

The Islamia University of Bahawalpur

University website: www.iub.edu.pk

SITUATIONS VACANT

Applications are invited from Pakistani Nationals, for the following vacant post(s), on Regular / Contract Basis and daily wages.

Sr. No.	Name of Post	Criteria for Appointment	No. of Posts
01	Manager Internal Communications (BPS-17) Contract / Regular	Master's / Bachelor's Degree in Mass Media (2nd Division / C Grade) awarded after 16 years of education or equivalent qualification from an HEC recognized University / institution with relevant experience and skills.	01
02	Montessori School Teacher (MST) (BPS-09) Contract / Regular	Bachelor's Degree (2 nd Division / C Grade) awarded after 16 years of education or equivalent qualification from an HEC recognized University / Institution. At least 01 year of teaching experience of Montessori / Kindergarten classes in reputable Public / Private Sector School System.	06
03	Call Center Representative (Daily Wages)	BS any discipline, minimum 3 CGPA, persons having participated in co-curricular activities at university or at national/international level will be preferred.	10

1. How to apply:

- i. All candidates may apply online through IUB website portal.iub.edu.pk till **15.11.2021**, i.e. last date for submission of online applications, followed by submission of hard copy of duly signed online application form (01 complete set) along with attested copies of recent Passport Size Photograph / CNIC / Domicile / Educational Testimonials (Matric onwards) / Experience Certificates and one copy of the processing fee challan (non-refundable) generated by Online Job Portal (for Sr. No. 01 worth Rs. 1500/- and for Sr. No. 02 & 03 worth Rs. 500/-) for the above mentioned posts, via Registered Mail through Pakistan Post / Courier Service, to the following address:
**Office of the Assistant Registrar (HRE-I), Room No. 103, First Floor,
Abbasia Campus, The Islamia University of Bahawalpur**
- ii. One hard copy of the online application form alongwith all requisite documents as mentioned at Sr. No. 1(i) above, should reach latest by **18.11.2021**. i.e. three days after the closing date of applying online.
- iii. Candidates should fill in online form carefully for which detailed guidelines and instructions have been given on the Islamia University of Bahawalpur website portal.iub.edu.pk. Editing options, to correct any data, will be available to the candidates till the last date of submission of online applications. Applications other than ONLINE will not be accepted.
2. Candidates applying for more than one post of appointment (Regular / Contract) shall submit separate application form(s) along with separate application processing fee for each Discipline type of appointment (Regular / Contract).
3. The experience as part time, honorary / self-employed and voluntary / apprentice / internee will not be considered / counted as relevant experience.
4. Candidate must submit transcript/detail marks sheet (both front and back side) of all degrees (where applicable).
5. IUB employees willing to apply are directed to submit their hard copy of online application form alongwith all requisite documents as mention above at Sr. No. 1(i) by the due date, through proper channel.
6. Candidates already in service of a Government / Semi-Government Department or an Autonomous body must submit a copy of NOC alongwith online application form by the due date, otherwise their applications shall not be entertained.
7. Candidates should clearly mention the name of applied position on the top right corner of envelope.
8. By hand / incomplete / without online application / late submission of applications will not be entertained.
9. Only shortlisted candidates will be called for test / interview. No TA/DA shall be admissible.
10. The relaxation in upper age limit will be allowed as per rules and discretion of the Competent Authority.
11. The University reserves the rights;
 - i. Not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the post(s) advertised.
 - ii. To increase or decrease the number of vacancies as per availability of funds.
12. All quota(s) will be observed as per rules.
13. No TA/DA will be admissible for test / interview.



Registrar, The Islamia University of Bahawalpur
Abbasia Campus, Bahawalpur
Phone: 062-9250235

IPB-974