

# Vacant Positions

**Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology** (A Public Sector Degree Awarding Chartered Institute) is a unique educational institution in Pakistan which is closely collaborating with several institutions in Austria and China and award multiple foreign degrees. The Institute is looking for potential applicants, to be appointed on the following positions.

Post and Qualification/Experience
<b>1. Accounts Supervisor (SPS-08) No. of Position -01 (Regular)</b> 2 <sup>nd</sup> Division Master Degree in Commerce/Finance with 02 years relevant experience in Government, Semi Government organization with at least 06 months computer Diploma in office automation from recognized government institute.
<b>2. Personal Assistant (SPS-08) No. of Position -05 (Regular)</b> 2 <sup>nd</sup> Division Master Degree with 02 years relevant experience in Government, Semi Government organization with at least 06 months computer Diploma and short hand course from recognized government institute with good typing speed
<b>3. Assistant Supervisor –HR (SPS-06) No. of Position -02 (Regular)</b> 1 <sup>st</sup> Division Bachelor Degree with 02 years relevant experience in Government or Semi Government organization with at least 06 months computer Diploma from recognized government institute
<b>4. Computer Typist (SPS-06) No. of Positions – 01 (Regular)</b> 2 <sup>nd</sup> Division Bachelor Degree in Computer Science/IT with typing speed of 40 words in a minute
<b>5. PS to Project Director: No of Position-01, Fixed salary Rs.70,000/- per month Tenure: 02 years extendable</b> till the project life subject to satisfactory performance Maximum age limit: 40 years 1 <sup>st</sup> Division Bachelor Degree in Computer Science/IT with typing speed of 40 words in a minute and having 02 years relevant experience
<b>6. Project Accountant: No of Position-01, Fixed salary Rs.40,000/- per month. Tenure: 02 years extendable</b> till the project life subject to satisfactory performance Maximum age limit: 40 years 2 <sup>nd</sup> Division Bachelor Degree in Commerce/Finance with 02 years relevant experience with at least 06 months computer Diploma in office automation from recognized government institute.

Approximate salary for SPS-06 and SPS-08 is Rs.52,000/- & Rs.62,000/- per month respectively in addition to payment of CP Fund and Gratuity as per statutes

Following terms and conditions will be applicable in addition to eligibility criteria:-

- 1) Selected candidates shall be governed by the Statutes and Regulations of the Institute
- 2) All the applications received shall be processed as per Statutes and Regulations of the Institute
- 3) The candidates serving in Government or Semi Government organization shall apply through proper channel however advance copy of applications from all such candidates shall be accepted for official process.
- 4) A person who is dismissed from service or convicted through any Court of Law is not eligible to apply for above said positions.
- 5) Maximum age limit for all regular positions shall be 45 years.
- 6) Only degrees/Certificates obtained from HEC recognized university/Institutions or Government Education Boards or recognized Institutes shall be accepted
- 7) Marks equal to 60% in annual system or 3/4 CGPA in grading system shall be considered as 1<sup>st</sup> Division and marks equal to 45% in annual system or 2.25/4 CGPA in grading system shall be considered as 2<sup>nd</sup> division
- 8) The Applicants having foreign degrees/ certificates will provide equivalency certificate from HEC/IBCC.
- 9) Applicants should apply only on the prescribed form, available at (<http://www.paf-iaist.edu.pk>) along with a Bank Draft/Pay Order/Postal order of Rs.500/- in favor of the Rector of PAF-IAST, Haripur. The Institute has free tax number (FTN-9050161-4)
- 10) Last date for receipt of applications alongwith attested copies of supporting documents in the Institute is **29-04-2021**
- 11) Incomplete applications and applications received after the due date shall not be accepted.
- 12) No TA/DA will be paid to the applicants during the entire selection process.
- 13) Post applied for will be mentioned clearly on the envelope

- 14) The Institute may proceed for legal action if any document or information is found fake/bogus.
- 15) A person intends to apply for more than one position shall apply separately for each position
- 16) Any error or omission shall be subject to rectification by the Institute
- 17) PAF-IAST reserves the right to increase or decrease number of positions or cancel appointment on any or all positions without assigning any reason.

**Director (Establishment)**

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