Applications are invited from potential candidates for the following position.

1. **ASSISTANT LADY WARDEN BPS-16 (FULL TIME RESIDENT REQUIRED POSITION)**
   *(Working Hours shall be determined as per need and circumstances)*
   - 1st class Master degree in Management/Administrative/Social Sciences from HEC recognized institution.
   - Must be computer proficient.
   - Preference will be given to those having experience in Hostel Management.
   - OR
   - 1st class Graduate in Management/Administrative/Social Sciences from HEC recognized institution. With at least two years experience in administrative capacity, preferably in Hostel Management.
   - Must be computer proficient. Knowledge of Arabic shall be additional requirement.

2. **SUB-ENGINEER (CIVIL) MALE BPS-14**
   DAE (Civil) from a recognized institution with six years relevant experience.

3. **ARABIC TYPIST (MALE) BPS-12**
   At least 2nd Class intermediate with certificate in Arabic typing speed 40 w.p.m.

4. **POSTS FOR FEMALE GYMNASIUM FEMALE CAMPUS IIU (ONLY FOR FEMALE APPLICANTS)**

   4.1 **CARE TAKER/GYM ADMINISTRATOR BPS-14**
   B.A. and Senior Diploma of Physical Education. Must be qualified Coach in one of the following games & two years experience in relevant field:
   - Basket Ball
   - Hand Ball
   - Net Ball
   - Badminton
   - Table Tennis

   4.2 **FITNESS INSTRUCTOR GYM/SPORTS BPS-11**
   - Intermediate or equivalent, Must be National level qualified Coach with two years experience in relevant field.
   - Junior Diploma in Physical Education will be preferred.

   4.3 **JUNIOR INSTRUCTOR SPORTS/GYM BPS-07**
   Matric and Qualified Coach (at least Division level) with one year experience in relevant field.
4.4 **GROUND WOMAN SPORTS BPS-02**
Matric with knowledge of ground courts and sports equipment.

**NOTE:**

I. IIU reserves the right to short list the candidates and to reject any/all applications without assigning any reason.

II. Applications duly complete in all respect along-with attested copies of testimonials, experience certificates and NOC from the present employer (if any) and Pay Order/Demand Draft of Rs. 50/= in the name of Director (Finance) IIU on the prescribed application forms for Non-academic posts and form for BPS-01 to BPS-05 obtainable from [www.iiu.edu.pk](http://www.iiu.edu.pk) should reach to this office (Room No.118 HR-V Section Admin Block International Islamic University New Campus Sector H-10 Islamabad) latest by **November 10, 2014** by 3:00 (Sharp).

III. For any query please contact on 051- 9019793 & 9019219.

(Muhammad Jamil)
Additional Director (HR-V)