



INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
**SITUATION VACANT**

Applications are invited from qualified persons for the following positions on Regular Basis:-

**NON-ACADEMIC POSITIONS**

<ul style="list-style-type: none"><li>• <b>Assistant Private Secretary, BPS-16 (Male)</b></li></ul>
<b>Qualification &amp; Experience</b>
<ul style="list-style-type: none"><li>• At Least 2<sup>nd</sup> Class Graduate with shorthand/typing speed 80/50 w.p.m on computer.</li><li>• Three years relevant experience.</li><li>• Must have computer proficiency.</li></ul>
<ul style="list-style-type: none"><li>• <b>Steno-typist, BPS-14 (Male)</b></li></ul>
<b>Qualification</b>
<ul style="list-style-type: none"><li>• At Least 2<sup>nd</sup> Class Intermediate with shorthand/typing speed 70/40 w.p.m in latest word processing software.</li><li>• Must have computer proficiency.</li></ul>

**General Instructions:**

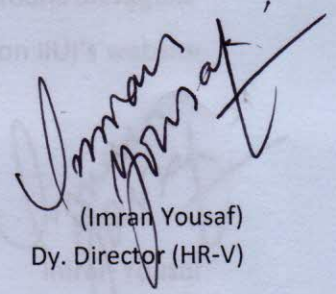
1. The University reserves the right to shortlist the candidates and to reject any/all applications without assigning any reason.
2. Number of posts shall be considered according to the available position at the time of selection. The University reserves the right to cancel any advertised post without assigning any reason.
3. Prescribed Application Form is available for Non-Academic posts on IIU website ([www.iiu.edu.pk](http://www.iiu.edu.pk)).  
**Note:** The Eligible Candidates may be required to undergo short-listing process before interview by the Selection Committee.
4. Attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC, and experience certificates etc. must be attached.
5. Application duly completed in all respects are required to be submitted before the closing date along-with crossed Postal Order/Pay Order/Bank Draft worth Rs.3,00/- in favor of Director (Finance), IIUI.
6. Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan should apply through proper channel.
7. Applications (with all requirements) must reach before **January 17, 2017 (by 3.00 p.m.)** in HR-V Section, Admin Block, International Islamic University, H-10 Campus, Islamabad.
8. Incomplete applications, and the applications received after due date will not be entertained.

9. 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, Islamabad.

For further information please contact: 051-9019219 & 9019793

**Note:**

- Errors and omissions are acceptable.



(Imran Yousaf)  
Dy. Director (HR-V)

Additional Director (RT)

U.O. No. Estab. V-a (15)/15 HQ, 10/34

December 29, 2016