



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

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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 Principal Investigator's Organization (PIO) 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 Principal Investigator (PI) and Co-Principal Investigator (Co-PI)

Principal Investigator (PI) and Co-Principal Investigator (Co-PI) 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 PI

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 6.1.

7.2. Eligibility criteria for Co-PI

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 6.2.
- c. A project manager as defined in section 6.4.

7.3. Remuneration of PI and Co-PI

For PI's and Co-PI'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 PI's and Co-PI's employed by academic institutions guidelines from HEC tenure track system will be used.

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

Appendix I

Salary Chart for Academia/Industry Positions

Professor or Equivalent Industry resource:

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	234,000
2	12	245,440
3	13	256,880
4	14	268,320
5	15	279,760
6	16	291,200
7	17	302,640
8	18	314,080
9	19	325,520
10	20	336,960
11	21	348,400
12	22	359,840
13	23	371,280
14	24	382,720
15	25	394,160
16	26	405,600

Associate Professor or Equivalent Industry resource:

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	156,000
2	7	165,100
3	8	174,200
4	9	183,300
5	10	192,400
6	11	201,500
7	12	210,600
8	13	219,700
9	14	228,800
10	15	237,900
11	16	247,000
12	17	256,100
13	18	265,200
14	19	274,300
15	20	283,400
16	21	292,500

Assistant Professor or Equivalent Industry resource:

Number of years experience post PhD: 00 years

Stages	Experience (Years)	Admissible Salary (PKR)
1	1	104,000
2	2	111,150
3	3	118,300
4	4	125,450
5	5	132,600
6	6	139,750
7	7	146,900
8	8	154,050
9	9	161,200
10	10	168,350
11	11	175,500
12	12	182,650
13	13	189,800
14	14	196,950
15	15	204,100
16	16	211,250

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	32,500
2	1	38,500
3	2	44,500
4	3	50,500
5	4	56,500
6	5	62,500
7	6	68,500
8	7	74,500
9	8	80,500
10	9	86,500
11	10	92,500
12	11	98,500
13	12	104,500
14	13	110,500
15	14	116,500
16	15	122,500
17	16	128,500

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.