



INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
SITUATION VACANT

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

NON-ACADEMIC POSITIONS

- ***Deputy Director, Sports, BPS-18 (MALE)***

Qualification & Experience

Ph.D in (Physical Education) from HEC recognized University with 7 years relevant experience in BPS-17 and above, or equivalent, in arranging, coaching camps and workshops, planning and development of sports in the universities. Candidates having membership of International Sports Organization and with experience of organizing long term/short term training courses at National level will be preferred. (Maximum Age limit of 45 years). Must have computer proficiency.

OR

Master's degree in relevant field (B-grade at least 65% marks in Semester System/1st Division in Annual Exam. System) from HEC recognized University with 12 years experience in BPS-17 and above, or equivalent, in arranging, coaching camps and workshops, planning and development of sports in the universities. Candidates having membership of International Sports Organization and with experience of organizing long term/short term training courses at National level will be preferred. (Maximum Age limit of 45 years). Must have computer proficiency

- ***Graphic Designer, BPS-17 (FEMALE)***

Qualification & Experience

- Graduate, Master degree in any subject will be considered an additional qualification. (Academic qualifications relaxable in the case of designers of aesthetic sensibility and proven technical skills).
- Diploma / Certificate and proficiency in: (Corel Draw (X3, X4)); Adobe Photoshop (es 2-3-4); in Design.
- Three years working experience in any reputed Publishing House/Magazine / Advertising Agency.

- ***Assistant Admin Officer, BPS-16 (Male) (Max. Age limit: 30 Years)***

Qualification & Experience

1st Class Master Degree in Management/Administrative/social Science or Computer sciences from HEC recognized Institution. Must be computer proficient.

OR

1st Class graduate in Management/Administrative/Social Sciences & Computer Science from HEC recognized institution with 2 years experience in administrative capacity. Must be computer proficient.

Note: The candidates who applied against our last advertisement (i.e; September, 2012) are no need to apply afresh. However, they required to update their resume.

Iman Yousaf

- **Assistant Lady Warden, BPS-16 (Female) (Max. Age limit: 30 Years)**

Qualification & Experience

1st class Master degree in Management/Administrative/Social Sciences or Computer 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 & Computer Science from HEC recognized institution with atleast two years experience in administrative capacity. Must be computer proficient. Preference will be given to those having experience in Hostel Management.

- **Assistant/Accounts Assistant, BPS-14 (Female) (Max. Age limit: 30 Years)**

Qualification & Experience

1st Class Master Degree in Management/Business Administrative/social Science/Commerce or Computer sciences from HEC recognized Institution. Must be computer proficient.
OR

1st Class graduate in Management/Business Administrative/Social Sciences/Commerce or Computer Science from HEC recognized institution with 02 years experience in administrative/Accounts or Audit officer capacity. Must be computer proficient.

- **Upper Division Clerk (UDC) BPS-09 (Female) (Max. Age limit: 30 Years)**

Qualification & Experience

At least graduate.

OR

2nd Class intermediate with three years relevant experience. Must be computer proficient.

- **Junior Instructor Sports/Gym Fitness, BPS-07 (Female) (Max. Age limit: 30 Years)**

Qualification & Experience

Matric and Qualified Coach (atleast Division Level) with one year experience in relevant field.

- **Assistant Coach (Physical Fitness), BPS-07 (Male) (Max. Age limit: 30 Years)**

Qualification & Experience

Matric with 02 years relevant experience.

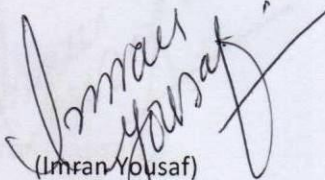
General Instructions:

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).
Note: The Eligible Candidates may be required to undergo short-listing process (i.e. aptitude, conduct, screening test, demonstration/Lecture, etc.) before interview by the Selection Committee.
4. Attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC, and experience certificates etc. must be attached.

Iman Yousaf

- MOST URGENT
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.1,000/- (for BPS 17 & above) and Rs. 300/- (for BPS 07-16), 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 **Monday April 11, 2016 (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


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