THE EXPRESS TRIBUNE
Sunday
DECEMBER 4, 2022

PUNJAB DAANISH SCHOOLS AND CENTRES OF EXCELLENCE AUTHORITY
(GOVERNMENT OF THE PUNJAB)

Vacancies Are Open

Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, committed and highly dynamic professionals for the under-mentioned posts. Appointment will be made on contract basis.

(i) ASSISTANT	No.of Post : 02+01
Qualification & Experience:	• FA/FSc or equivalent from a recognized institute/Board with minimum 05 years' experience. • BA/BSc/BBA/B.Com./BS(IT)/BSc (IT)/BCS or equivalent from recognized University/College/ Institution with minimum 02 - 03 years' experience.
Preferred Experience / credentials:	• Preferably Diploma in computer applications (MS Office Suite). • Computer proficiency with minimum 30-40wpm. • Proficiency to understand English/Urdu correspondence / language is mandatory. • Urdu In-Page typing will be an added advantage. • Experienced and hands-on expertise in maintaining files, record-keeping, documentation, inter-departmental correspondence and good computer skills such as MS Office package and Urdu In-Page software typing will be an added advantage, correspondence with government departments and possesses hands-on experience with the use of HRIS/ERP. **For Assistant (IT)** • Must have working experience in the following tools: - ➢ .Net Framework: ASP.NET web forms, API Integration, MVC .net Core, Desktop Application Development. ➢ Databases: MSSQL, MS Access, Expert in SQL complex queries, jobs. ➢ Reporting Tools: Crystal reports & Fast Reports.
Age:	Up to 55 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-16 (Equivalent to BPS-16).

(ii) DRIVER (CAR / LTV)	No. of Post : 05
Qualification	• Primary / Middle and having valid LTV Driving License.
Preferred Experience / credentials:	• 5 years' experience in Government / Semi Government / Private organization as car driver. • Safety record Certificate from previous employer. • Physical fitness. • Eye-sight check 6/6. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 55 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-04 (Equivalent to BPS-04).

(iii) DISPATCH RIDER/DAK RIDER	No. of Post: 01
Qualification	• Middle.
Preferred Experience / credentials:	• Preferably with some experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BPS-01).

(iv) NAIB QASID/OFFICE BOY	No. of Post: 03
Qualification	• Minimum Middle (Class-VIII) or equivalent.
Preferred Experience / credentials:	• Preferably with some experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BPS-01).

(v) JANITOR/SWEEPER	No. of Post: 01
Qualification	• Literate.
Preferred Experience / credentials:	• Preferably with some experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BPS-01).

Process / Conditions:

Applicants shall submit the following by post/courier:

a) Detailed Résumé/CV.
b) Certified/attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs.

Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for interview. Selected candidates may be transferred to another location. No TA/DA will be admissible. Please clearly mark on the envelope, "post applied for". The applications submitted by the candidates will be at the risk and cost of the applicants. Any information found bogus at any stage, during induction or later in service, will result in termination of candidature or employment thereof. The competent authority has the right to reject any or all applications with / without assigning any reason(s) and its decision will not be challengeable in any court of law. Interested candidates may send their documents to the following address before 16 DECEMBER 2022.

IPL-12528

MANAGER (ADMIN / HR & COORDINATION)
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