



# الجامعة الإسلامية العالمية

INTERNATIONAL ISLAMIC UNIVERSITY  
ISLAMABAD

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## APPLICATION FORM (Academic Positions)

Post Applied for: \_\_\_\_\_

Department/Centre/Institute/Discipline: \_\_\_\_\_

Specifically mention your choice by ticking ✓ any one of the following pay scheme. (*Mandatory*)

i) Basic Pay Scale (BPS)  ii) Tenure Track System (TTS)

### A. PERSONAL DETAILS

Name (in block letters): \_\_\_\_\_

Father Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Religion: \_\_\_\_\_ Domicile: \_\_\_\_\_ CNIC #: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone (Res): \_\_\_\_\_ Cell: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse Name: \_\_\_\_\_ Profession: \_\_\_\_\_

### B. LANGUAGE PROFICIENCY

| Language | Reading   |      |      | Writing   |      |      | Speaking  |      |      |
|----------|-----------|------|------|-----------|------|------|-----------|------|------|
|          | Excellent | Good | Fair | Excellent | Good | Fair | Excellent | Good | Fair |
|          |           |      |      |           |      |      |           |      |      |
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**C. ACADEMIC QUALIFICATION**

| Degree     | University/Board | Subjects | CGPA | Div. | %age | Year |
|------------|------------------|----------|------|------|------|------|
| PhD        |                  |          |      |      |      |      |
| MS/MPhil   |                  |          |      |      |      |      |
| MA/MSc     |                  |          |      |      |      |      |
| BA/BSc     |                  |          |      |      |      |      |
| FSc/HSSC   |                  |          |      |      |      |      |
| Matric/SSC |                  |          |      |      |      |      |
| Others     |                  |          |      |      |      |      |
|            |                  |          |      |      |      |      |

**D. PhD/MPhil/MS DETAILS**

Specialization: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Date of Completion (dd/mm/yyyy): \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address & Contact of Supervisor \_\_\_\_\_

Name & Address of External (Foreign) Evaluators for Ph.D Thesis:

i) \_\_\_\_\_

ii) \_\_\_\_\_

**E. SERVICE HISTORY** (*Starting from present position*)

**i) Post-PhD Teaching/Research Experience**

| Post Graduate Institution(s)/University | Position held | Period |    |
|---|---------------|--------|----|
|   |               | From   | To |
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**Total Post-PhD Experience:** \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

**ii) Pre-PhD Teaching/Research Experience**

| Institution | Position Held | Period |    |
|-------------|---------------|--------|----|
|             |               | From   | To |
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**Total Pre-PhD Experience:** \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

iii) **Postdoctoral fellowships: (Duration)**

| Institution | Position Held | Nature of Fellowship/Work | Period |    |
|-------------|---------------|---------------------------|--------|----|
|             |               |                           | From   | To |
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F. **RESEARCH SUPERVISION** (add extra pages, if required)

i) **PhDs Produced**

| S. No. | Student's Name | Thesis Title | Year |
|--------|----------------|--------------|------|
| 1.     |                |              |      |
| 2.     |                |              |      |
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**Total PhDs produced:** \_\_\_\_\_

**ii) MS/M. Phil(s) Produced**

| S. No. | Student's Name | Thesis Title | Year |
|--------|----------------|--------------|------|
| 1.     |                |              |      |
| 2.     |                |              |      |
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**Total MS/M. Phil(s) Produced:** \_\_\_\_\_

**G. ADMINISTRATIVE DUTIES (if any)**

| Position | Responsibilities | Period |    |
|----------|------------------|--------|----|
|          |                  | From   | To |
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**H. RESEARCH PUBLICATIONS** (detail to be given in descending order starting from latest publication. if required, additional sheet(s) of same format may be added)

i) Off-print of research articles/copy of books must be provided. (Application will not be entertained without complete details and required copies)

ii) The required details of publications duly supported/documented regarding Journal(s) recognition/status must be attached. Only the printed articles/ papers in HEC approved journal would be considered valid, no under process, accepted for publication in forthcoming issues will not be acceptable as per HEC policy.

| Sr. No. | Title of Research Papers/Articles Published in Journal(s) | Name of Journal with ISBN #/ ISSN #, and web-link of the published paper with Publisher Name & Address | Status of Journal/ HEC Recognitions |  |                |   | Publication Details   |  |                      |   |
|---------|---|--|-------------------------------------|--|----------------|---|---|--|----------------------|---|
|         |   |  | ISI with Impact Factor OR ISI       | Indexed/ Abstracted in reputed database (name of database) | Local Pakistan | Categorization by HEC (as W, X, Y, Z) OR Indexed/ Abstracted in HEC List. | Month & Year of Published Paper & Language in case of bilingual | Total pages with page numbering in the Journal | Volume and Issue No. | Single/Joint Authored (Name of co-author(s), if joint, with share and contribution) |
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| Sr. No. | Title of Research Papers/Articles Published in Journal(s) | Name of Journal with ISBN #/I SSN #, and web-link of the published paper with Publisher Name & Address | Status of Journal/ HEC Recognitions |  |                |   | Publication Details   |  |                      |   |
|---------|---|--|-------------------------------------|--|----------------|---|---|--|----------------------|---|
|         |   |  | ISI with Impact Factor OR ISI       | Indexed/ Abstracted in reputed database (name of database) | Local Pakistan | Categorization by HEC (as W, X, Y, Z) OR Indexed/ Abstracted in HEC List. | Month & Year of Published Paper & Language in case of bilingual | Total pages with page numbering in the Journal | Volume and Issue No. | Single/Joint Authored (Name of co-author(s), if joint, with share and contribution) |
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**i) Books authored** (If HEC Recognized, Equivalence Certificate from HEC for each book must be attached)

| <b>S. No.</b> | <b>Title of the Book</b> | <b>Publisher Name, Address and Year of Publication</b> |
|---------------|--------------------------|--|
| 1.            |                          |  |
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| 7.            |                          |  |

**ii) Chapters in edited books** (If HEC Recognized, Equivalence Certificate from HEC for each book must be attached)

| <b>S. No.</b> | <b>Title of the Book</b> | <b>Publisher Name, Address and Year of Publication</b> |
|---------------|--------------------------|--|
| 1.            |                          |  |
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| 4.            |                          |  |
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| 7.            |                          |  |

**iii) Research Projects** (in progress)

| <b>Project Title</b> | <b>Principal/ Co-Principal Investigator</b> | <b>Amount</b> | <b>Sponsoring Agency</b> | <b>Duration</b> |
|----------------------|---|---------------|--------------------------|-----------------|
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iv) **Research Projects** *(completed)*

| Project Title | Principal/Co-Principal Investigator | Amount | Sponsoring Agency | Duration |
|---------------|-------------------------------------|--------|-------------------|----------|
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v) **Conferences/Seminars/Workshops Organized**

| Conference Title | Organizer | Location | Date | Sponsoring Agency |
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|                  |           |          |      |                   |
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vi) **Conferences/Seminar/Workshops Attended**

| Conference Title | Organizer | Venue | Date | Nature of participation<br><i>(Paper contributor or audience)</i> |
|------------------|-----------|-------|------|---|
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vii) **Awards**

| S. No. | Title of the Award | Organization |
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| 1.     |                    |              |
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viii) **Other Relevant Information** (*apart from above*)

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ix) **Countries visited** (*other than on training*)

| Country | Duration |    | Private OR Official<br>(Specify the nature of visit, if official) |
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## I. ACADEMIC REFERENCES

- i) \_\_\_\_\_ ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_ iv) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## J. GUIDELINES

1. The University reserves the right to shortlist the candidates and to reject any/all applications without assigning any reason.
2. Number of posts shall be considered according to the available position at the time of selection. The University reserves the right to cancel any advertised post without assigning any reason.
3. For the position of Professor and/or Associate Professor, **Four (04)** sets of application/dossier on prescribed Application Form duly bind along-with a softcopy of **dossier in PDF and MS Word** format are required.
4. For other teaching positions, **Two (02)** sets of application/dossier on the prescribed Application Form are required duly bind along-with all required documents, and a softcopy of dossier in PDF format are required.
5. The candidates applying under both pay schemes (i.e. BPS/TTS) are required to submit separate applications along-with complete documents and required Pay Order, Bank Draft etc. for each application.
6. Attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC, and experience certificates etc. must be attached.
7. Non-refundable application processing fee in the shape of crossed **Postal Order/Bank Draft worth Rs. \_\_\_\_\_ in favor of Director (Finance)**, International Islamic University Islamabad must be attached.  
(No \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_)
8. Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan are required to apply "**Through Proper Channel**". Proportionate pension liability (if any) will only be acceptable as per the prescribed rules and procedures of IIUI.
9. Application duly completed in all respects are required to be submitted (by hand or by post) on or before the closing date in the HR-V, Human Resource Department, Admin Block, International Islamic University, H-10 Campus, Islamabad, Pakistan. For further information please contact +92-51-9258063, 9019219 & 9019793.
10. Incomplete applications, and the applications received late will not be entertained. Applications lacking prescribed criteria and required qualification on closing date will not be entertained (required terminal degree must be completed on closing date). Foreign degree holders shall be required to submit equivalence of the degree from HEC, Islamabad.
11. Proficiency in English and Arabic languages will be considered an additional quality.
12. Candidates should have undisputed commitment to Islamic values and observance of Islamic practices.
13. The University will not pay any expenses incurred on this application or for attending test/interview.

**K. LIST OF ATTACHED DOCUMENTS**

- |           |           |
|-----------|-----------|
| 1) .....  | 11) ..... |
| 2) .....  | 12) ..... |
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**Declaration:** I undertake to abide by the instructions/guidelines and hereby declare that all the information provided is correct to the best of my knowledge. I understand that incorrect information found (*if any*) would render me ineligible for the post, and University reserves the right to reject/cancel my application OR sue me in a Court of Law.

Application date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Applicant*

.....  
FORM NO. \_\_\_\_\_

**RECEIPT**

Name: \_\_\_\_\_ Father Name: \_\_\_\_\_

Post Applied for: \_\_\_\_\_ Department/Institute/Discipline: \_\_\_\_\_

i) Basic Pay Scale (BPS)  ii) Tenure Track System (TTS)

Postal Order/Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_

**RECEIVED BY:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date & Stamp: \_\_\_\_\_