

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(HUMAN RESOURCE DEPARTMENT)

PRESCRIBED QUALIFICATION/CRITERION FOR ACADEMIC AND NON-ACADEMIC POSITIONS

1. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF PROFESSOR BPS-21/TTS IN DEPARTMENT OF MATHEMATICS (MALE), FACULTY OF BASIC & APPLIED SCIENCES OF IIUI IN ACCORDANCE WITH HEC CRITERIA

<p>A: QUALIFICATION</p> <p>Ph.D. degree in relevant field, recognized by HEC.</p>
<p>B: EXPERIENCE FOR APPOINTMENT ON BPS</p> <p>Must have 15-years teaching/ research experience in recognized Institution/College/University, <i>or</i> 15-years professional experience in the relevant field in a National or International Organization out of which 5-years must be teaching experience. <u>OR</u></p> <p>10-years post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, or Professional experience in the relevant field in a National or International Organization.</p>
<p>C: EXPERIENCE FOR APPOINTMENT ON TTS</p> <p>11-years post-PhD experience OR 07-years post-PhD plus 12-years pre-PhD experience in a recognized university/post-graduate institution or professional experience in the relevant field in a national/international organization.</p>
<p>D: PUBLICATIONS</p> <ul style="list-style-type: none">❖ For BPS: Must have 15 research publications (with at least 05 publications in last 05 years) in HEC recognized journals.❖ For TTS: Must have 15 research publications (with at least 5 publications in the past 05 years) in internationally abstracted journals recognized for the purpose of TTS appointments by HEC.

2. **ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT PROFESSOR BPS-19/TTS (ISLAMIC STUDIES/ISLAMIC LAW/SHARIAH) MALE IN ISLAMIC RESEARCH INSTITUTE OF IIUI IN ACCORDANCE WITH HEC CRITERIA**

A: QUALIFICATION

- (a) Ph.D. in the relevant field from HEC recognized University/ Institution.
- (b) Master's degree (Foreign), or MS/M. Phil (Pakistan) *or* equivalent degrees awarded after 18 years of education as determined by the HEC in **the relevant field** from an HEC recognized University/Institution.

B: EXPERIENCE

- (a) No experience required for Ph.D. degree holders.
- (b) **04-years** teaching/research experience in a recognized University/Post-Graduate Institution, *or* professional experience in the relevant field in a National or International Organization.

C: PUBLICATIONS:

No research publications required.

3. **ELIGIBILITY CONDITIONS FOR APPOINTMENT OF DIRECTOR BPS-20 (IT) MALE ON CONTRACT BASIS**

EDUCATION & EXPERIENCE

- **Ph.D.** in Computer Sciences/Software Engineering/MBA ITM, from HEC recognized University and having at least 12 years' experience in BPS-17 and above, of controlling/managing of large IT based organization as Head. **OR**
- **MS/M.Phil.** (Computer Science/Software Engineering/ITM) degree with at least 3.0/4.0 CGPA or equivalent from HEC recognized University having at least 15 years' experience in BPS-17 and above of controlling of large IT based organization at managerial level. **OR**
- **Master's degree** in (Computer Science/Software Engineering/ITM) with at least 3.0/4.0 CGPA or equivalent form HEC recognized University having at least 17 years' experience in BPS-17 and above, of controlling of large IT based organization at managerial level.

TORs FOR DIRECTOR (IT)

- ✓ Experience is desirable in Databases/ERP solutions/E-system development and management, Networking/hardware operations etc.
- ✓ Overseeing all technology operations and evaluating them according to established goals.
- ✓ Devising and establishing IT policies and systems to support the implementation of strategies set by upper management.
- ✓ Develop strategy as it relates to the organization's IT infrastructure (computer and information systems, security, communication systems).
- ✓ Develop requirements, outlines, budgets, and schedules for information technology projects.
- ✓ Manage multiple vendors, consultants, programmers, and developers.
- ✓ Create project documentation.
- ✓ Provide direction, guidance, and training to IT staff.
- ✓ Develop security standards, procedures, and guidelines for company platforms; assist with upgrading security protocols, as needed.
- ✓ Assess new opportunities.

4. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF PROJECT COORDINATOR BPS-19 (CIVIL) MALE ON FIXED SALARY ON CONTRACT BASIS

EDUCATION & EXPERIENCE

a). PhD (Civil Engineering) from HEC recognized University with 07 years experience in building projects designing, execution, construction supervision and management of Civil and maintenance works related to institutional buildings. Must have at least worked in management capacity for five years and registered member of PEC. Experience of preparing proposals for PSDP project will be an added advantage. Must have computer proficiency. **OR**

b). MSc (Civil Engineering) from HEC recognized University with 10 years experience in building projects designing, execution, construction supervision and management of Civil and maintenance works related to institutional buildings. Must have at least worked in management capacity for five years and registered member of PEC. Experience of preparing proposals for PSDP project will be an added

advantage. Must have computer proficiency. **OR**
c). **BSc (Civil Engineering)** from HEC recognized University with 12 years experience in building projects designing, execution, construction supervision and management of Civil and maintenance works related to institutional buildings. Must have at least worked in management capacity for five years and registered member of PEC. Experience of preparing proposals for PSDP project will be an added advantage. Must have computer proficiency.

GENERAL INSTRUCTIONS

- 1) IIU reserves the right to shortlist the candidates, increase or decrease number of posts and to reject any/all applications, advertisement or post(s) without assigning any reason.
- 2) Interested candidates can apply **ONLINE** via link **hrm.iiu.edu.pk**. Applicants are required to deposit the Job Processing fee Challan (**Rs. 3000/- for all positions**), which will be auto generated on specified HBL challan form after completion of online application form. For the position of Professor only, **Three (3x) sets (hardcopy) of online application forms duly binded along-with all required documents, and a Softcopy of Dossier in PDF format (in a form of CD) are required to be send at this address; Room# 114-A Human Resource Section-V, Admin Block, New Campus, Sector H-10, IIUI Islamabad.** For remaining positions, **No hardcopy of online application / testimonial / challan receipt is required to be forwarded to IIUI. It should be preserved in safe custody by the applicant and has to be presented at time of Test/Interview.**
- 3) The eligible candidates may be required to undergo short-listing process before Test/Interview.
- 4) Candidates already working in government sector are required to obtain NOC from their parent organization before Test/Interview.
- 5) Applicants 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.
- 6) **ONLINE** applications via this link **hrm.iiu.edu.pk** must be submitted within 15 days of publication of advertisement. For further information, please contact: 051-9019219 & 051-9019793 or visit our website **iiu.edu.pk**.
- 7) No TA/DA is admissible for Test/Interview.

Note: Errors and Omissions excepted.

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(IMRAN YOUSAF)
DEPUTY DIRECTOR (HR-V)