

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(HUMAN RESOURCE-II SECTION)

No. HR-II.16(20)/2018-IIU- 1311-A

March 19, 2018

IMPORTANT NOTICE

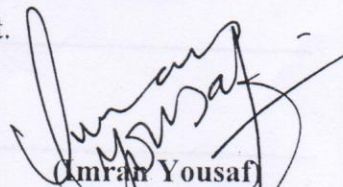
All the University Employees working in BPS-01 to 08 (female) are informed that some vacant posts of LDC's (BPS-09), Female are to be filled. Interested candidates are advised to appear for typing test as per following schedule:-

Date	Time & Venue
24.04.2018 (Tuesday)	11:30 am Computer Lab (FMS) Female, Dawah Center, FC IIU Main

02. Please note that the eligibility Criteria/qualification for the post of LDC is as under:-

“At least 2nd Division Intermediate with typing speed 35 words per minute and computer proficient (MS Office)”.

03. All the eligible employees are directed to apply for the said post by filling the application form available at the University website and HR-II section as well, and submit the same to the Assistant Coordination (HR-II) before **11.04.2018** failing which you will not be allowed to appear for the test. All the employees are directed to bring their university identity card to appear in test.


(Amran Yousaf)
Deputy Director (HR-II)

DISTRIBUTION:-

1. Chairman and members of the Committee
2. All Notice Boards
3. Assistant Coordination (HR-II)
4. Relevant File
5. Master File

C.c. to:-

- SPS to President, IIU
- SPS to VP (AF&P)
- Dy. Dean, FMS
- APS to Director (HR)
- In-charge IT Section (FMS) (Female): {To arrange typing test in Computer Lab as per above mentioned schedule}
- Assistant Web Master (IT) : {To up load on university website}

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{APPLICATION FORM FOR THE POST OF LDC (BPS-09), FEMALES}
(INTERNAL CANDIDATES)

NAME: _____

FATHER/HUSBAND NAME: _____

CNIC #: _____

DESIGNATION: _____

BPS: _____

DEPARTEMNT/UNIT/FACULTY: _____

QUALIFICATION: _____

(attested FA/FSC certificate must be attached)

OFFICE NUMBER: _____

CELL NO: _____

APPLICANT SIGNATURES: _____

Platinum P. Day
H.C. 11/11/2018

{FOR OFFICE USE ONLY}

Name of the applicant: _____ Designation & BPS: _____

Department: _____ Roll No. Issued: _____

Signed by: _____

{Applicant's copy}

Name of the applicant: _____ Designation & BPS: _____

Department: _____ Roll No. Issued: _____

Signed by: _____