**Staff Required**

Institute of Space Technology (IST) invites applications for the following positions on the basis of Fixed Pay Contract as per details given below: -

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| **Ser** | **Position** | **Academic Qualification** | **Experience** | **Fixed Pay**  **(As per IST’s Fixed Pay SOP)** | **Contract Period** |
|  | Caretaker (Female) | Matric | 2 Years | Equivalent to BPS-5 | For a period of one year (renewable) |
|  | Security Guard | Under Matric | 1 Year | Equivalent to BPS-3 |
|  | Room Keeper (Female) | Under Matric | - |

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| **APPLICATION GUIDELINES / INSTRUCTIONS** |

* All qualifications should only be from the Boards of Intermediate & Secondary Education recognized by the Federal/AJK/respective Provincial Government.
* The positions are Islamabad based. Interviews will be conducted at IST, Islamabad campus.
* Only short listed candidates will be called for interviews.
* Compliance to eligibility criteria for the positions do not guarantee short listing for interview.
* Incomplete / Late applications will not be processed further / considered. Only hard copies will be accepted.
* 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 positions without assigning any reason thereof.
* IST reserves the right to postpone / 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 will be entertained.
* Please mark the position on the right hand side of the envelope.
* Completely filled and duly signed Application Form along with detail updated CV, attested photocopies of the degrees, certificates, final marks sheets from matric onwards, experience certificates, School Leaving Certificate (for Under Matric), CNIC, recent passport size photograph and all other particular documents required to support the candidate’s eligibility for the position should reach the office of Additional Director (HR) IST on the address given below:
* **Last date for receipt of applications is August 13, 2025 before office closing hours.**

**Additional Director (HR)**

**Institute of Space Technology (IST)**

**1, Islamabad Highway, Islamabad 44000**