

VACANT POSITIONS

Institute of Space Technology (IST) invites applications from qualified candidates / professionals for the following project based positions:-

Sr	Positions	No of Posts	Age Limit (Max)	Contract period	Fixed Pay	Qualification & Experience
1.	Assistant Director (Finance)	01	35 years	One Year (Extendable)	75,000 p.m	<ul style="list-style-type: none"> • MBA in Finance/Accounts/Business (16 years of education) <li style="text-align: center;">OR • BS in Finance/Accounts/Business (16 years of education) <li style="text-align: center;">OR • BA (Hons) in Finance/Accounts/Business (16 years of education) • No third division in the entire academic career • Work experience in Public or Private organizations will be preferred
2.	Assistant (Finance)	01	30 years	One Year (Extendable)	41,666 p.m	<ul style="list-style-type: none"> • B.Com/BBA in Finance/Accounts with proficiency in M.S Office • No third division in the entire academic career • 02 years post qualification relevant experience in Public or Private organizations <li style="text-align: center;">OR • Ex-Govt employees with minimum Intermediate qualification and minimum ten (10) years of post-qualification experience in the field of Finance / Accounts

IMPORTANT INFORMATION / APPLICATION GUIDELINES

- Candidates should apply online through <https://induction.ist.edu.pk>
- All qualifications should only be from well reputed universities / institutions as recognized by the HEC/IBCC
- First class / division means a minimum of 60% marks for annual system of examination or minimum CGPA 2.5 out of 4.0 for semester system and second class / division means a minimum of 50% marks for annual system or minimum CGPA 2.0 out of 4.0 for semester system
- No third division (less than 50% marks & CGPA less than 2.0) is allowed in the entire academic career.

- The appointment on the project-based positions will be offered on contract basis initially for a period of one year (extendable).The candidates appointed on these positions cannot claim for extension in the contract or to be regularized
- The age will be calculated on the closing date of applications. Ex-Government employees who meet the prescribed eligibility criteria for the post may be granted age relaxation as per Government rules
- The positions are Islamabad based. Interviews for all the positions will be conducted at IST, Islamabad campus only
- Ex-Govt. employees can also apply. They should attach/upload attested photocopies of their release / retirement order along with their online application
- Serving Employees of Govt. / Semi Govt. / Autonomous organizations should apply “Through Proper Channel”. Advance copies are not acceptable / will not be considered
- Compliance to eligibility criteria for the position does not guarantee shortlisting for interview
- Only shortlisted candidates as per merit would be called for interviews
- TA / DA will not be admissible for appearing in the interview
- Applications submitted online without attached attested photocopies of complete academic & experience documents would not be processed further / considered.
- IST reserves the right to reject any or all of the applications received for the positions without assigning any reason thereof
- IST reserves the right to postpone or cancel the recruitment / induction on the positions at any stage without assigning any reason thereof
- The decision of the Institute in all matters regarding recruitment on the positions would be final and binding, and no correspondence in this regard would be entertained
- The candidates selected for appointment shall be binding to serve a contract period of minimum 12 months before applying for higher studies or resigning. For compliance they have to deposit their terminal degree and passport (both in original) with IST. However, the degree and passport will be issued temporarily if required
- **Last date for receipt of applications is 12th October 2022.**

Addl Director (Induction) IST

Post Box No. 2750, Islamabad 44000



**Institute of
Space Technology**