



OVERSEAS PAKISTANIS FOUNDATION

APPOINTMENT AT OPF SCHOOL PARACHINAR ON CONTRACT BASIS

Applications are invited from suitable candidates for appointment on Contract Basis in OPF Primary School, Parachinar, Kurram District, Khyber Pakhtunkhwa, a project of Overseas Pakistanis Foundation, as per the criteria laid down as under: -

S.#	Name of Post	Qualification / Experience	Nature of Employment
1.	Principal (Female)	Qualification: Masters in Arts / Science (minimum 2nd Division) with B.Ed/M.Ed from an HEC recognized University/Institution (Higher qualification will be preferred). Minimum Experience: Minimum 05 years post qualification experience which must include at least 03 years' teaching experience & 02 years' experience as Principal / Vice Principal in a reputable English Medium School. Age Limit: Age Upto 45 years. Salary / Remuneration: Maximum salary Rs.40,000/- per month	Contract (01 Year)
2.	Admin Cum Accounts Assistant	Qualification: Bachelor Degree in Commerce (minimum 2nd Division) from an HEC recognized University/Institution (higher education in relevant discipline will be preferred). Well versed in Microsoft Office especially MS Excel. Minimum Experience: Two years' experience in the field of accounting. Age Limit: Upto 40 Years Salary / Remuneration: Maximum salary Rs. 25,000/- per month.	Contract (01 Year)
3.	Junior Teacher (Female) Subject: Mathematics, English, Computer, Science, Montessori, Urdu, Islamiat, Pak Studies	Qualification / Salary: At least second-class Master Degree / BS (04 years) from an HEC recognized institution in a relevant subject. Salary: Maximum salary Rs. 25,000/- per month. OR Qualification / Salary: Graduation (at least 2nd division) with B.Ed / M.Ed from an HEC recognized institution. Salary: Maximum salary Rs. 23,000/- per month. Minimum Experience: At least one-year teaching experience in relevant subject in a reputable educational institution (preference will be given to candidate having higher experience). Age Limit: Upto 40 years.	Contract (01 Year)
4.	Naib Qasid (Male)	Qualification / Salary: At least Matriculation Minimum Experience: One Year Age Limit: Upto 40 Years Salary / Remuneration: Maximum salary Rs. 18,000/- per month	Contract (01 Year)
5.	Aya (Female)	Qualification / Salary: At least Middle. Minimum Experience: One Year Age Limit: Upto 40 Years Salary / Remuneration: Maximum salary Rs. 18,000/- per month	Contract (01 Year)
6.	Sweeper	Qualification / Salary: N/A Minimum Experience: One Year Age Limit: Upto 40 Years Salary / Remuneration: Maximum salary Rs. 18,000/- per month	Contract (01 Year)

NOTE / INSTRUCTIONS:

- Experience specified in the advertisement means experience after acquiring the relevant qualification specified above.
- Eligibility of candidates shall be from the closing date fixed for the submission of applications.
- Information provided in the Application Form will be verified in case of offer of appointment. In case of any false or forged information, OPF reserves the right to cancel the candidature of that candidate at any stage (even after employment, if so revealed later) and to initiate a legal action against the applicant.
- Concealing of facts and any direct or indirect pressure for appointment would lead to the disqualification of candidate.
- No TA/DA would be admissible for test/interview.

HOW TO APPLY:

- Please download the prescribed Application Form from OPF website (www.opf.org.pk).
- Please send, by mail or courier, the filled-up Application Form alongwith certified copies of CNIC, domicile, educational testimonials, experience certificates etc.
- Applications received after the closing date will not be entertained.
- Applications must reach the below-mentioned address within 15 days of publication of this advertisement.
- Only short-listed candidates would be called for test / interview. The decision of appointment made by the competent authority would be final and non-questionable. OPF reserves the right to reject any application without assigning any reason, whatsoever, in this regard at any stage.

Regional Head

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