

OPF GIRLS COLLEGE, F-8/2 ISLAMABAD

STAFF REQUIRED

OPF Girls College F-8/2, Islamabad requires to fill the following temporary positions of teaching & non teaching staff (contractual & internee basis) on fixed pay.

Subject	Qualification & Age	Salary	Experience
06 English, 01 Urdu, 01 Physics, 01 Biology, 03 Computer Science, 01 Pakistan Studies, 03 Maths, 01 Education, 01 Home Economics, 01 Islamiat (Female)	At least a second class Masters Degree / BS (04 years from HEC recognized Institution in relevant subject. Age: 40 years maximum	Rs.30,000/- per month	At least one year experience (relevant subject) in any reputable educational institution (preference will be given to candidates having higher experience.
01 Career Counselor (Female)	At least second class Master Degree in Master in career counseling and Education , Psychology / English Literature from HEC recognized institution with IT Skills especially well versed at MS Office & good communication Skill OR Graduation at least 2nd Division with B.Ed /M.Ed focusing Psychology/English Literature as main subject from HEC recognized institution with IT Skills especially well versed at MS Office & good communication Skill (Age: 40 years Maximum)	Salary Package Negotiable	At least 01 year experience at any reputable educational institution as career counselling and mentoring.
01 Internee Teacher (Urdu), Female	At least Graduation (2nd division or minimum CGPA 2.5) in a relevant subject (age: 30 years maximum)	Rs.20,000/-per month	No Experience required (Note: Intern can be hired maximum for one year
Name of Post	Qualification & Age		Experience
01 Admin Assistant	At least Graduation (Minimum 2nd division), higher education in relevant field is preferred, well versed with Microsoft Office especially MS Word and MS Excel (age:40 years maximum)	Rs.25,000/- per month	Two years
03 Aya (Female) , 02 Naib Qasid, 02 Driver & 01 Mall (Male)	Aya , Atleast Middle, Naib Qasid, Atleast Matric, Mali, Atleast Middle with sufficient knowledge of gardening age:40 maximum) & Driver Atleast Middle with valid HTV license holder , age 40 years maximum)	Aya, Naib Qasid & Mali (Rs.18,000/- per month) & Driver (Rs.25,000/- per month)	One year

Interested candidates may apply on the following address with job application, C.V. latest photograph, attested copy of CNIC, experience certificate, domicile and verified copies of degrees and certificates from HEC & IBCC on or before **08-06-2022**. Interested candidates should submit their job application form downloaded from websites (www.gci.opf.edu.pk & www.opf.org.pk). Incomplete job application form will not be entertained. Only short listed candidates will be called for Test/Interview. No T.A./D.A. will be admissible.

PRINCIPAL, Phone No.051-9260424