacity building and HR development.
		3.	Candidate must have knowledge/ability relating to development of infrastructure needs of Academy.
		4.	Ability to evaluate and research training options.
		5.	Adept with variety of multimedia training platforms and methods.
		6.	Strong expertise of design, analysis and delivery of trainings.
4.	Job Description:	1.	Manage and administer all the Financial, Personnel and Training matters of Pakistan Railway Academy, as is exercised by its Chief Executive.
		2.	Assess, evaluate and determine the training needs of Pakistan Railways and keep a liaison with all the heads of the departments of Pakistan Railways to improve the same.
		3.	To conduct Boot Camp and STI as per the policy of NSPP for various management courses i.e. MCMC, SMC & NMC.
		4.	Evolve and introduce new courses for the staff of various disciplines of Pakistan Railways.
		5.	Ensure timely examination and assessment of participants.
		6.	Automate the T&D processes through Learning Management System.
		7.	To monitor performance and maintain coordination among the Joint Directors (Traffic, Civil, Mechanical, Electrical and Signal & Telecom) for smooth working.
		8.	To explore opportunities of collaboration with National & International Institutes for training & development of Railways Officers/Officials related to Railways System, engineering and Operations.

		9.	Plan, organize, and facilitate, employee development and training events.
		10.	Conduct follow up studies of all completed training to evaluate and measure results.
5.	Goals/Deliverables:	1.	To formulate Training & Development Manual and Policies for Pakistan Railways Officers and officials.
		2.	Conduct annual TNA and design curriculum accordingly in collaboration with AGMs and Cadre Controller.
		3.	Make strategies to evaluate training program effectiveness and ROI periodically.
		4.	Develop Learning Management system for PRA.
		5.	Build self-sustainable financial model for PRA.
		6.	Ensure the development and implementation of Annual training Plan in alignment with Railway needs and policies.
		7.	Collaborate with renowned national and international institute for training and development of Railway officers/officials in Railway System engineering & operations.
6.	Salary and Perks (Management Position-II Scale)		
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b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 66,000/- per month	
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g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution in Pakistan.	
h.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves 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.	
i.	Gratuity	One month's basic pay for each completed year of service.	
7.	Contract Period:		
i)	Tenure of contract	Three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.	
ii)	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the Ministry, it shall be after approval of the appointing authority, In case of proceedings under para-6 (viii & ix) of the MP Position Scales Policy, 2020 dated 22-06-2020, the condition of one month's notice shall not be required.	
8.	Discipline		As applicable in case of contract employees.

SHORTLISTING CRITERIA FOR THE POST OF DEAN (MP-II), PAKISTAN RAILWAYS ACADEMY WALTON, LAHORE

IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

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