



**FINANCIAL GUIDELINES
FOR
PREPARATION OF
R&D and HRD PROPOSALS
(Human Resource Remuneration)**



National ICT R&D Fund
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1. Objectives

The main objectives of these guidelines are to:

- a. Encourage experts from academia and industry to carry on international quality research and development in Pakistan.
- b. Give uniform direct financial rewards from R&D activities to researchers and developers from different academic institutions. These direct financial rewards should be based upon a nationally accepted capability evaluation criteria.
- c. Direct financial rewards for experts and developers from industry should be based upon current market trends.
- d. The guidelines should have built in review mechanisms so that it remains relevant in presence of a rapidly evolving market place.

2. Scope

These guidelines apply to all HR cost components of all R&D and HRD proposals approved by the Company.

3. Guideline Statement

All payments for services provided in connection with approved R&D or HRD proposals will be made in accordance with the “HR Remuneration guideline for R&D and HRD Proposals”. This guideline will be reviewed after every six months so it can stay in tune with the rapidly changing HR marketplace. The revised guideline will be applicable to proposals approved after the date of guideline revision.

4. Rationale

1. There should be separate remuneration charts for academia and industry; however a reasonable correlation between the two charts should exist from the perspective of expertise level and remuneration given.
2. The remuneration chart for academia will be based on HEC approved tenure track pay scales.
3. The remuneration chart for industry will be based on the available data from organizations like PSEB, PASHA, Rozee.pk, Brightspyre etc. However, the same will be in line with that of academia.

4.1. Post-doctoral fellows

- a. HEC recommended pay scale for lecturers under tenure track system.
- b. Post-doctoral fellows will be paid for the percentage of the time allocated to the project.

4.2. Graduate students

- a. The student must have completed sixteen years of education.
- b. The student must be enrolled in the university as a bonafide student.
- c. The research and development work must be a part of student's MS or Ph. D. thesis research.
- d. The tuition will be paid to the university provided no other source of tuition fee is being availed. The university has to provide a written confirmation to the effect.

4.3. Undergraduate Students

- a. The student must be enrolled in the university as a bonafide student.
- b. The student must have satisfactory progress towards the degree being pursued as determined by the university regulations.
- c. The research and development work must be a part of student's final year project.
- d. The stipend for final semester students will be Rs.5,000 per month.
- e. The faculty advisor and the project director must receive and approve a monthly progress report from the student.

5. Remuneration for Human Resource from Academia

5.1. Faculty members

- a. HEC recommended pay scale for tenure track positions will be followed.
- b. The current designation at existing academic institution will be accepted.
- c. The faculty member will be paid for the percentage of the time allocated to the project. The PI will certify that the faculty member will indeed allocate the committed time to the project.

6. Remuneration for Human Resource from Industry

For industrial technical positions following equivalency criteria for academic degrees applies:

- a. BS (16 years of education) is expected for entry level positions except for technical administrative positions.
- b. MS/MPhil (18 years of education) is given 2 years of equivalent professional experience and 1 year relevant subject experience.
- c. Ph.D is given 4 years of equivalent professional experience and 3 years of relevant subject experience.

The remuneration for different positions is calculated using the table given in 'Appendix I'. For each position the expected education, qualification and experience is listed below.

6.1. Senior Domain Experts

At least 10 years professional experience with a minimum of 5 years in the relevant subject. In case the specialization is new like social networking, mobile device programming, computational proteomics, etc. relaxation can be given.

6.2. Domain Expert

At least 5 years professional experience with a minimum of 2 years in the relevant subject.

6.3. Domain Expert Support Staff

At least 16 years of education in the relevant field.

6.4. Project Managers

At least 5 years of professional experience with at least 2 years of project management in the relevant field.

6.5. Deputy or Assistant Project managers

At least 3 years of professional experience with courses taken on software engineering or project management during undergraduate or graduate education.

6.6. Senior Technical/Developer/Technical Team Lead

At least 5 years of professional experience with 2 years in the relevant field.

6.7. Development Engineers/ Test Engineers

At least 16 years of education in the relevant field.

6.8. IT and network administrator

At least 14 years of education.

6.9. Senior Lab manager

At least 14 years of education or polytechnic certification with 2 years of relevant experience.

6.10. Lab Assistant

At least 14 years of education or polytechnic certification.

6.11. Accountant

At least 14 years of relevant education with 1 year relevant experience.

6.12. Administrative Assistant

At least 14 years of education.

7. Eligibility Criteria for Project Director (PD) and Joint Project Director (JPD)

Project directors and joint project directors play a pivotal role in defining and executing a project to successful completion. It is essential that these positions be held by individuals with proper academic background and professional experience.

7.1. Eligibility criteria for PD

One of the following criteria must be fulfilled by a project director.

- a. An assistant professor or above in an HEC recognised academic institution.
- b. A senior domain expert as defined in section 7.1.

7.2. Eligibility criteria for JPD

One of the following criteria must be fulfilled by a project director.

- a. A lecturer or above in an HEC recognised academic institution.
- b. A domain expert or a project manager as defined in section 7.2.
- c. A project manager as defined in section 7.4.

7.3. Remuneration of PD and JPD

For PD's and JPD's employed in industry remuneration would be assessed by their total as well as relevant work experience. The relevant work experience will be determined by the technical component of the experience relevant to the proposal's technical needs.

For PD's and JPD's employed by academic institutions guidelines from HEC tenure track system will be used.

Since every project PD, being the subject expert, is the focal person responsible for successful execution of the project, JPD's monthly remuneration under no circumstances will be more than the PD's remuneration. However, based upon the time commitment to the project, JPD's remuneration charged to the project could be higher than the PD's remuneration charged to the project.

Appendix I

Salary Chart for Industrial Positions

In the following table, the number of years will be calculated by assigning a weight of 75% to the number of relevant years of experience and 25% to the total number of years of experience.

	Experience (Years)	Admissible Salary (PKR)
Year 0 to 5 salary	0	25,000
	1	30,500
	2	37,210
	3	45,396
	4	55,383
	5	67,568
Year 6 to 10 salary	6	79,054
	7	92,493
	8	108,217
	9	126,614
	10	148,139
Year 11 to 15 salary	11	158,508
	12	169,604
	13	181,476
	14	194,180
	15	207,772
Year 16 to 20 salary	16	212,966
	17	218,291
	18	223,748
	19	229,342
	20	235,075
Year 21 to 25 salary	21	238,014
	22	240,989
	23	244,001
	24	247,051
	25	250,139

Appendix II

Salary Chart for Academia Positions

Professor:

Number of years experience post PhD: 11 years

Number of years experience post PhD: 07 years with minimum 12 years experience prior to PhD

Stages	Experience (Years)	Admissible Salary (PKR)
1	11	180,000
2	12	188,800
3	13	197,600
4	14	206,400
5	15	215,200
6	16	224,000
7	17	232,800
8	18	241,600
9	19	250,400
10	20	259,200
11	21	268,000
12	22	276,800
13	23	285,600
14	24	294,400
15	25	303,200
16	26	312,000

Associate Professor:

Number of years experience post PhD: 06 years

Number of years experience post PhD: 04 years with minimum 6 years experience prior to PhD

Stages	Experience (Years)	Admissible Salary (PKR)
1	6	120,000
2	7	127,000
3	8	134,000
4	9	141,000
5	10	148,000
6	11	155,000
7	12	162,000
8	13	169,000
9	14	176,000
10	15	183,000
11	16	190,000
12	17	197,000
13	18	204,000
14	19	211,000
15	20	218,000
16	21	225,000

Assistant Professor:

Number of years experience post PhD: 00 years

Stages	Experience (Years)	Admissible Salary (PKR)
1	1	80,000
2	2	85,500
3	3	91,000
4	4	96,500
5	5	102,000
6	6	107,500
7	7	113,000
8	8	118,500
9	9	124,000
10	10	129,500
11	11	135,000
12	12	140,500
13	13	146,000
14	14	151,500
15	15	157,000
16	16	162,500

Non PhD/Fresh Masters:

Number of years experience post Masters: 00 years with 6 months relevant area internships / apprenticeship experience

Stages	Experience (Years)	Admissible Salary (PKR)
1	0	25,000
2	1	30,000
3	2	35,000
4	3	40,000
5	4	45,000
6	5	50,000
7	6	55,000
8	7	60,000
9	8	65,000
10	9	70,000
11	10	75,000
12	11	80,000
13	12	85,000
14	13	90,000
15	14	95,000
16	15	100,000
17	16	105,000

MS and PhD Students:

Monthly stipend for MS and PhD students, both for industry and academia, can be charged @ Rs.10,000 per month and Rs.15,000 per month respectively. Their tuition fee and boarding and lodging expenses can be claimed at actual.

Undergraduates:

Monthly stipend for undergraduate students (final semester), both for industry and academia, can be charged @ Rs.5,000 per month. Their tuition fee and boarding and lodging expenses can be claimed at actual.