

# 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 will closely collaborate 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 on regular basis.

<b>Post and Qualification/Experience</b>
<p>1- <b>Director, Establishment</b> (SPS-14) No. of Position- 01 PhD with 12 years experience of Teaching /Academics/Administration in HEC recognized University/Institution or any Government or Semi Government National Organization in BPS-17 and equivalent in special pay scales or above. OR 1<sup>st</sup> Division MS/M Phil with 14 years of experience of Teaching/Academics /Administration in HEC recognized University/Institution or any Government or Semi Government National Organization in BPS-17 and equivalent in special pay scales or above. OR 1<sup>st</sup> Division Master degree (16 years of education) with 17 years' experience of Teaching/Academics/ Administration in HEC recognized University /Institution or any Government or Semi Government National Organization in BPS-17 and equivalent in special pay scales or above.</p>
<p>2. <b>Manager QEC</b> (SPS-13), No. of Position- 01 PhD with 08 years' experience in Teaching/ Academic Research/Administration in HEC recognized University/ Institution or Government or Semi Government organization in BPS-17 and equivalent in special pay scales or above having proven record of accomplishment in the relevant field.</p>
<p>3- <b>Manager IT</b> (SPS-13), No. of Position- 01 PhD in IT/Computer Science with 08 years' relevant experience in HEC recognized University/ Institution or any Government or Semi Government national/ international organization in BPS-17 and equivalent in special pay scales or above, OR 1<sup>st</sup> Division MS/M.Phil in IT/Computer Science with 10 years' relevant experience in HEC recognized University/ Institution or any Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above, OR 1<sup>st</sup> Division or BS/Master degree (16 years of education) in IT/Computer Sciences with 12 years relevant experience in HEC recognized University/ Institution or any Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above,</p>
<p>4. <b>Manager ORIC</b> (SPS-13), No. of Position- 01 PhD with 08 years' experience in Teaching/Administration/Academic Research, University- Industry linkages, collaboration etc in HEC recognized University/Institution or any Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above having proven record of accomplishment in the relevant field.</p>
<p>5. <b>Deputy Manager, QEC</b> (SPS-12) No. of Position- 01 PhD with 03 years' experience in Teaching/ Academic Research in HEC recognized University/ Institution or Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above having proven record of accomplishment in the relevant field. OR 1<sup>st</sup> Division MS/M.Phil with 05 years' experience in Teaching/Academic Research in HEC recognized University/ Institution or Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above having proven record of accomplishment in the relevant field.</p>
<p>6. <b>Deputy Manager IT</b> (SPS-12) No. of Position- 01 1<sup>st</sup> Division MS/MPhil in IT/Computer Science with 05 years' relevant experience in HEC recognized University/ Institution or any Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above,</p>

OR				
1 <sup>st</sup> Division BS (16 years of education) in IT/Computer Sciences with 07 years relevant experience in HEC recognized University /Institution or any Government or Semi Government national organization in BPS-17 and equivalent in special pay scales or above.				
7. <b>Assistant Manager, Student Financial Aid &amp; Development</b> (SPS-11) No. of Position- 01 1 <sup>st</sup> Division Masters degree (16 years of education) with 03 years experience in Teaching, Administration or Academic research or managing Student affairs in HEC recognized University/Institution or any Government or Semi Government national organization in BPS-16 and equivalent in special pay scales and above				
8. <b>Assistant Director (Establishment)</b> (SPS-11), No. of Position- 01 1 <sup>st</sup> Division Master's degree(16 years of education) in Economics, Law, Business Administration, Mass communication/IR or English with 03 years relevant experience in HEC recognized University/Institution or any Government or Semi Government national organization in BPS-16 and equivalent in special pay scales and above				
9. <b>Assistant Director (Academics)</b> (SPS-11), No. of Position- 01 1 <sup>st</sup> Division Master's degree (16 years of education) with 03 years relevant experience in HEC recognized University/Institution or any Government or Semi Government national organization in BPS-16 and equivalent in special pay scales and above				
10. <b>PS to Rector</b> (SPS-11). No. of Position- 01 1 <sup>st</sup> Division Master's degree (16 years of education) with 03 years relevant experience in HEC recognized University /Institution or any Government or Semi Government National organization in BPS-16 and equivalent in special pay scales and above (Computer Knowledge of MS Word, Excel, Power point etc and shorthand with good typing speed is mandatory)				
	SPS-11	SPS-12	SPS-13	SPS-14
Maximum Age Limit	35 years	40 years	45 years	50 years
Monthly Salary (Approximately)	Rs.125,000/-	Rs.155,000/-	Rs.270,000/-	Rs.330,000/-
1 <sup>st</sup> Division	Marks equal to 60% or 3/4 CGPA shall be considered as 1 <sup>st</sup> Division			

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) Only degrees obtained from HEC recognized university/Institutions shall be accepted
- 6) The Applicants having foreign degrees/ certificates will provide equivalency certificate from HEC/IBCC.
- 7) Applicants should apply only on the prescribed form, available at (<http://www.paf-iaast.edu.pk>) along with a Bank Draft/Pay Order of Rs.500/- in favor of the Rector of PAF-IAST, Haripur. (FTN-9050161-4)
- 8) Last date for receipt of applications along with attested copies of supporting documents in the Institute is **20-08-2020**
- 9) Incomplete applications and applications received after the due date shall not be accepted.
- 10) Gratuity shall be admissible as per rule.
- 11) No TA/DA will be paid to the applicants during the entire selection process.
- 12) Post applied for will be mentioned clearly on the envelope
- 13) The Institute may proceed for legal action if any document or information is found fake/bogus.
- 14) A person intend to apply for more than one position shall apply separately for each position
- 15) Any error or omission shall be subject to rectification by the Institute
- 16) PAF-IAST reserves the right to increase or decrease number of positions or cancel appointment on any or all positions without assigning any reason.

**Rector**

PAF-IAST, Khanpur road, Mang, Haripur Tel:0995-645113 & 16, Fax-0995-645117