THE EXPRESS TRIBUNE, LAHORE

SUNDAY, JANUARY 16, 2022

کورونا سے بچاؤ کی ویکسین لگوائیں اپنی اور اپنے پیاروں کی زندگیوں کو محفوظ بنائیں

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY

CENTRE OF EXCELLENCE GIRLS SCHOOL DERA GHAZI KHAN

JOB OPPORTUNITIES

Punjab Daanish Schools and Centres of Excellence Authority, Government of the Punjab offers opportunities to highly dynamic and committed Professionals in **NON-ACADEMIC STAFF** category to serve at **Centre of Excellence Girls School Dera Ghazi Khan.**

Sr. No.	Name of Post / Subject	Pay Scale	No. of Posts	Qualification / Experience	Age Limit
1.	Head Clerk	DS-16	01	• Minimum Matriculate or equivalent educational qualification. • Preferably 10 years related experience in a reputed organization. • Certificate in computer application (MS Office Suite), Urdu In-Page & Typing Speed at least 30-35wpm. • Proficiency in English correspondence / language. • Knowledge of filling system / record keeping. • Experience / Character Certificates from the previous employer/s, if any.	Up to 63 years

Process / Conditions:

- Applicants shall attach with their applications a detail resume (CV), 2 x Photographs and certified copies of educational / experience certificates, CNIC duly attested should reach in **Centre of Excellence Girls School Dera Ghazi Khan.**
- Please clearly mark on the envelope, "For the post of _____."
- Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **31 January 2022**. Candidates may also submit their applications in the school office in person during working hours.
- Only shortlisted candidate will be called for test / interview. Date of written / or any other test will be given later, if required.
- After test only shortlisted / selected candidates will be called for interview.
- All appointments will be on contract basis.
- No **TA/DA** will be admissible to the candidates shortlisted for test/interview.
- After appointment, the selected candidate(s) can be transferred/posted to any other Daanish/Center of Excellence School located in Punjab Province.
- All selected applicants will be required to submit medical certificate(s) and police clearance certificate.
- School Principal/PDS&CEA Head Office has the right to reject any or all applications with / without assigning any reason and its decision will not be challengeable in any court of law.

PRINCIPAL, CENTRE OF EXCELLENCE (GIRLS) SCHOOL, DERA GHAZI KHAN IPL-488

Schools Address: Jail Road Opposite Ghazi Medical College Dera Ghazi Khan. Phone No.064-9260202