

or a post-graduate diploma/degree from HEC recognized University. Must have computer proficiency. OR MBBS or equivalent degree from HEC recognized University & recognized by PMDC with one year relevant experience. Must have computer proficiency.

● **Medical Officer (BPS-17) (Male):**

"Postgraduate diploma/degree from HEC recognized University. Must have computer proficiency. OR MBBS or equivalent degree from HEC recognized University & recognized by PMDC with one year relevant experience. Must have computer proficiency."

● **Assistant Director (Hostels) (BPS-17) (Female):**

"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."

● **Librarian (BPS-17) (Male):**

"Master's degree (B-grade in Semester System/1st Division in Annual Exam. System) or equivalent in Library Science/Information Science from a HEC recognized University. Persons with experience of Library Computerization will be preferred. Must have computer proficiency."

● **Assistant Administrative Officer (BPS-16) (Female):**

"At least 2nd Class Master degree OR 2nd class graduate with 5 years experience in administrative capacity."

● **Assistant Security Officer (BPS-16) (Male):**

"Ex-Junior Commissioned Officer from Armed Forces H/Capt/CWO/SM with minimum 20 years experience. Must be 2nd Intermediate. Preference shall be given to persons from Provost Departments of Pakistan Air Force/Navy and Army."

● **Assistant Librarian (BPS-16) (Female):**

"At least 2nd class Master's degree in Library & Information Science and must have knowledge of MS Office, prevailing library softwares and Internet usage."

● **Program Coordinator (BPS-16) (Male):**

"At least First Class Master Degree in the relevant field, preferably with experience as Programme Coordinator/teaching/Research Assistant in a faculty of a recognized university."

● **Sub Engineer (Electrical) (BPS-14) (Male):**

"DAE in Electrical from a recognized institution with Six years relevant experience in the field of Operation & Maintenance of H.T and L.T (U/G) Distribution Networks & Installations etc."

● **Sub Engineer (Telecom) (BPS-11) (Male):**

"DAE in relevant field from recognized Govt. institution with three years relevant experience."

● **Photographer (BPS-11) (Male):**

"At least 2nd Class Intermediate with Certificate in Photography having three years relevant experience."

● **Assistant (BPS-11) (Female):**

"At least 2nd class Graduate with 3 years relevant experience OR Intermediate with 5 years experience as UDC or equivalent. Must be computer proficient."

● **Assistant (Accounts) (BPS-11) (Female):**

"2nd Division BBA (Hons) from HEC recognized institution OR B.Com 2nd Division with 2 years experience in Accounts/Audit OR D.Com with 04 years experience in Accounts/Audit. Preference will be given to the candidates having experience of computerized accounting software."

● **Assistant Coordinator (Protocol) (BPS-11) (Male):**

"At least 2nd Division (or C grade) Bachelor's degree from a recognized University with at least five years post qualification experience in Protocol/media related duties in any Government/Semi Government or Newspapers/media organizations with computer knowledge. Having good experience of internet, email and E-journalism."

● **Upper Division Clerk (BPS-7) (Male & Female):**

"At least Graduate OR at least 2nd Class Intermediate with three years relevant experience." Computer proficiency is a must."

● **LDC (BPS-5) (Male & Female):**

"At least Intermediate with typing 40 w.p.m. in latest word processing software."

● **D.M.O. (BPS-5) (Male):**

"Middle pass with 2 years relevant experience."

● **Electrician (BPS-5) (Male):**

"Matric with six months Certificate in Electricity from a Government recognized institution with three years relevant experience."

● **Library Attendant (BPS-2) (Male & Female):**

"At least Second Class Matriculate."

● **Gate Keeper (Library) (BPS-2) (Female):**

"At least Second Class Matriculate."

● **Waiter/Dishwasher (BPS-1) (Male & Female):**

"Two years experience in relevant field. Preference will be given to literate persons."

● **Janitor (BPS-1) [(Male)]:**

"One year experience in relevant field."

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Applications on prescribed form (for the post in BPS-17 & above) obtainable from the Additional Director (Personnel-II) or to be down-loaded from the website www.iiu.edu.pk; (those for posts in BPS-16 or below on plain paper) duly completed in all respects along with attested copies of testimonials, experience certificates and NOC from the present employer (if any) with Crossed Postal Order/Pay Order/Bank Draft/Money Order (in favour of Additional Director, Finance, IIU) of Rs.300/- (for the post in BPS-17 & above and that of Rs.50/- for posts in BPS-16 and below) should reach **by March 07, 2007 (Wednesday) to the Additional Director (Personnel-II), International Islamic University, Faisal Masjid Campus, Islamabad.**