

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(HUMAN RESOURCE DEPARTMENT)

PRESCRIBED QUALIFICATION/CRITERION FOR ACADEMIC & NON-ACADEMIC POSITIONS

1. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF PROFESSOR(S) IN IIUI FACULTIES, INSTITUTIONS / DEPARTMENTS IN ACCORDANCE WITH HEC CRITERIA

All Disciplines; excluding Engineering, Information Technology, Computing Sciences, Law, and Shari'ah

A: QUALIFICATION

Ph.D. in the relevant field from HEC recognized University/ Institution.

B: EXPERIENCE FOR APPOINTMENT ON BPS

- (i) Must have **15 years** teaching/ research Experience in HEC recognized University/Post-graduate Institution, *or* professional experience in the relevant field in a National/ International Organization **OR**
(ii) **10-year** post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, or Professional experience in the relevant field in a National/International Organization.

C: EXPERIENCE FOR APPOINTMENT ON TTS

- (i) 11-year post-PhD experience **OR**
(ii) 7-year post-PhD plus 12-year pre-PhD experience in a recognized university/post-graduate institution or professional experience in the relevant field in a national/international organization

D: PUBLICATIONS

- ❖ For BPS: Must have 15 research publications (with at least 05 publications in last 05 years) in HEC recognized journals.
- ❖ For TTS: Must have 15 research publications (with at least 5 publications in the past 05 years) in internationally abstracted journals recognized for the purpose of TTS appointments by HEC.

2. **ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSOCIATE PROFESSOR(S) IN IIUI FACULTIES, INSTITUTIONS / DEPARTMENTS IN ACCORDANCE WITH HEC CRITERIA**

All Disciplines; excluding Engineering, Information Technology, Computing Sciences, Law, and Shariah

A: QUALIFICATION

Ph.D. in the relevant field from HEC recognized University/ Institution.

B: EXPERIENCE FOR APPOINTMENT ON BPS

(a) Must have **10 years** teaching/ research Experience in HEC recognized University/Post-graduate Institution, *or* professional experience in the relevant field in a National/ International Organization **OR**

(b) **05-year** post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, *or* professional experience in the relevant field in a National/International Organization.

C: EXPERIENCE FOR APPOINTMENT ON TTS

(i) 6-year post-PhD experience **OR**

(ii) 4-year post-PhD plus 6-year pre-PhD experience in a recognized university/post-graduate institution or professional experience in the relevant field in a National/International organization.

D: PUBLICATIONS

- ❖ **For BPS: Must have 10 research publications (with at least 04 publications in last 05-year) in HEC recognized journals.**
- ❖ **For TTS: Must have 10 research publications (with at least 4 publications in past 05-year) in internationally abstracted journals recognized for TTS appointments by HEC.**

3. **ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT PROFESSOR(S) IN IIUI FACULTIES, INSTITUTIONS / DEPARTMENTS IN ACCORDANCE WITH HEC CRITERIA**

All Disciplines; excluding Engineering, Information Technology, Computing Sciences, Law, and Shariah	Law and Shari'ah/ Islamic Law disciplines
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<p>A: QUALIFICATION</p> <p>(a) Ph.D. in the relevant field from HEC recognized University/ Institution.</p> <p>(b) Master's degree (Foreign), or MS/M. Phil (Pakistan) <i>or</i> equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University/Institution.</p>	<p>A: QUALIFICATION</p> <p>(a) Ph.D. in Law/Sharia or equivalent degree from an HEC recognized University/ Institution. <i>or</i></p> <p>(b) LL.M, JD <i>or</i> equivalent degree from an HEC recognized University/ Institution.</p>
<p>B: EXPERIENCE</p> <p>(a) No experience required for Ph.D. degree holders.</p> <p>(b) 04-year teaching/research experience in a recognized University/Post-graduate Institution, <i>or</i> professional experience in the relevant field in a National / International Organization.</p> <p>C: PUBLICATIONS:</p> <p>No research publications required.</p>	<p>B: EXPERIENCE</p> <p>(a) Nil</p> <p>(b) 02-years post qualification teaching/ research experience in an HEC recognized University/ Post-graduate Institution, <i>or</i> professional experience in the relevant field in a National/ International Organization.</p> <p>C: PUBLICATIONS:</p> <p>Persons with research experience & publications will be preferred.</p>

4. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF LECTURER(S) BPS-18 FOR ALL DISCIPLINES IN HUI FACULTIES, INSTITUTIONS / DEPARTMENTS IN ACCORDANCE WITH HEC CRITERIA

For All Disciplines

A: QUALIFICATION

MS/M. Phil/LLM (Law/Sharia) & equivalent degree awarded after 18 years of education in "B" grade (65% in semester system)/1st division in Annual system **or** (Master's degree from a Foreign University) in **the relevant field** from an HEC recognized University/Institution.

B: EXPERIENCE AND PUBLICATIONS

❖ Not Required.

5. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF DIRECTOR BPS-20 PLANNING & DEVELOPMENT ON REGULAR BASIS

EDUCATION

PhD/M.Phil/Master's degree in Public/Business Administration with Project Management Professional (PMP) certification from reputed HEC recognized institutes. **OR**

PhD/Master's/Bachelor Degree in Architecture form reputed HEC recognized institutes with PCATP registration.

EXPERIENCE

PhD degree with 18 years experience in the relevant field in BPS-17 and above or equivalent in a public sector organizations/educational institutions.

OR

16/17 years Master's/Bachelor degree with 20 years of experience in the relevant field in BPS-17 and above or equivalent in a public sector organizations/educational institutions. 2 years of experience would further be required in case of 2nd division.

Out of total experience, 8 years should be a senior management position in educational institution.

Must have proven record of project planning/implementation/execution Government department or a public sector university.

Must have sound knowledge of preparation of project proposals and PC-I to PC-V report for Planning Commission.

Must have processed at least 3 to 4 PC-Is from initial preparation stage till final approval from Planning commission.

6. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF DEPUTY DIRECTOR BPS-18 GENERAL ADMINISTRATION & FINANCE (FEMALE) ON REGULAR BASIS

EDUCATION & EXPERIENCE

Master's Degree (B-grade in Semester System/1st Division in Annual Exam System) or Equivalent from HEC recognized University with Five Years relevant experience in BPS-17 or equivalent. Must have computer proficiency.

7. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF DEPUTY DIRECTOR BPS-18 GENERAL ADMINISTRATION & FINANCE (MALE) ON CONTRACT BASIS

EDUCATION & EXPERIENCE

Master's Degree (B-grade in Semester System/1st Division in Annual Exam System) or Equivalent from HEC recognized University with Five Years relevant experience in BPS-17 or equivalent. Must have computer proficiency.

8. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT DIRECTOR BPS-17 GENERAL ADMINISTRATION & FINANCE (MALE) ON CONTRACT BASIS

EDUCATION & EXPERIENCE

Master Degree (B-grade in Semester System/1st Division in Annual Exam System) or Equivalent from HEC recognized University in the relevant subject preferably with One Year experience. Must have computer proficiency.

9. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT DIRECTOR BPS-17 PLANNING & DEVELOPMENT (MALE) ON REGULAR BASIS

EDUCATION & EXPERIENCE

MBA (17^{1/2} Years Education) with B-grade (Semester System)/1st Division (Annual System) from reputed HEC recognized institutes with 2 Years of experience in a Public Sector Organizations/Educational Institution.

Must have sound knowledge of preparation of Project Proposals and PC-1 from initial preparation stage till final approval from Planning Commission.

Must have computer savvy and must have experience in online monitoring software of the Planning Commission/HEC for project monitoring.

10. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT DIRECTOR BPS-17 PLANNING & DEVELOPMENT (ARCHITECT) (MALE) ON CONTRACT BASIS

EDUCATION & EXPERIENCE

First Class Bachelor of Architecture Degree from HEC recognized University/Institution with One Year building designing experience. Must have registration from Pakistan Council of Architects & Town Planners. Must have computer proficiency.

OR

Second Class Bachelor of Architecture Degree from HEC recognized University/Institution with Two Year building designing experience. Must have registration from Pakistan Council of Architects & Town Planners. Must have computer proficiency.

GENERAL INSTRUCTIONS

- 1) IIU reserves the right to shortlist the candidates and to reject any or all applications/advertisement without assigning any reason.
- 2) Interested candidates can apply **ONLINE** via link **hrm.iiu.edu.pk** . Applicants are required to deposit the Job Processing fee of **(Rs. 2000/- for all positions of BPS-20 to BPS-21 i.e. Professor, Associate Professor, Director and Rs. 1000/- for all other positions of BPS-17 to BPS-19)**, which will be auto generated on specified HBL challan form after completion of online application form. **For all positions of Professor and Associate Professor only, Three (3x) sets of online application forms duly binded along-with all required documents, and a Softcopy of Dossier in PDF format (in a form of CD) are required.** For all other remaining positions **No hardcopy of online application / testimonial / challan receipt is required to be forwarded to IIUI. It should be preserved in safe custody by the applicant and has to be presented at time of Test/Interview.**
- 3) The eligible candidates may be required to undergo short-listing process before Test/Interview.
- 4) Candidates already working in government sector are required to obtain NOC from their parent organization before Test/Interview.
- 5) 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.
- 6) Last date to apply **ONLINE** is **(TUESDAY) APRIL 16, 2019**. For further information please contact: 051-9019219 & 051-9019793 or visit our website **iiu.edu.pk**.
- 7) No TA/DA is admissible for Test/Interview.
Note: Errors and Omissions excepted.

(IMRAN YOUSAF)
DEPUTY DIRECTOR (HR-V)