**Staff Required**

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

|  |  |  |
| --- | --- | --- |
|  | Position | Office Assistant (Ex-Serviceman) |
|  | Academic Qualification | 1. Matric 2. Preferably computer literate |
|  | Fixed Pay  (As per IST’s Fixed Pay SOP) | Equivalent to BPS-6 |
|  | Contract Period | For a period of one year (renewable) with effect from the date of joining |

|  |
| --- |
| **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 interview.
* Compliance to eligibility criteria for the position does not guarantee short listing for interview.
* Incomplete / Late applications will 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 position without assigning any reason thereof.
* IST reserves the right to postpone / cancel the recruitment / induction on the position at any stage, without assigning any reason thereof.
* The decision of the Institute in all matters regarding recruitment on the position 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, experience certificates, equivalence certificates from HEC / IBCC (in case of foreign degrees/certificates), 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 September 10, 2025 before office closing hours.**

**Additional Director (HR)**

**Institute of Space Technology (IST)**

**1, Islamabad Highway, Islamabad 44000**