



# OPJ GIRLS COLLEGE F-8/2, ISLAMABAD

## Job Application Form, 2025

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>English</b> (Female)	<input type="checkbox"/> <b>Urdu</b> (Female)	<input type="checkbox"/> <b>Islamiat</b> (Female)	<input type="checkbox"/> <b>Mathematics</b> (Female)
<input type="checkbox"/> <b>Pakistan Studies</b> (Female)	<input type="checkbox"/> <b>Biology</b> (Female)	<input type="checkbox"/> <b>Computer Science</b> (Female)	<input type="checkbox"/> <b>Economics</b> (Female)
<input type="checkbox"/> <b>Physics</b> (Female)	<input type="checkbox"/> <b>Chemistry</b> (Female)	<input type="checkbox"/> <b>Accounting</b> (Female)	<input type="checkbox"/> <b>General Science</b> (Female)
<input type="checkbox"/> <b>Statistics</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
<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
Grand Total Job Experience: Days/Month/Years				

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

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

**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.

Photo  
1x1

**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