

International Islamic University Islamabad
(HUMAN RESOURCE MANAGEMENT)

October 15 2021

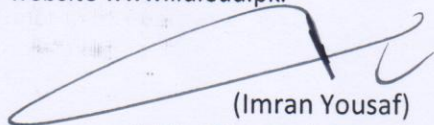
POSITIONS VACANT

Applications are invited from qualified persons for following positions for appointment on daily wage basis on open merit :

Post	Required Qualification
LDC (BPS-09) Male & Female	At least 2 nd Division Intermediate with typing 35 w,p.m. and Computer Proficient (M.S. Office)
Naib Qasid (BPS-01) Female	Matric pass
Waiter (BPS-01) Female	Two years experience in relevant field. Preference will be given to literate person.
Janitor (BPS-01) Male & Female	One year experience in relevant field.

General Instructions:

01. IIU reserves the right to shortlist the candidates and to reject any / all applications without assigning any reason.
02. Number of posts shall be considered according to the available positions at the time of selection. The University reserves the right to close/cancel any advertised post without assigning any reason.
03. Interested candidates (for the post of LDC) can apply **ONLINE** through the link hrm.iiu.edu.pk. Applicants are required to deposit the Application Processing Fee amounting to Rs.300/- that will be auto generated on specified HBL challan form after completion of online application form (Except auto generated challan form, no mode of application processing fee is acceptable).
04. Prescribed Application Form (for BPS 1-5) is available on IIU website (www.iiu.edu.pk). Interested candidates for the posts of Naib Qasida, Waitress, Janitress and Janitor shall apply on this form. Attested photocopies of Educational Certificates, Experience Certificates and CNIC etc. must be attached.
05. The Eligible Candidates may be required to undergo short-listing process (i.e. Screening Test, Professional/ Practical Test etc.) before interview by the Selection Committee.
06. Photos/Pictures /scans (with very clear visibility) of Original or Attested photocopies of Educational Certificates, Experience Certificates, CNIC, and Paid relevant fee challan etc. must be uploaded for the post of LDC.
07. Candidates already working in Government, Semi-Government and Autonomous Bodies/ Organizations in Pakistan should apply through proper channel.
08. Applications, duly completed in all respects, must be submitted on or before **Tuesday, November 02, 2021** (No hard copy of ONLY ON-LINE application is required for the post of LDC).
09. Applications for the posts of Naib Qasida, Waitress, Janitress and Janitor, duly completed in all respects, along-with crossed postal order/ pay order/ bank draft of Rs.300/- in favor of Incharge (Finance) IIUI, must reach on or before **Tuesday, November 02, 2021** (by 3:00p.m.) in HRM-V Section, Admin. Block, International Islamic University, H-10 Campus, Islamabad.
10. Status of Incomplete applications (e.g. un-paid/ irrelevant fee chalan, in-visible pictures of supporting evidences, in-complete/irrelevant supporting evidences etc.) is in-eligible.
11. Status of Applicants lacking prescribed criteria and required qualification on closing date is in-eligible (required terminal degree/ Experience must be completed on closing date).
12. No TA/DA is admissible for Test /Interview.
13. Errors & omissions excepted.
14. For further information please contact: 051-9019219 & 9019793 or visit our website www.iiu.edu.pk.


(Imran Yousaf)
Addl. Director (HRM-V)