

To

The Deputy Educational Advisor,
Ministry of Education,
ISLAMABAD (WEST PAKISTAN)

(THROUGH PROPER CHANNEL)

SUBJECT: APPLICATION FOR THE POST OF PRINCIPAL/ VICE PRINCIPAL
IN MODEL SCHOOL, ISLAMABAD.

Sir,

With reference to your advertisement in Pakistan Times
dated the 23rd February, for the above mentioned post, I beg to apply
for the same.

Following are my particulars as required by you.

Name Naseera Tasneem

Date of birth 9th February, 1932

District of Domicile ... Lahore.

Educational Qualifications .. B.A.(Hons) M.A., B.Ed.

Name of Examination With year.	College/ School/ University	Division	Subjects	Distinction.
Matric(1951)	New Town Girls High School, Karachi (Karachi Board)	Ist	Eng. Maths., G. Sc., Hist., Geog., Persian, Urdu, and Hygiene and Physiology.	1) Stood 2nd in the Board of Education Karachi among the Women candidates. 2) Won Scholarship 3) Got Silver Medal.
F.A.(1953)	Lahore College for Women, Lahore. Pb. University	Ist	Eng., Eco., Phil., Per., Urdu, and and Hygiene and Physiology Arabic(Opt.)	Stood 5th in the University of the Punjab among the Women candidates.
B.A.	-do-	2nd	Eng., Phil., Persian & Arabic.	X
B.A(Hons)	-do-	High 2nd	Philosophy	Stood 3rd in the Punjab University.
M.A.	Govt. College for Boys, Lahore.	High 2nd	Philosophy	Stood 2nd in the Punjab University
B.Ed.	Govt. Teachers Training College Karachi.	2nd	Teaching of English & Social Studies.	X

Other Training
and Courses
attended.

I have also attended many courses and
Seminars held at Karachi and Lahore.

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- i) Leadership Course for Heads of Secondary Schools in 1964 at Karachi.
- ii) Guidance and Counselling in 1962 at Karachi.
- iii) Civil Defence Teaching at Staff College Lahore in 1966.
- iv) Military Training in 1956-57
- v) Short Course in Nursing for War Emergency in 1966
- vi) Self Defence Course (Binot) in 1967
- vii) Seminar on Teaching English as a Foreign Language by James W. Lowry, Principal, Hartville Christian College, OHIO.
- viii) A Course by Mrs. Somia Fodor, Head of U.K. School, Karachi on Modern Method of Teaching to Primary Classes.

TEACHING EXPERIENCE: Ten years.

<u>Name of School</u>	<u>Experience</u>
Happy Home English Secondary School, Karachi	Four years experience of Teaching English, Maths. and Social Studies to IX, X Classes.
Jamia Nusrat College for Women, Distt. Jhand and Govt. College for Women, Bahawalpur.	Six years experience of teaching G. Eng., Pay., Logic. and Ethics to Intermediate and Degree Classes.

Administration & Supervision Two years

<u>Name of School</u>	<u>Detail of experience.</u>
Happy Home English School, Karachi.	Keeping in view of my administration and organizing ability, I was appointed the Head of the Secondary Section of the same School where at first I was an assistant teacher. I discharged my duties to the entire satisfaction of my boss. I was very popular among the staff and the students of the school. The above mentioned school is very well established with total strength of 1800 students and about 90 staff members. I had to resign, with a very sad heart, after my selection by the Public Service Commission as a Lecturer in Philosophy W.F.E.S. II at Bahawalpur Govt. College for Women.

EXTRA ACTIVITIES:

Following is the detail of my performance in the field of Extra activities as a student.

- 1) DEBATES:
 - a) A good speaker in English and Urdu
 - b) Won many prizes
 - c) I was the best speaker of the year. in Lahore in year 1953
- 2) GAMES:
 - a) I was the best player of my school and college of the following games:-
 - a) Net Ball
 - b) Base Ball
 - c) Volley Ball
 - d) Tennis (I was the captain of all the above mentioned teams).

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3. I was the prefect in my school in 1950-51
(New Town Girls High School, Karachi)
4. I was the Council Member in my college in 1954-55
(Lahore College for Women, Lahore. ♀).
- 5) I hold the following offices in my college time.
 - i) Secretary of Debating Society in 1955 in Lahore College.
 - ii) Secretary of Persian and Economics Societies in 1955.
in Lahore College.
 - ***
 - iii) President of Persian and Economics Societies in 1955.
 - iv) I was the Secretary of Philosophical Society,
(Govt. College Lahore.
- 6) In 1956 I represented Punjab Central Zone in All Pakistan Olympic Shooting Competition and was awarded "Punjab Blue"

EXTRA ACTIVITIES:-

AS TEACHER AND HEAD.

- i) I was the president of the college Union of Jamia Nusrat for Women for four years and organized many local and Inter-Collegiate Debates.
- ii) Organized Games and Sports in the absence of D.P.E. in the same college for one year.
- iii) I had the following very active organizations in my school.
 - a) Saint Johns Ambulance Associations.
 - b) Junior Red Cross Society.
 - c) Girl Guides Company. They rendered very special services during September War by sewing thousand clothes for Jawans, Collecting things and making packets for Mujahids
- iv) At present I am the Secretary of the Federation of the Ummat University Women Bahawalpur Branch.

SOCIAL SERVICE:

I am very fond of Social Work. I am the convenor of Social Work Committee in College. At present I am working for the following projects:-

1) Adult Education:-

Regular classes are taken by the students.

ii) Education of the children of the villages in the vicinity college.

A school is established in the premises of the college. The Classes are taken by the students in their free periods.

iii) To make the poor students self sufficient:-

They are provided with work they earn money by sewing clothes, knitting and working in the canteen.

Keeping in view my marvellous all round ability I beg to consider me favourable either for the post of Principal or Vice Principal in Model School Islamabad.

Yours sincerely,

(Naseera Tasneem)
Lecturer in Philosophy