



Language	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

**C. ACADEMIC QUALIFICATION**

Degree	University/Board	Subjects	CGPA	Div.	%age	Year
Matric/SSC						
FA/F.Sc./HSSC						
BA/B.Sc.						
MA/M.Sc.						
MS/M. Phil						
PhD						
Others						

**D. COMPUTER DIPLOMAS/COURSES**

Diploma/Course Title	Institute	Period		Duration
		From	To	

**E. OTHER COURSES (Relating to the post applied for)**

Course Title	Institute	Period		Duration
		From	To	



iii) **Other Relevant Information** (*apart from above*)

**G. REFERENCES**

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

**H. 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. Non-refundable application processing fee (**Rs.300/-** for the post in BPS-11 to 16, and **Rs.1,000/-** for the post in BPS-17 & above) in form of Bank Draft/Pay Order/ in favor of International Islamic University Islamabad must be attached.  
(No. \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_)
4. Separate Application for each position/post along-with attested photocopies of degrees/diplomas/certificates/ testimonials, domicile, CNIC, and experience certificates etc. is required. Incomplete/late received applications will not be entertained.
5. Candidates applying for different posts are required to submit separate applications along-with all documents and processing fee for each application.
6. 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.
7. Applications duly completed in all respects are required to be submitted (*by hand or by post*) on or before the closing date in the office of Deputy Director HR-V, Human Resource Department, Admin Block, International Islamic University, H-10 Campus, Islamabad, Pakistan. For further information please feel free to contact +92-51-9019-219 & 9019-793.
8. Proficiency in English and Arabic languages will be considered an additional quality.
9. Candidates should have undisputed commitment to Islamic values and observance of Islamic practices.
10. The University will not pay any expenses incurred on this application or for attending test/interview.

**I. LIST OF DOCUMENTS ATTACHED**

- |          |           |
|----------|-----------|
| 1) _____ | 10) _____ |
| 2) _____ | 11) _____ |
| 3) _____ | 12) _____ |
| 4) _____ | 13) _____ |
| 5) _____ | 14) _____ |
| 6) _____ | 15) _____ |
| 7) _____ | 16) _____ |
| 8) _____ | 17) _____ |
| 9) _____ | 18) _____ |

**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: \_\_\_\_\_ BPS \_\_\_\_\_

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

Pay Order/Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_ worth Rs \_\_\_\_\_

**RECEIVED BY:**

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

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

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