



INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

**SITUATION VACANT**

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**

- 1<sup>st</sup> 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 2<sup>nd</sup> 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)