



# POF Artisan Training Scheme 2025



## Complete Applicant's Checklist & Application Guide



### What This Guide Is For

Congratulations on taking your first step toward joining the **Pakistan Ordnance Factories (POF) Artisan Training Scheme 2025**! This guide is designed to:

- Help you stay **organized** before and during the application process
- Ensure you gather and **verify all required documents**
- Provide you with **key contacts** and helpful **tips**
- Increase your chances of **getting selected** by avoiding common mistakes

Whether you're a student, a parent, or a teacher guiding someone, this checklist will help you **navigate the application with confidence**.



### Required Documents & Files

✓	Document	Notes
<input type="checkbox"/>	<b>Matric Certificate / Result Card</b>	Science group, at least 2nd division. Keep both physical and scanned copies.
<input type="checkbox"/>	<b>CNIC or B-Form</b>	CNIC (if 18+) or B-Form (if under 18). Must match Matric certificate details.
<input type="checkbox"/>	<b>Passport Size Photographs</b>	2–4 recent photos. White background preferred. Digital and printed versions needed.
<input type="checkbox"/>	<b>Domicile Certificate</b> ( <i>if applicable</i> )	Some quotas require domicile. Get from local DC office if needed.
<input type="checkbox"/>	<b>Screenshot of Submitted Form</b>	Take a screenshot or print confirmation after online submission.

<input type="checkbox"/>	<b>Application Tracking ID / Form Number</b>	Provided after submission. Save carefully for test/interview updates.
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## File Format Tips

- Format: JPG, PNG, or PDF (as required on the POF portal)
- File Size: Keep under 1 MB each
- Use clear file names:
  - `matric_certificate_yourname.pdf`
  - `cnic_yourname.jpg`
  - `photo_yourname.jpg`




## Application Portal Info

- **Official Website:** <https://pof.gov.pk>
- **Application Open Date:** Announced via the POF website
- **Last Date to Apply:** Watch official announcements — **late applications are not accepted**

## Final Checklist Before Submitting




-  Double-check spelling of your name, father's name, and CNIC number
-  Ensure all documents are readable and correctly scanned
-  Verify eligibility: Matric Science with at least 2nd division
-  Submit before the deadline — no late forms accepted

## Common Mistakes to Avoid

-  Uploading low-quality or incomplete documents
-  Using incorrect CNIC or B-Form information
-  Missing the deadline due to waiting till the last day

- ❌ Forgetting to save the Application Tracking ID

## POF Contact Information

Department	Contact
POF Wah Cantt – HR & Recruitment Cell	 (051) 9055-21059
	 recruitment@pof.gov.pk
	 <a href="https://www.pof.gov.pk">https://www.pof.gov.pk</a>

## Bonus Tips for Smart Applicants

1. **Apply Early** — avoid portal issues close to deadline
2. **Join POF-Related Telegram/Facebook Groups** for updates and shared experiences
3. **Prepare for the Entry Test** — focus on Matric-level Science, Math, and General Knowledge
4. **Follow Instructions Carefully** — especially file names, formats, and eligibility terms
5. **Keep a Printed Folder** with all documents, copies, and a checklist marked

## Ready to Apply?

Use this guide to double-check everything before clicking submit.

Stay confident, stay organized — and **best of luck** with your application! 🎯

👉 **Print this checklist** and keep it beside you while applying online.