NADRA Jobs 2026 - Printable Checklist

Use this checklist before you apply. Keep files ready. Bring originals only when NADRA asks. Follow each step to avoid common mistakes.

Before You Apply - Quick Items

- Valid CNIC (original and clear scanned copy)
- Four year bachelor degree (HEC attested if foreign)
- Degree transcript or docket (scan)
- Experience letters with dates and roles (scan)
- Professional certificates (if any) - PDF or JPG
- Active email address and mobile number
- Recent passport size photo (as required)
- Application fee payment method ready (if needed)

Online Application Steps

- Open the official NADRA careers portal: careers.nadra.gov.pk
- Create an account using your CNIC and a working email
- Select the correct vacancy and read the PDF notice
- Fill personal details exactly as on CNIC and degree
- Upload scanned documents in required format and size
- Pay application fee if listed and save payment proof
- Submit and save confirmation and reference number

Test Day Checklist

- Printed admit card and original CNIC
- Reach test center 30 minutes early
- No mobile phones or smart watches in the hall
- Bring a simple pen and ID copies if requested
- Follow proctor instructions and keep calm
- If issue arises, ask supervisor and get a stamped note

Interview Day Checklist

- All original documents and neat copies
- Reference contact details and experience proofs
- Dress smart and carry a clean folder for documents
- Be ready to explain projects and results in short lines
- Ask one clear question about role and team

Final Tips

- Apply early. Do not wait for the last day.
- Use official PDFs and portal only. Avoid agents.
- Keep printed copies of submission receipts.
- Save a digital backup of all scans and receipts.