



INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

**SITUATION VACANT**

APPLICATIONS ARE INVITED FROM QUALIFIED PERSONS FOR THE FOLLOWING ACADEMIC AND NON-ACADEMIC POSTS:-

- **PROFESSOR BPS-21/TTS**  
**MASS COMMUNICATIONS (MALE)**

**REQUIREMENTS ON BPS**

PH.D. FROM AN HEC RECOGNIZED INSTITUTION IN THE RELEVANT FIELD WITH 15- YEARS TEACHING/ RESEARCH IN HEC RECOGNIZED UNIVERSITY OR A POST-GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION. **15 RESEARCH PUBLICATIONS (WITH AT LEAST 5 PUBLICATIONS IN THE LAST 5 YEARS), IN HEC RECOGNIZED JOURNALS.**

OR

PHD DEGREE IN RELEVANT FIELD WITH 10-YEARS POST-PhD TEACHING/ RESEARCH EXPERIENCE IN A RECOGNIZED UNIVERSITY OR A POST-GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION. **15 RESEARCH PUBLICATIONS (WITH AT LEAST 5 PUBLICATIONS IN THE LAST 5 YEARS), IN HEC RECOGNIZED JOURNALS.**

**REQUIREMENTS ON TTS**

- (i) PH.D FROM A RECOGNIZED AND REPUTABLE INSTITUTION IN THE RELEVANT FIELD;
  - (ii) 11-YEARS POST-Ph.D EXPERIENCE OR  
7 YEARS POST-Ph.D PLUS 12 YEARS OF EXPERIENCE BEFORE Ph.D  
(3 YEARS BEFORE Ph.D = ONE YEAR POST Ph.D IN THE RELEVANT FIELD) IN A RECOGNIZED UNIVERSITY OR A POST-GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION;
  - (iii) 15 RESEARCH PUBLICATIONS (WITH AT LEAST 5 PUBLICATIONS IN THE PAST 5 YEARS) IN INTERNATIONALLY ABSTRACTED JOURNALS RECOGNIZED FOR THE PURPOSE OF APPOINTMENT ON TENURE TRACK BY THE HEC.
- **ASSOCIATE PROFESSOR (BPS-20)/TTS**  
**PSYCHOLOGY (MALE) MECHANICAL ENGINEERING (MALE)**

**REQUIREMENT ON B.P.S. FOR ENGINEERING, INFORMATION TECHNOLOGY COMPUTING DISCIPLINES,**

PH.D. IN THE RELEVANT FIELD FROM INSTITUTION RECOGNIZED BY HEC IN CONSULTATION WITH PEC WITH 07 YEARS TEACHING/RESEARCH EXPERIENCE IN A RECOGNIZED INSTITUTION/UNIVERSITY AT POST GRADUATE LEVEL OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION OUT OF WHICH 02 YEARS MUST BE TEACHING EXPERIENCE. **MUST HAVE 10 RESEARCH PUBLICATIONS (WITH AT LEAST 04 PUBLICATIONS IN LAST 05 YEARS) IN HEC/PEC RECOGNIZED JOURNALS."**

OR

PHD DEGREE IN RELEVANT FIELD WITH 05 YEARS POST Ph.D TEACHING/RESEARCH EXPERIENCE IN AN HEC RECOGNIZED UNIVERSITY OR A POST GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION. **MUST HAVE 10 RESEARCH PUBLICATIONS (WITH AT LEAST 04 PUBLICATIONS IN LAST 05 YEARS) IN HEC/PEC RECOGNIZED JOURNALS."**

**QUALIFICATION/EXPERIENCE ON B.P.S. OTHER THAN ENGINEERING, INFORMATION TECHNOLOGY, COMPUTING SCIENCES**

PH.D IN THE RELEVANT FIELD FROM AN HEC RECOGNIZED UNIVERSITY/INSTITUTION WITH 10-YEARS TEACHING/RESEARCH IN AN HEC RECOGNIZED UNIVERSITY OR POST GRADUATE INSTITUTION OR

PROFESSIONAL EXPERIENCE IN RELEVANT FIELD IN NATIONAL OR INTERNATIONAL ORGANIZATION. **MUST HAVE 8 PUBLICATIONS (WITH AT LEAST 4 PUBLICATIONS IN LAST 5 YEARS) IN HEC RECOGNIZED JOURNALS.**

OR

PHD DEGREE IN RELEVANT FIELD WITH 5-YEARS POST PHD TEACHING/RESEARCH EXPERIENCE IN AN HEC RECOGNIZED UNIVERSITY OR POST GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION. **MUST HAVE 8 PUBLICATIONS (WITH AT LEAST 4 PUBLICATIONS IN LAST 5 YEARS) IN HEC RECOGNIZED JOURNALS.**

#### REQUIREMENTS ON TTS

- (i) PH.D FROM A RECOGNIZED AND REPUTABLE INSTITUTION IN THE RELEVANT FIELD;
- (ii) 6-YEARS POST-PH.D EXPERIENCE

OR

4 YEARS POST-PH.D PLUS 6 YEARS OF EXPERIENCE BEFORE PH.D

(3 YEARS BEFORE PH.D = ONE YEAR POST PH.D IN THE RELEVANT FIELD) IN A RECOGNIZED UNIVERSITY OR A POST-GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION;

- (iii) 10 RESEARCH PUBLICATIONS (WITH AT LEAST 4 PUBLICATIONS IN THE PAST 5 YEARS) IN INTERNATIONALLY ABSTRACTED JOURNALS RECOGNIZED FOR THE PURPOSE OF APPOINTMENT ON TTS BY THE HEC.

#### • ASSISTANT PROFESSORS (BPS-19)/TTS

**PSYCHOLOGY (MALE) HISTORY (MALE) MECHANICAL ENGINEERING (MALE) STATISTICS (MALE/FEMALE)**

#### REQUIREMENTS ON BPS

“PH.D IN THE RELEVANT FIELD FROM AN HEC RECOGNIZED UNIVERSITY/INSTITUTION.

OR

MASTER’S DEGREE (FOREIGN) OR M.S/M.PHIL WITH THESIS (PAKISTAN) OR EQUIVALENT IN THE RELEVANT FIELD FROM AN HEC RECOGNIZED UNIVERSITY/INSTITUTION WITH A MINIMUM OF 02 YEARS POST QUALIFICATION TEACHING/RESEARCH EXPERIENCE IN A RECOGNIZED UNIVERSITY OR A POST-GRADUATE INSTITUTION OR PROFESSIONAL EXPERIENCE IN THE RELEVANT FIELD IN A NATIONAL OR INTERNATIONAL ORGANIZATION. PERSONS WITH PHD AND/OR RESEARCH EXPERIENCE & PUBLICATIONS WILL BE PREFERRED.”

#### REQUIREMENTS ON T.T.S. OF ASSISTANT PROFESSORS

- (i) PH.D FROM A RECOGNIZED AND REPUTABLE INSTITUTION IN THE RELEVANT FIELD, PHD THESIS MUST HAVE BEEN EVALUATED BY TWO FOREIGN EXPERTS.
- (ii) EXCELLENT WRITTEN COMMUNICATION SKILLS AS WELL AS EXCELLENT PRESENTATION SKILLS.

#### • LECTURER (BPS-18)

**PSYCHOLOGY (MALE), ECONOMICS (FEMALE), STATISTICS (MALE)**

M.S/M.PHIL FROM AN HEC RECOGNIZED UNIVERSITY/INSTITUTION (CANDIDATES WITH ONLY ONE 3<sup>rd</sup> DIVISION IN THE ENTIRE ACADEMIC CAREER ARE ALSO ELIGIBLE) IN THE RELEVANT FIELD (DISCIPLINE)

#### • MANAGER INFORMATION RESOURCE CENTRE (IRC) (BPS-18) MALE

PH.D. IN LIBRARY SCIENCE FROM AN HEC RECOGNIZED UNIVERSITY WITH 2 YEARS RELEVANT EXPERIENCE. MUST HAVE COMPUTER PROFICIENCY OR MASTER’S DEGREE (B-GRADE IN SEMESTER SYSTEM/1<sup>st</sup> DIVISION IN ANNUAL SYSTEM) OR EQUIVALENT FROM AN HEC RECOGNIZED UNIVERSITY IN LIBRARY SCIENCE/INFORMATION SCIENCE WITH 5 YEARS PROFESSIONAL EXPERIENCE IN BPS-17 OR EQUIVALENT IN IT APPLICATIONS IN LIBRARIES SHOULD HAVE COMPLETED SPECIAL TRAINING COURSES IN THE IT FIELD AND HAVE THE ABILITY TO DELIVER PRESENTATIONS, TRAINING FOR THE USE OF ELECTRONIC RESOURCES.

#### • TEACHING/RESEARCH ASSOCIATE

**HISTORY (FEMALE) ELECTRONICS/ELECTRICAL ENGINEERING (MALE/FEMALE), POLITICS & IR (MALE), SOCIOLOGY (MALE), ISLAMIC STUDIES (FEMALE)**

FIRST CLASS MASTER’S DEGREE OR EQUIVALENT (16 YEARS EDUCATION) IN THE RELEVANT SUBJECT WITH NO THIRD DIVISION IN THE ACADEMIC CARRIER.

- **PROGRAMME COORDINATOR (BPS-17)**  
LAW (MALE), ELECTRONICS/ELECTRICAL (MALE/FEMALE), ENGLISH (FEMALE), POLITICS & IR (MALE), SOCIOLOGY (MALE),

MASTER'S DEGREE (B-GRADE IN SEMESTER SYSTEM AT LEAST 65% MARKS/1ST DIVISION IN ANNUAL EXAM. SYSTEM) IN THE RELEVANT FIELD, PREFERABLY WITH SOME EXPERIENCE AS PROGRAM COORDINATOR/TEACHING/RESEARCH ASSISTANT IN A FACULTY OF A RECOGNIZED UNIVERSITY. MUST HAVE CERTIFIED COMPUTER PROFICIENCY." OR MASTER'S DEGREE OR EQUIVALENT IN MANAGEMENT SCIENCES (B-GRADE IN SEMESTER SYSTEM AT LEAST 65% MARKS/1ST DIVISION IN ANNUAL EXAM. SYSTEM) PREFERABLY WITH SOME EXPERIENCE, WITH CERTIFIED COMPUTER PROFICIENCY.

- **PROGRAMME COORDINATOR (BPS-17) MALE**

MASTER'S DEGREE OR EQUIVALENT IN MANAGEMENT SCIENCES (B-GRADE IN SEMESTER SYSTEM AT LEAST 65% MARKS/1ST DIVISION IN ANNUAL EXAM. SYSTEM) PREFERABLY WITH SOME EXPERIENCE, WITH CERTIFIED COMPUTER PROFICIENCY

- **ASSISTANT DIRECTOR ACCOUNTS (FEMALE) BPS-17**

MASTER'S DEGREE (B-GRADE AT LEAST 65% IN SEMESTER SYSTEM /1<sup>st</sup> DIVISION IN ANNUAL EXAM. SYSTEM) OR EQUIVALENT IN BUSINESS ADMINISTRATION OR COMMERCE OR FINANCE. MUST HAVE COMPUTER PROFICIENCY.

- **ASSISTANT DIRECTOR SOFTWARE (MALE) BPS-17**

MASTER'S DEGREE (B-GRADE IN SEMESTER SYSTEM AT LEAST 65% MARKS/1ST DIVISION IN ANNUAL EXAM. SYSTEM) IN COMPUTER SCIENCE/SOFTWARE ENGINEERING FROM AN HEC RECOGNIZED UNIVERSITY

OR

BACHELOR DEGREE (B-GRADE IN SEMESTER SYSTEM/1<sup>st</sup> DIVISION IN ANNUAL EXAM. SYSTEM) OR EQUIVALENT IN COMPUTER SCIENCE/SOFTWARE ENGINEERING FROM AN HEC RECOGNIZED UNIVERSITY/ INSTITUTION WITH TWO YEARS RELEVANT EXPERIENCE.

- **ASSISTANT DIRECTOR PURCHASE & STORE (MALE) BPS-17**

MASTER DEGREE (B-GRADE IN SEMESTER SYSTEM/1<sup>st</sup> DIVISION IN ANNUAL EXAM. SYSTEM) OR EQUIVALENT FROM HEC RECOGNIZED UNIVERSITY IN THE RELEVANT SUBJECT PREFERABLY WITH ONE YEAR EXPERIENCE. MUST HAVE COMPUTER PROFICIENCY.

- **PROJECT COORDINATOR (BPS-17) MALE**

MBA (HR/FINANCE/PROJECT MANAGEMENT) PREFERABLE EXPERIENCE. MUST HAVE COMPUTER SKILLS IN THE USE OF MICROSOFT (WORD/EXCEL/POWER POINT). DATA-BASE SOFTWARE AND NET SURFING.

- **LAB ENGINEER ELECTRONICS/ELECTRICAL ENGINEERING (BPS-17) MALE/FEMALE**

1<sup>st</sup> CLASS OR B-GRADE BACHELOR DEGREE WITH AT LEAST 65% MARKS IN ELECTRONICS ENGINEERING FROM HEC RECOGNIZED INSTITUTION. (SHOULD ALSO BE A MEMBER OF PAKISTAN ENGINEERING COUNCIL)

- **LAB ENGINEER MECHANICAL ENGINEERING (BPS-17) MALE**

1<sup>st</sup> CLASS OR B-GRADE BACHELOR DEGREE WITH AT LEAST 65% MARKS IN MECHANICAL ENGINEERING FROM HEC RECOGNIZED INSTITUTION. (SHOULD ALSO BE A MEMBER OF PAKISTAN ENGINEERING COUNCIL)

- **ASSISTANT ACCOUNTS OFFICER (FEMALE) BPS-16**

1<sup>st</sup> CLASS MASTER DEGREE IN BUSINESS ADMINISTRATION/COMMERCE FROM HEC RECOGNIZED INSTITUTION. MUST BE COMPUTER PROFICIENT. OR 1<sup>st</sup> CLASS OR B GRADE BBA/B.COM FROM HEC

RECOGNIZED INSTITUTION WITH 02 YEARS EXPERIENCE OF ACCOUNTS/AUDIT. PREFERENCE WILL BE GIVEN TO THE CANDIDATES HAVING EXPERIENCE OF COMPUTERIZED ACCOUNTING SOFTWARE.

- **ASSISTANT SYSTEM ADMINISTRATOR (FEMALE) BPS-16**  
AT LEAST 2<sup>ND</sup> DIVISION B.C.S FROM RECOGNIZED UNIVERSITY WITH 3 YEARS RELEVANT EXPERIENCE.
- **LAB TECHNICIAN ELECTRICAL/ELECTRONICS (MALE) BPS-14**  
DAE (ELECTRONICS/ELECTRICAL) FROM GOVT. RECOGNIZED INSTITUTE WITH 2 YEARS POST QUALIFICATION EXPERIENCE IN MAINTENANCE OF EQUIPMENTS.
- **HARDWARE TECHNICIAN (MALE) BPS-14**  
DAE COMPUTER FROM GOVT. RECOGNIZED INSTITUTE WITH 2 YEARS PROFESSIONAL EXPERIENCE IN MAINTENANCE OF COMPUTER AND RELATED EQUIPMENT  
**OR**  
F.A/F.Sc. WITH ONE YEAR CERTIFICATE COURSE IN COMPUTER HARDWARE FROM GOVT. RECOGNIZED INSTITUTE WITH 4 YEARS RELEVANT EXPERIENCE.
- **STENOTYPIST (MALE) BPS-12**  
AT LEAST INTERMEDIATE WITH SHORTHAND/ TYPING SPEED 70/40 W.P.M IN LATEST WORD PROCESSING SOFTWARE.
- **CRICKET COACH (MALE) BPS-11**  
INTERMEDIATE, HAVE PLAYED FIRST CLASS CRICKET AND POSSES 03 YEARS COACHING EXPERIENCE OR METRICULATION, HAVE PLAYED FIRST CLASS CRICKET AND POSSES 5 YEARS COACHING EXPERIENCE.
- **NETWORK/SYSTEM TECHNICIAN (MALE) BPS-11**  
AT LEAST 2<sup>ND</sup> DIVISION F.A/F.Sc. PLUS ONE YEAR CERTIFICATE COURSE IN COMPUTER HARDWARE FROM GOVERNMENT RECOGNIZED INSTITUTE WITH TWO YEARS POST-QUALIFICATION EXPERIENCE OF INSTALLATION/ TROUBLE-SHOOTING OF COMPUTER PARTS AND CORPORATE NETWORK.  
**NOTE:** PREFERENCE WILL BE GIVEN TO INDUSTRY STANDARD CERTIFICATE HOLDERS.
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**NOTE:-**

- I. IIU RESERVES THE RIGHT TO SHORT LIST THE CANDIDATES AND TO REJECT ANY/ALL APPLICATIONS WITHOUT ASSIGNING ANY REASON.
- II. APPLICANTS APPLIED FOR THE POSTS OF LAB ENGINEER ELECTRONICS/ELECTRICAL ENGINEERING (MALE) & MANGER INFORMATION RESOURCE CENTRE (IRC) IN RESPONSE TO OUR PREVIOUS ADVERTISEMENT PUBLISHED ON APRIL 19, 2009. THEY DON'T NEED TO APPLY AFRESH.
- III. APPLICATIONS ON PRESCRIBED FORMS (FOR POSTS IN BPS-17 & ABOVE) OBTAINABLE FROM THE PERSONNEL-V SECTION OR TO BE DOWN-LOADED FROM THE WEBSITE [WWW.IIU.EDU.PK](http://WWW.IIU.EDU.PK) DULY COMPLETED IN ALL RESPECTS ALONG-WITH ATTESTED COPIES OF TESTIMONIALS, EXPERIENCE CERTIFICATES AND NOC FROM THE PRESENT EMPLOYER (IF ANY) WITH CROSSED POSTAL ORDER/PAY ORDER/BANK DRAFT (IN FAVOUR OF ADDITIONAL DIRECTOR (FINANCE), IIU OF Rs.300/-
- IV. APPLICANTS FOR THE POSTS IN BPS-16 & BELOW MAY APPLY ON PLAIN PAPER WITH CROSSED POSTAL ORDER/PAY ORDER/BANK DRAFT FOR Rs.50/- ALONG WITH COPIES OF THE REQUIRED DOCUMENTS AS INDICATED ABOVE.
- V. THE LAST DATE OF RECEIPT OF APPLICATIONS IS **MAY 05, 2010** IN THE OFFICE OF THE **DEPUTY DIRECTOR (PERSONNEL), INTERNATIONAL ISLAMIC UNIVERSITY, ADMIN BLOCK, NEW CAMPUS SECTOR H-10, ISLAMABAD.**

SYED NAVEED EHTISHAM  
DEPUTY DIRECTOR (PERSONNEL)  
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