



Pakistan Science Foundation

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No. PSF/Admin/6(96)/17

Islamabad, the 5th August, 2024

EXPERIENCE CERTIFICATE

It is Certified that Miss. SAHIRA BASHIR D/O BASHIR was employed as Scientific Officer (PPS-7) under a PSDP Project titled "Science Talent Farming Scheme (STFS) for Young Students, Phase-I (Component-I) (Revised)" from 06-04-2017 to 30-06-2024 on contract basis, executed by the Pakistan Science Foundation. The duties/job specifications of the Officer while employed in this Organization were satisfactory and as follows:-

1. To look after project activities including selection and shortlisting of candidates for scholarship as per Federal Govt. Quota System from all over the country.
2. To coordinate with Stakeholders, Scholars, Research Supervisors, Universities, Resource Persons.
3. Maintaining progress report with PMES (Project Management and Evaluation System) and iPAS (intelligent Project Automation System).
4. Planning on yearly basis for running through different project phases for the development project.
5. Distribution of Yearly Targets into Quarters.
6. Preparing Monthly, Quarterly, Mid-Year Review and Full Year Reviews for monitoring departments such as Ministry of Science & Technology and Planning Commission of Pakistan.
7. Preparing Work Plan of the Project.
8. Project implementation by arranging Meetings, Status Reports, Coordination with Universities and Research Supervisors/Mentors.
9. Preparation of Tender Documents for hiring of Testing Agencies and Tour Operators as per PPRA rules
10. Coordination with other stakeholders for arrangement of local study visits.
11. To support Project Director and other staff

This issue with the approval of the Secretary, PSF.

(DR. MUHAMMAD ABBAS)
Deputy Secretary

Distribution:

1. Ex-Officer Concerned
2. Notification File