



**B. LANGUAGE PROFICIENCY**

Language	Reading			Writing			Speaking		
	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>

**C. ACADEMIC QUALIFICATION**

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

**D. COMPUTER DIPLOMAS/COURSES**

Diploma/Course Title	Institute	Period		Duration
		From	To	

**E. OTHER COURSES** *(Relating to the post applied for)*

Course Title	Institute	Period		Duration
		From	To	

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

Name of Institute/Organization/Department	Position held	Period		Last Pay Drawn
		From	To	
<b>Total Experience:</b> _____ Year(s) _____ Month(s) _____ Day(s)				

**i) Professional Trainings/Courses**

Title	Institute	Period		Duration
		From	To	

**ii) Awards/Honour**

1.	
2.	
3.	
4.	
5.	

iii) **Other Relevant Information** (*apart from above*)

**G. REFERENCES**

- i) \_\_\_\_\_ ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. 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. Non-refundable application processing fee (**Rs.50/-** for the post in BPS-1 to 16, and **Rs.300/-** for the post in BPS-17 & above) in the shape of Bank Draft/ Postal Order/Postal Order in favour of Director (Finance), International Islamic University Islamabad must be attached.  
(No. \_\_\_\_\_ dated \_\_\_\_\_ Bank & Branch \_\_\_\_\_)
4. Application on prescribed ***Application Form (Non-Academic Positions)*** alongwith attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC, and experience certificates etc. is required for each position/post. Incomplete/late received applications will not be entertained.
5. Candidates applying for different posts are required to submit separate applications along-with all documents and processing fee for each application.
6. 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.
7. Applications duly completed in all respects are required to be submitted (*by hand or by post*) on or before the closing date in the office of Deputy Director HR-V, Human Resource Department, Admin Block, International Islamic University, H-10 Campus, Islamabad, Pakistan. For further information please feel free to contact +92-51-9258063, 9019219 & 9019793.
8. Proficiency in English and Arabic languages will be considered an additional quality.
9. Candidates should have undisputed commitment to Islamic values and observance of Islamic practices.
10. The University will not pay any expenses incurred on this application or for attending test/interview.

**I. LIST OF DOCUMENTS ATTACHED**

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

**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: \_\_\_\_\_ BPS \_\_\_\_\_

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

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

**RECEIVED BY:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date & Stamp: \_\_\_\_\_