



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

<input type="checkbox"/>	Application Tracking ID / Form Number	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
	 https://www.pof.gov.pk

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.