



# OPJ GIRLS COLLEGE F-8/2, ISLAMABAD

## Job Application Form, 2024

Form No  
(for Office Use Only)

### 1. Post Applied for:- (Note:- Only select one option. In case of more than one use separate application form)

<input type="checkbox"/> <b>Computer Science</b> (Female)	<input type="checkbox"/> <b>P.E.I</b> (Male/Female)	<input type="checkbox"/> <b>Career Counselor</b> (Female)	<input type="checkbox"/> <b>Nurse</b> (Female)
<input type="checkbox"/> <b>Computer Operator</b>	<input type="checkbox"/> <b>Electrician</b> (Male)	<input type="checkbox"/> <b>Driver</b> (Male)	<input type="checkbox"/> <b>Aya</b> (Female)

**Note:** All data fields are required. Fill your application form carefully.

### 2. PERSONAL INFORMATION:-

Full Name (Block Letters): \_\_\_\_\_

Father's Name (Block Letters): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Religion: \_\_\_\_\_

CNIC#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: \_\_\_\_\_ Domicile: \_\_\_\_\_

Marital Status: Married  Unmarried  Widow  Other: \_\_\_\_\_ Nationality: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Photo  
1x1

### 3. QUALIFICATION DETAILS:- (Note: In case of incomplete information, Your application will be declined)

Degree/ Certificate	Name of Degree/ Certificate	Major Subjects	Passing Year	% age	Board/University	IBCC/HEC Verification No	IBCC/ HEC Date
<b>SSC/O-Level</b> (10 Years)							
<b>Intermediate/ DAE/A-Level</b> (12/13 Years)							
<b>Bachelor</b> (14 Years)							
<b>Bachelor/Master</b> (16 Years)							
<b>B.Ed</b>							
<b>M.Ed</b>							
<b>M.Phil/MS</b> (18 Years)							
<b>P.hd</b> (20 Years)							
<b>Others</b>							

**4. TEACHING EXPERIENCE INFORMATION (Note: Only Teaching Staff filled this field):-**

Designation	From	To	Organization/Institute	Total Period of Experience
<b>Grand Total Job Experience: Days/Month/Years</b>				

**5. NON-TEACHING EXPERIENCE INFORMATION (Note: Only Non-Teaching Staff filled this field):-**

Designation	From	To	Organization/Institute	Total Period of Experience
<b>Grand Total Job Experience: Days/Month/Years</b>				

**6. UNDERTAKING BY THE APPLICANT:-**

I \_\_\_\_\_ S/D/of \_\_\_\_\_ hereby certify that information given in this form is absolutely true. Any information found false, may treated as breach of trust and I shall be liable for cancellation of my application. It is certified that I have carefully read the form and personally filled it and I understand all the contents/column that I have filled up.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Thumb Impression (Left Hand)**

\_\_\_\_\_ **Applicant Signature**

**7. DOCUMENT CHECK LIST: (Note:- Following documents must be attached with application form otherwise your application will be declined) Tick if attached/selected:**

- Photograph is attached.
- Attached copies of Educational Documents attested form Gazetted Officer and verified from IBCC & HEC. (Matric, Intermediate & Higher Degrees)
- Attested copy of Experience certificate.
- Attested copy of Domicile & CNIC.
- Attested copy of Character Certificate attended by last institution.



**8. INSTRUCTIONS:-**

- Your application must reach OPF Girls College F-8/2, Islamabad latest by last date of submission of application form.
- Incomplete form will not be entertained, **(All the fields are mandatory/required)**
- Without photographs & required documents your application form will not be entertained