



International Islamic University Islamabad
(HUMAN RESOURCE MANAGEMENT)

May 31, 2024

POSITIONS VACANT

Applications are invited from qualified Pakistani nationals for the post of Law Officer (BPS-17) Male for appointment on Adhoc & open merit basis:

Post	Required Qualification
Law Officer (BPS-17) Male	LLM degree (B-grade in semester system/1st division in annual exam system) or equivalent from HEC recognized university. Should be a registered legal practitioner. Must have computer proficiency. OR LLB degree (B-grade in semester system/1st division in annual exam system) or equivalent from HEC recognized university with 05 years experience as an advocate of High Court. Must have computer proficiency.

General Instructions:

01. IIUI reserves the right to increase/decrease the number of positions, shortlist the candidates and to reject any / all applications/advertisement or post(s) without assigning any reason.
02. Interested candidates can apply **ONLINE** via link hrm.iiu.edu.pk. Applicants are required to deposit the Job Processing Fee Rs.1000/- on specified HBL Challan form that will be auto generated after completion of online application form (Except auto generated Challan form, no mode of application processing fee is acceptable).
03. Applicants are required to provide CGPA to Percentage conversion certificate where percentage is not mentioned on degree/Transcript issued by the concerned department of the degree awarding University.
04. Any misinformation provided by the candidate would render him/her ineligible for the induction.
05. The Eligible Candidates may be required to undergo short-listing process (i.e. Screening Test) before interview by the Selection Committee.
06. Photos/Pictures /scans (with very clear visibility) of Original or Attested photocopies of Educational Certificates, Experience Certificates, CNIC, and Paid relevant fee Challan etc. must be uploaded.
07. Foreign degree holders shall be required to submit equivalence of the degree from HEC.
08. Candidates already working in Government, Semi-Government and Autonomous Bodies/ Organizations in Pakistan are required to obtain NOC from their parent organization to place at IIUI before Test / Interview (Sectional Head job-application forwarding note is sufficient for internal employees of IIUI instead of proper NOC from HRM. External candidate may upload the snap of his application for NOC written to his parent department at the time of uploading the on line application).
09. **ONLINE** Applications, duly completed in all respects, must be submitted, on-line, on or before **Tuesday, June 18, 2024** (no hard copy of application is required).
10. Status of Applicants lacking prescribed criteria and required qualification on closing date is in-eligible (required terminal degree/ Experience must be completed on closing date).
11. No TA/DA is admissible for Test /Interview.
12. Errors & omissions excepted.
13. For further information please contact: 051-9019219 & 9019793 or visit our website www.iiu.edu.pk.

SD/-
(Dr. Imran Yousaf)
Addl. Director (HRM)