

Career Opportunities

INSTITUTE OF SPACE TECHNOLOGY Islamabad



- Sr. Post with Scale**
- Dy Director Works (Equivalent to SPS-9/1)BSc Engg (Civil) Preferably MS in Structures**
10-15 years experience with reputed national / international organization. Should be able to undertake Master planning of Mega Civil Engg Projects, sound working knowledge of town planning / architectural aspects for institutional complex, well conversant with PEC building by laws and contracting procedure of C&W/ MES, understanding of FIDIC and its application to our environment, computer literate with working knowledge of Primavera software and procurement of goods/ services as per PPRA rules.
 - Coord Officer (VC Secretary) (SPS-8/1)MBA/MPA/MAS/MSc/MS/MA**
5-7 years experience with a reputed national/international organization/institution. Excellent interpersonal skills, ability to coordinate conflicting priorities within tight deadlines, ability to analyze and interpret information to make informed decisions.
 - Asst Director (Student Affairs) (SPS-4)MBA/MPA/MAS/MSc/MS**
3-5 years experience with a reputed HEC recognized educational institution and should be able to manage career development & placement bureau, extra/co-curricular activities, institute magazine, news letters, alumni associations, student societies, student's desk, sports etc.
 - Asst Director (MIS) (SPS-8)MCS/MT/MSc (Computer Sc)**
5-8 years experience with a reputed national/international organization. Be able to manage Software/Networking/Database Development.
 - Asst Director (QA) (SPS-8)MS (Engineering)**
5-8 years experience with a reputed national/international organization/institution in a similar position, so as to head the Quality Department and implement the educational quality standards. Advanced Courses in Quality Assurance / Management will be preferred (Preferably MS).
 - Librarian (SPS-8)MLIS**
6-8 years experience as librarian with a reputed institution. Be able to handle e-library system.
 - Deputy Controller Examination (SPS-8)MCS, MS/MSc**
3-5 years with related experience in a reputed HEC recognized University/Institute. Be able to handle Computerized Examination System.
 - Academic Coordinator (SPS-8)MS/MSc**
3-5 years experience with a reputed HEC recognized University/Institute.
 - Deputy Asst Director (HR) (SPS-8)MBA/MPA**
3-5 years experience with a reputed national/ international organization/institution.
 - Deputy Asst Director (Administration) (SPS-8)MBA/MPA/MAS/MSc/MS**
3-5 years experience with a reputed national/ international organization/institution and be able to handle administrative matters related to an educational institution.
 - Deputy Asst Director (Personnel) (SPS-8)MBA/MPA**
3-5 years experience with a reputed national/ international organization/institution. Should be able to run Personnel Office Independently and well versed with ESTA Code. Additional qualification with LLB shall be preferred.
 - Deputy Asst Director (IT) (SPS-8)MCS/MT/MSc (Computer Sc)**
3-5 years experience with a reputed national/international organization. Be able to manage Software/ Networking/ Database Development and Web Site development with 2 years experience in Graphic designing, ASP.net and flash.
 - Asst Registrar (Admission/Registration) (SPS-8)MBA/MPA/MCS/MSc**
3-5 years experience with a reputed HEC recognized University/ Institute. Be able to manage matters related to admission/ registration of students with working knowledge of computerized admission/registration system in an educational institution.
 - Junior Executive (SPS-7)BBA/BSc/BSc**
5 years experience in office management with a reputed organization/ institution and with one year course in Computer Applications. Full command of MS Office.
 - PA to Vice Chancellor (SPS-6/7)BBA/BSc/BBA/BSc**
Minimum 10 years experience with a reputed organization/ institution. 6 Months Computer Course with typing speed of 10000 KDPH and full command of MS Office. Qualifications can be relaxed for exceptional candidates.

- Sr. Post with Scale**
- Asst Foreman (SPS-6)DAE (Instrument/Mech/Elect)**
5-12 years experience with a reputed national/international organization as Avionics/ Aerospace technician.
 - Account Assistant (SPS-5/6)BBA/B.Com or equivalent**
5-8 years experience in Account/ Audit in a reputed organization / institution with full knowledge of e-commerce/ accounts.
 - Library Assistant (SPS-5)BLIS**
5-8 years experience with a reputed educational institution. Additional experience in e-Library shall be preferred.
 - MT Supervisor (SPS-5)Graduate**
5-8 years experience with a reputed national/international organization in MT Department. Including hands on experience of MS Office. Qualifications for ex-servicemen can be relaxed.
 - Senior Computer Technician (SPS-5)DAE in Computer Technology**
5 years experience of a reputed national/international organization with one year Course in Computer Applications
 - Telecom Supervisor-III (SPS-4)FA/FSo/DAE in Telecom**
12 years experience with a reputed national/international organization and be able to liaise/coordinate with telecom related organizations like PTCL, NTC etc. Should be able to manage the staff of telephone exchange/ fiber optics/ Digital Radio System etc.
 - Junior Charge Man (SPS-4)DAE (Instrument/Mech/Elect)**
4-6 years experience with a reputed national/international organization as Avionics/ Aerospace technician.
 - Junior Computer Operator (SPS-3)FA/FSo and 6 Months Computer Course**
2 years experience with a reputed national/international organization. Typing speed of 10000 KDPH and full command of MS Office.
 - Technician (Electrician) (SPS-3)Matric**
12 years relevant practical experience with exceptional skills
 - Drivers (SPS-2)Matric/Non Matric**
10-12 years Experience of driving Light/Heavy vehicles.

IMPORTANT INFORMATION:

- All qualifications should only be from well reputed universities / institutions and recognized by the HEC/ PEC where applicable.
- For Ser No 1 to 13 first class in final degree is mandatory however only one second class from Matric onwards is allowed.
- Maximum age limit for applicants is 35 years. Relaxation in age/ qualification for exceptionally competent candidates.
- A progressive career, attractive pay package, and fringe benefits would be offered.
- Higher starting salary is possible (in respective pay scales) as admissible under the rules.
- Initial appointment will be on contract basis.
- All posts are Islamabad based. Test & interviews will be conducted only in Islamabad.
- Employees of Govt/ Semi Govt Organizations should apply "Through Proper Channel".
- Only short listed candidates as per merit would be called for written test & interviews.
- Computer literacy / handling experience commensurate to the post is a requirement and will be tested.
- Application form can be downloaded from IST website: www.ist.edu.pk.
- Attested photocopies of the degrees, certificates, NIC, recent passport size photograph along with Rs 50/- pay order in favour of IST be attached.
- TA/DA will NOT be admissible for appearing in the test/ interviews.

Registrar IST
Post Box No. 2750, Islamabad

Last date for receipt of applications is 10 Feb 2007