

**INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD**

APPLICATION FORM FOR THE POST BPS-17 OR ABOVE

APPLICATION FOR THE POST OF _____ “BPS” OR “TTS” _____
(Please mentioned your choice)

Faculty/Kulliyah/ Institute & Department: _____

Reference advertisement date: _____ Appeared: _____
(Name of Newspaper)

Instruction to the candidate before filling form

1. Application(s) duly completed in all respects be submitted on the prescribed Form which can be downloaded from IIU website (www.iiu.edu.pk) to the following address:
The Deputy Director (HR-V)
Human Resource Department, Administration Block,
International Islamic University, New Campus, Sector H-10, Islamabad.
2. Application(s) must reach on or before the closing date as advertised. Late or incomplete application will not be entertained.
3. The required information must be completely and clearly filled in. Copies of the required documents, testimonials, academic certificates/degrees, publications, experience certificates etc. and last drawn salary (if any) must be attached.
4. For academics positions, research publications data must be provided in prescribed format as given in the Form otherwise application will not be entertained.
5. Specific instructions given under various fields in the Application Form must be followed.
6. Government servants (Pakistanis only) must send their applications through their respective department.
7. Preference shall be given to those who have proficiency in English and Arabic languages.
8. Candidates should have undisputed commitment to Islamic values and observance of Islamic practices.
9. Application Form will be accepted if it is accompanied by Postal Order/Bank Draft of Rs.300/-.
10. The University reserves the right to reject incomplete applications and to short-list the eligible candidates and to increase/decrease the number of posts for appointment.
11. The University will not pay any expenses incurred for this application or for attending interview.
12. This University will not accept any pension liability unless it is permissible in its own Rules.

Declaration: I undertake that I have studied the above instructions carefully and provided exact and accurate information in IIUI job Application Form. In case of any wrong information given by me, the University reserves the right to reject/cancel my application or can sue me in a Court of Law.

Name of Applicant (capital letters) _____ **Signature with date:** _____

C. ACADEMICS QUALIFICATION

Starting from S.S.C (Matriculation)

Certificate / Degree	Subjects/ Area of Study	Division	%age of marks/ CGPA	Passing Year	Board, University/ Institution & Country
SSC/O Level					
HSSC/A Level					
Under Graduation (BA/B.Sc. etc.)					
Graduation (BS, MA/M.Sc. etc.)					
Post Graduation (M. Phil / MS etc.) Also mention dissertation title					
Ph. D Also mention dissertation title					
Post Ph.D (Specify area of Research)					

D. FIELD OF SPECIALIZATION

(For Every Diploma, Certificate & Degree where Applicable)

Type of Diploma / Certificate / Degree	Specialization

E. PRESENT POSITION

Name of the Post: _____ Date of Appointment: _____

Name & Address of the employer: _____

“BPS” _____ OR “TTS” _____ Present pay and allowances: _____

F. BRIEF HISTORY OF SERVICE / EXPERIENCE

(In descending order, starting from present job, Experience certificate(s) of all posts held since first employment be attached)

Post held (with BPS, if any)	Organization	Duration		Total Period
		From	To	

G. SPECIAL EXPERIENCE RELEVANT TO POST APPLYING FOR

(Each field of specialization may be broadly indicated by key words signifying primary and secondary level of specialization e.g. Fiqh)

Field of Specialization	Level		Experience	
	Primary	Secondary	From	To

H. TRAINING RECEIVED IN THE RELEVANT FIELD

Name of Institution Attended	Country	Duration		Title of the Course
		From	To	

I. RESEARCH PUBLICATIONS

S. No.	Name/Title of Papers/Articles/Books	Name &Address of Journal and Publisher	Journal Recognitions		If Local (HEC) then specify the category (i.e. W,X,Y, Z)	International Indexed/ abstracted Journal	Year of Publication	No of pages and page No.	Volume No.	Single/Joint Authored Name of co author(s), if joint
			Impact Factor (ISI)	Local (HEC)						

- i) Publications (i.e. off-prints of research articles and books etc.) must be attached in a separate cover.
- ii) The details of publications duly supported with status of Journal(s) must be attached. HEC Equivalence certificate for Book(s) must also be provided.
- iii) Applications without copies of publications and incomplete details will not be entertained.
- iv) If needed separate sheet(s) may be added in the same pattern.

J. CONFERENCES/SEMINARS ATTENDED

Title of the Conference/ Workshop/Seminar	Date of Event	Venue	Nature of Participation (Paper contributor, Presenter/Audience)	Outcome

K. ADMINISTRATIVE DUTIES

Nature of Administrative Duties performed	Yes	No
Admissions		
Examinations		
Arrangement of Departmental Seminars/Meetings		
Protocol		
Student Activity		

L. COUNTRIES VISITED*(Other than on training)*

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

M. ADDRESS OF THE RESEARCH SUPERVISORS

[In case of applicant holding research degree(s)]

N. OTHER RELEVANT INFORMATION

(Thesis Supervision and Professional Report)

O. APPLICATION FEE INFORMATION

Postal Order/Pay order/Bank Draft of Rs: 300/- holding a receipt number _____

Dated _____ is enclosed with application form.

Dated: _____

Signature: _____

Name: _____

Note: All columns must be filled, even if there is a “NIL” report/information