

VACANT POSITION

Institute of Space Technology (IST) invites applications from qualified candidates for the following statutory post:-

Post	Pay Scale	No. of Posts	Contract Period	Age Limit (Max)	Qualification	Experience
Registrar	Equivalent to BPS-20 (Contract)	01	03 Years (Renewable)	50 Years	<p>a. Bachelor's in Engineering / Administrative Sciences / other relevant disciplines with first division from HEC recognized University.</p> <p>b. No third division (CGPA less than 2.00/4.00 in case of semester system of examinations or aggregate percentage less than 50% in case of annual system of examinations) in entire academic career.</p>	Minimum fourteen (14) years or twelve (12) years post qualification experience in Academics & Establishment / Administrative matters for Bachelor or Master degree holders respectively, which must include five (05) years of experience in equivalent position/post.

IMPORTANT INFORMATION / APPLICATION GUIDELINES

- All qualifications should only be from well reputed universities / institutions as recognized by the HEC/PEC.
- PEC registration certificate is mandatory (where applicable).
- First class / division means a minimum CGPA of 2.50/4.00 in case of semester system of examination or a minimum aggregate percentage of 60% in case of annual system of examination.
- Second class / division means a minimum CGPA of 2.00-2.49 out of 4.00 in case of semester system of examination or a minimum aggregate percentage of 50% in case of annual system of examination.
- Third class / division means CGPA less than 2.00 out of 4.00 in case of semester system of examination or aggregate percentage less than 50% in case of annual system of examination
- Ex-Govt. employees can also apply. They should submit attested scanned copies of their release / retirement order along with their application.
- Serving Employees of Govt. / Semi Govt. / Autonomous organizations should submit No Objection Certificate (NOC) from their respective organizations/institutions regarding permission to apply for the post.
- Serving Regular Employees of Govt. / Semi Govt. / Autonomous organizations will not be appointed on deputation basis in the light of IST ACT. In case of selection for appointment on the post, they will be required to sign an undertaking to accept the post upon resignation from their regular service.
- The age will be calculated on the closing date of applications. Ex-Govt. officials / Ex-servicemen who meet the prescribed eligibility criteria for the post may be granted age relaxation as per Government rules.
- Compliance to eligibility criteria for the post does not guarantee shortlisting for interview.
- Only shortlisted candidates would be called for interviews.
- The post is Islamabad based. Interviews will be conducted at IST, Islamabad campus only.

- Applications submitted without attached attested scanned copies of complete academic & experience documents would not be processed further / considered.
- TA / DA will not be admissible for appearing in the interview.
- IST reserves the right to reject any or all of the applications received for the post without assigning any reason thereof.
- IST reserves the right to postpone or cancel the recruitment / induction on the post at any stage without assigning any reason thereof.
- Completely filled and duly signed Application Form along with updated CV, attested scanned copies of the degrees, final transcripts, certificates, final marks sheets from Matric onwards, equivalence certificates from HEC/IBCC (in case of foreign qualifications/degrees), PEC registration certificate (where applicable), experience certificates, retirement/release order, CNIC, domicile, recent passport size photograph and all other documents required to support the candidate's eligibility for the post should be mailed to the email address: inductionist1@gmail.com
- The decision of the Institute in all matters regarding recruitment on the post would be final and binding, and no correspondence in this regard would be entertained.

INELIGIBILITY:

- No person shall be eligible for appointment unless a citizen of Pakistan.
- Dual Nationality holders.
- Ex-employees of NCA organizations, who have resigned from the service.
- Persons dismissed or removed from service as a consequence of disciplinary proceedings.
- Persons convicted by the court of competent jurisdiction and NRO beneficiaries are also ineligible.
- **Last date for receipt of applications is 15 days after the publication of this advertisement**



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