

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(HUMAN RESOURCE DEPARTMENT)

PRESCRIBED QUALIFICATION/CRITERION FOR ACADEMIC & NON-ACADEMIC POSITIONS

1. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF PROFESSOR BPS-21/TTS IN FACULTY OF ENGINEERING AND TECHNOLOGY (FET) IN ACCORDANCE WITH HEC CRITERIA

A: QUALIFICATION

Ph.D. degree in relevant field, recognized by HEC in consultation with PEC.

B: EXPERIENCE FOR APPOINTMENT ON BPS

- (i) Must have **15-years** teaching/ research experience in recognized Institution/College/University, *or* **15-years** professional experience in the relevant field in a National or International Organization out of which **5-years** must be teaching experience. **OR**
- (ii) **10-years** post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, or Professional experience in the relevant field in a National or International Organization.

C: EXPERIENCE FOR APPOINTMENT ON TTS

- (i) 11-years post-PhD experience **OR**
- (ii) 07-years post-PhD plus 12-years 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/PEC 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 BPS-20/TTS IN FACULTY OF ENGINEERING AND TECHNOLOGY (FET) IN ACCORDANCE WITH HEC CRITERIA

A: QUALIFICATION

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

B: EXPERIENCE FOR APPOINTMENT ON BPS

Must have **10 years** teaching/ research Experience in recognized Institution/College/University *or* **10-years** professional experience in the relevant field in a National or International Organization out of which 2-years must be teaching experience **OR**

05-years post-PhD teaching/research experience in an HEC recognized University/ Post-graduate Institution, *or* professional experience in the relevant field in a National or International Organization.

C: EXPERIENCE FOR APPOINTMENT ON TTS

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

(ii) 4-years post-PhD plus 6-years pre-PhD experience in a recognized University/Post-Graduate Institution or professional experience in the relevant field in a National or International organization.

D: PUBLICATIONS

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

3. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT PROFESSOR BPS-19/TTS IN DIFFERENT DEPARTMENTS OF IIUI IN ACCORDANCE WITH HEC CRITERIA

Non-Engineering Discipline	Engineering Discipline
<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 the relevant field from HEC recognized University/ Institution.</p>
<p>B: EXPERIENCE</p> <p>(a) No experience required for Ph.D. degree holders.</p> <p>(b) 04-years teaching/research experience in a recognized University/Post-Graduate Institution, <i>or</i> professional experience in the relevant field in a National or International Organization.</p> <p>C: PUBLICATIONS:</p> <p>No research publications required.</p>	<p>B: EXPERIENCE</p> <p>(a) Nil</p> <p>C: PUBLICATIONS:</p> <p>No research publications required.</p>

4. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF LECTURER BPS-18 IN DIFFERENT DEPARTMENTS OF IIUI IN ACCORDANCE WITH HEC CRITERIA

A: QUALIFICATION

MS/M. Phil & 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 LAB ENGINEER BPS-17 IN FACULTY OF ENGINEERING AND TECHNOLOGY (FET) OF IIUI

A: QUALIFICATION

1st Class or B-grade Bachelor degree (with at least 65% marks in Semester System 1st Division in annual exam system) in Electronics /Electrical/Mechanical/Computer/Telecom Engineering in **relevant field** from HEC recognized Institution. (Should also be a member of Pakistan Engineering Council).

6. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF DIRECTOR BPS-20 PLANNING & DEVELOPMENT (MALE) ON REGULAR BASIS

EDUCATION

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

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

EXPERIENCE

PhD/M.Phil degree with 15 years verifiable work experience in Public Sector Organizations/Educational Institutions in Planning & Development field in BPS-17 and above.

OR

Master's/Bachelor degree (16/17 years education) with 17 years experience in BPS-17 and above in Planning & Development field in Public Sector Organizations/Educational Institutions.

Must have proven record of Project Planning/Implementation/Execution in 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.

7. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF PRINCIPAL MEDICAL OFFICER BPS-19 (MALE) IN MEDICAL CENTER IIUI ON REGULAR BASIS

EDUCATION & EXPERIENCE

PhD/MD Degree in Medical Sciences from HEC recognized University with Seven (07) years relevant experience. The candidate with Hospital Management experience will be preferred. Must have computer proficiency. **OR**

Postgraduate/Diploma/Degree from HEC recognized University with Ten (10) years relevant experience. Must have computer proficiency. **OR**

MBBS or Equivalent Degree from HEC recognized University and recognized by PMDC with Twelve (12) years relevant experience. Must have computer proficiency.

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

EDUCATION & EXPERIENCE

Masters Degree in Public/Business Administration/Project Management/Economics from reputed HEC recognized institutes with B-grade (Semester System)/1st Division (Annual System) with 2 Years of experience in Planning & Development in Public

Sector Organizations/Educational Institution.

Must have sound knowledge of preparation of Project Proposals and PC-I to PC-V reports for Planning Commission. Must have processed at least one PC-I. Must have computer savvy and must have experience in online monitoring software of the Planning Commission/HEC for project monitoring.

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

EDUCATION & EXPERIENCE

Masters Degree (B-grade in Semester System/1st Division in Annual Examinations System) or equivalent preferably MBA from HEC recognized University with 01-year relevant administrative experience (as mentioned below) in Public sector organization preferably in University /Educational Institution.

Must have sound knowledge and practical experience of managing competitive bidding process for award of commercial / business setups including canteens / cafeterias, shops etc. from initial stage to final award (i.e. from preparation of Tender Notices along-with SOPs/TORs for bidding process till signing of agreements), experience of carrying out inspection independently and/or in collaboration with Government food authorities, managing eviction and taking possession of commercial setups, monitoring of commercial / business setups, managing the financial details of commercial setups and handling the complaints relating to provision of quality services, practical experience and capability to address grievances and handling litigation in this regard. The candidates must have computer proficiency.

10. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF GRAPHIC DESIGNER BPS-17 (FEMALE) IRI, ON REGULAR BASIS

EDUCATION & EXPERIENCE

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

11. ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSISTANT PROGRAMMER BPS-16 (MALE) ORIC, ON REGULAR BASIS

EDUCATION & EXPERIENCE

BS (CS)/BS (SE) with at-least 2nd Division in annual system or CGPA 3.0 in Semester System from HEC recognized University with 3 year relevant experience of managing research databases and demonstrated experience and knowledge of databases tools.

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. 3000/- for all positions of BPS-20 to BPS-21 i.e. Professor, Associate Professor and Director, and Rs. 2000/- for the positions of BPS-17 to BPS-19 and Rs. 1000/- for the position of BPS-16)**, 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 (hardcopy) 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 to be send at this address; Room# 114-A Human Resource Section-V, Admin Block, New Campus, Sector H-10, IIUI Islamabad.** 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 **(THURSDAY) MAY 21, 2020**. 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.

SD/-
(IMRAN YOUSAF)
DEPUTY DIRECTOR (HR-V)