



# OVERSEAS PAKISTANIS FOUNDATION

## SITUATIONS VACANT

Applications are invited from the suitable candidates, who possess degrees/certificates duly recognized by Higher Education Commission / relevant board and relevant post qualification experience, for appointment in Overseas Pakistanis Foundation purely on contract basis against the following posts:

S.#	Title of Post	Quota	Minimum Eligibility Criteria for the Post
1.	<b>Assistant Director</b> (Admin & Ministerial) OPF Grade - <b>07</b> <b>Status:</b> Two years' contract <b>Salary:</b> (34,150 – 2300 - 80,150) <b>No. of Posts:</b> 02 <b>Place of Posting:</b> Islamabad	<b>Baluchistan</b>	<b>Qualification:</b> A 2nd class Master's Degree in Arts, Commerce, Business Administration or Public Administration. <b>Experience:</b> Three years relevant experience in administration and personnel management preferably in a public limited company. <b>Maximum Age Limit:</b> 35 years (Including general age relaxation)
2.	<b>Clerk cum Typist</b> OPF Grade - <b>03</b> <b>Status:</b> Two years' contract <b>Salary:</b> (16,865-1,135-50,915) <b>No. of Posts:</b> 02 <b>Place of Posting:</b> Islamabad	<b>1x Baluchistan (Women) 1x Punjab (Minority)</b>	<b>Qualification:</b> Intermediate (2nd Class) <b>Typing Speed:</b> 30 words per minute. <b>Experience:</b> Two years' experience in relevant field having skills of operating the computer. <b>Maximum Age Limit:</b> 30 years (Including general age relaxation)

### **TERMS AND CONDITIONS:**

1. Age relaxation will be admissible as per Government rules.
2. Age will be calculated with effect from the closing date of submission of the applications as per advertisement.
3. Eligibility will be determined on the basis of his / her academic qualification as given against the post.
4. Only shortlisted candidates would be called for test and interviews.
5. Information provided in the Job Application Form will be verified in case of offer of appointment.
6. In case, any of the information furnished by the applicant is found fake or bogus, candidature of particular candidate will stand cancelled and legal action shall be taken against the candidate.
7. Applicants already in government service must apply through proper channel.
8. Incomplete application as well as received after due date shall not be entertained.
9. No TA / DA will be admissible for the purpose of test / interview.
10. The competent authority reserves the right to cancel / postpone recruitment process at any stage.

### **HOW TO APPLY:**

1. Please download the prescribed job application form from OPF's website ([www.opf.org.pk](http://www.opf.org.pk)) and send the filled up application form by post or courier at the address given below along with attested copy of educational documents, experience certificates, domicile certificate and copy of CNIC.
2. Application must be received at the given address not later than fifteen (15) days of the publication of this advertisement.
3. Overseas Pakistanis Foundation will not be responsible for late receipt of application sent through post or by any other courier service.

### **Director (Human Resource)**

Overseas Pakistanis Foundation  
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