



الجامعة الإسلامية العالمية  
INTERNATIONAL ISLAMIC UNIVERSITY  
ISLAMABAD

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**APPLICATION FORM**  
**(Academic Positions)**

Post Applied for: \_\_\_\_\_

Department/Centre/Institute/Discipline: \_\_\_\_\_

Specifically mention your choice by ticking ✓ any one of the following pay scheme. (**Mandatory**)

i) Basic Pay Scale (**BPS**) ☐ ii) Tenure Track System (**TTS**) ☐

**A. PERSONAL DETAILS**

Name (in block letters): \_\_\_\_\_

Father Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Religion: \_\_\_\_\_ Domicile: \_\_\_\_\_ CNIC #: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone (Res). \_\_\_\_\_ Cell: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse Name: \_\_\_\_\_ Profession: \_\_\_\_\_

**B. LANGUAGE PROFICIENCY**

Language	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

**C. ACADEMIC QUALIFICATION**

Degree	University/Board	Subjects	CGPA	Div.	%age	Year
PhD						
MS/MPhil						
MA/MSc						
BA/BSc						
FSc/HSSC						
Matric/SSC						
Others						

**D. PhD/MPhil/MS DETAILS**

Specialization: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Date of Completion (dd/mm/yyyy): \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address &amp; Contact of Supervisor \_\_\_\_\_

Name &amp; Address of External (Foreign) Evaluators for Ph.D Thesis:

i) \_\_\_\_\_

ii) \_\_\_\_\_

**E. SERVICE HISTORY** (*Starting from present position*)

**i) Post-PhD Teaching/Research Experience**

Post Graduate Institution(s)/University	Position held	Period	
		From	To

**Total Post-PhD Experience:** \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

**ii) Pre-PhD Teaching/Research Experience**

Institution	Position Held	Period	
		From	To

**Total Pre-PhD Experience:** \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

**iii) Postdoctoral fellowships: (Duration)**

Institution	Position Held	Nature of Fellowship/Work	Period	
			From	To

**F. RESEARCH SUPERVISION** *(add extra pages, if required)*

**i) PhDs Produced**

S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**Total PhDs produced:** \_\_\_\_\_

**ii) MS/M. Phil(s) Produced**

S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**Total MS/M. Phil(s) Produced:** \_\_\_\_\_

**G. ADMINISTRATIVE DUTIES** *(if any)*

Position	Responsibilities	Period	
		From	To

**H. RESEARCH PUBLICATIONS** (detail to be given in descending order starting from latest publication. if required, additional sheet may be added)

i) Off-print of research articles/copy of books must be provided. (Application will not be entertained without complete details and required copies)

ii) The required details of publications duly supported/documented regarding Journal(s) recognition/status must be attached. Only the printed articles/ papers in HEC approved journal would be considered valid, no under process, accepted for publication in forthcoming issues will not be acceptable as per HEC policy.

Sr. No.	Title of Research Papers/Articles Published in Journal(s)	Name of Journal with ISBN/ISSN and web-link of the published paper	Publisher Name & Address	Journal Recognitions				Publication Details			
				ISI with Impact Factor	Indexed/ Abstracted in reputed database (name of database)	Local (HEC)	Categorized by HEC as (W,X,Y, Z) OR Indexed/ Abstracted in HEC List.	Month & Year of Published paper & Language in case of bilingual	Total pages with page numbering in Journal	Volume & Issue No.	Single/Joint Authored (Name of co-author(s), if joint, with share and contribution)



**i) Books authored** *(If HEC Recognized, Equivalence Certificate from HEC for each book must be attached)*

S. No.	Title of the Book	Publisher Name, Address and Year of Publication
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**ii) Chapters in edited books** *(If HEC Recognized, Equivalence Certificate from HEC for each book must be attached)*

S. No.	Title of the Book	Publisher Name, Address and Year of Publication
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**iii) Research Projects** *(in progress)*

Project Title	Principal/ Co-Principal Investigator	Amount	Sponsoring Agency	Duration



iv) **Research Projects** *(completed)*

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

v) **Conferences/Seminars/Workshops Organized**

Conference Title	Organizer	Location	Date	Sponsoring Agency

vi) **Conferences/Seminar/Workshops Attended**

Conference Title	Organizer	Venue	Date	Nature of participation <i>(Paper contributor or audience)</i>

vii) **Awards**

S. No.	Title of the Award	Organization
1.		
2.		
3.		
4.		

viii) Other Relevant Information (apart from above)

ix Countries visited (other than on training)

Country	Duration		Private OR Official (Specify the nature of visit, if official)
	From	To	

## I. ACADEMIC REFERENCES

i)	_____	ii)	_____
	_____		_____
	_____		_____
iii)	_____	iv)	_____
	_____		_____
	_____		_____

## J. GUIDELINES

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. For the position of Professor and/or Associate Professor, **Four (04)** sets of application/dossier on prescribed Application Form duly bind along-with a softcopy of **dossier in PDF and MS Word** format are required.
4. For other teaching positions, **Two (02)** sets of application/dossier on the prescribed Application Form are required duly bind along-with all required documents, and a softcopy of dossier in PDF format are required.
5. The candidates applying under both pay schemes (i.e. BPS/TTS) are required to submit separate applications along-with complete documents and required Pay Order, Bank Draft etc. for each application.
6. Attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC, and experience certificates etc. must be attached.
7. Non-refundable application processing fee in the shape of crossed **Postal Order/Bank Draft worth Rs. \_\_\_\_\_ in favour of Director (Finance)**, International Islamic University Islamabad must be attached.  
(No. \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_)
8. Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan are required to apply **“Through Proper Channel”**. Proportionate pension liability (if any) will only be acceptable as per the prescribed rules and procedures of IIUI.
9. Application duly completed in all respects are required to be submitted (by hand or by post) on or before the closing date in the HR–V, Human Resource Department, Admin Block, International Islamic University, H-10 Campus, Islamabad, Pakistan. For further information please contact +92-51-9258063, 9019219 & 9019793.
10. Incomplete applications, and the applications received late will not be entertained. Applications 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.
11. Proficiency in English and Arabic languages will be considered an additional quality.
12. Candidates should have undisputed commitment to Islamic values and observance of Islamic practices.
13. The University will not pay any expenses incurred on this application or for attending test/interview.

**K. LIST OF ATTACHED DOCUMENTS**

- |           |           |
|-----------|-----------|
| 1) .....  | 11) ..... |
| 2) .....  | 12) ..... |
| 3) .....  | 13) ..... |
| 4) .....  | 14) ..... |
| 5) .....  | 15) ..... |
| 6) .....  | 16) ..... |
| 7) .....  | 17) ..... |
| 8) .....  | 18) ..... |
| 9) .....  | 19) ..... |
| 10) ..... | 20) ..... |

**Declaration:** I undertake to abide by the instructions/guidelines and hereby declare that all the information provided is correct to the best of my knowledge. I understand that incorrect information found (*if any*) would render me ineligible for the post, and University reserves the right to reject/cancel my application OR sue me in a Court of Law.

Application date: .....

.....  
*Signature of the Applicant*

.....  
FORM NO. ....

**RECEIPT**

Name: ..... Father Name: .....

Post Applied for: ..... Department/Institute/Discipline: .....

i) Basic Pay Scale (BPS) ☐ ii) Tenure Track System (TTS) ☐

Postal Order/Bank Draft No. .... dated ..... Bank & Branch .....

**RECEIVED BY:**

Signature: .....

Name: .....

Date & Stamp: .....

