



**International Islamic University Islamabad**  
(HUMAN RESOURCE DEPARTMENT)  
**POSITIONS VACANT**

December 24<sup>th</sup>, 2019

Applications are invited from qualified persons for the following open merit positions for appointment on Adhoc basis in Islamic Research Institute (IRI), International Islamic University, Islamabad (IIUI):

Sr. #	Name of Post	No. of Posts	Required Qualification	Field Relevancy ( for degree and experience)
1.	Senior Proof Reader (BPS-11) Male & Female	Two	At-least 2 <sup>nd</sup> Class Graduate with five years experience in relevant field.	Minimum five years experience of proof reading of books/ manuscripts/ articles in Govt. / Semi Govt. organization or equivalent.
2.	Offset Machine-Man (BPS-08) Male only	One	Matric 2 <sup>nd</sup> division with five years relevant experience.	Five years experience of Jhelum Printing Machine will be given preference
3.	Assistant Network Technician (BPS-07) Male Only	One	At-least 2 <sup>nd</sup> Division F.A./ F.Sc. Plus six months Certificate course of hardware and network trouble-shooting from recognized Govt. institute with one year relevant experience of installation / trouble-shooting of computer parts and corporate network.	

**General Instructions:**

01. IIU reserves the right to shortlist the candidates and to reject any or all applications/advertisement without assigning any reason.
02. Interested candidates can apply **ONLINE** through the link [hrm.iiu.edu.pk](http://hrm.iiu.edu.pk). Applicants are required to deposit the Application Processing Fee amounting to Rs.300/- on specified HBL challan form that will be auto generated after completion of online application form (Except auto generated challan form, no mode of application processing fee is acceptable).
03. The Eligible Candidates may be required to undergo short-listing process (i.e. Screening Test, Professional/ Practical Test etc.) before interview.
04. Photos/Pictures /scans (with very clear visibility) of Original or Attested photocopies of Educational Certificates, Equivalence Certificates, Experience Certificates, CNIC, and Paid relevant fee challan etc. must be uploaded. No hard copy of on-line application is required; it should be preserved in safe custody by the applicant and has to be presented at the time of test/interview.
05. Candidates already working in Government sector are required to obtain NOC from their parent organization before Test/Interview.
06. **Last date to apply ONLINE is (Thursday) January 09, 2020.**
07. Status of Incomplete applications (e.g. un-paid/ irrelevant fee challan, in-visible pictures of supporting evidences, in-complete/irrelevant supporting evidences etc.) is in-eligible.
08. 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). Foreign degree holders shall be required to submit equivalence of the degree from HEC.
09. No TA/DA is admissible for Test /Interview.
10. Errors & omissions excepted.
11. For further information please contact: 051-9019219 & 9019793 or visit our website [www.iiu.edu.pk](http://www.iiu.edu.pk).

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