THE EXPRESS TRIBUNE

THURSDAY, JULY 4, 2024

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY
DAANISH SCHOOLS (BOYS & GIRLS), MAILSI, DISTRICT VEHARI
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 **DAANISH SCHOOL (BOYS & GIRLS) VEHARI: -**

Sr. No.	Name of Posts	Pay Scale	No. of Posts		Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Nurse (Female)	DS-14	-	01 (Female)	• Intermediate (Pre-Medical Subjects) with Diploma in General Nursing and Midwifery, Registered with Punjab Medical Faculty Board/Pakistan Nursing Council (PNC) • At least 3- 4 Years' of related experience in in Government/Private institute/hospital. • Additional related medical certificates / diplomas will be given due weightage. • Experience/Character Certificates from the previous employer/s, if any	Up to 55 Years
2.	Junior Clerk (General)	DS-11	-	01 (Male)	• Minimum Matriculate or equivalent qualification from a recognized institute/board. • Typing Speed at least 30-35wpm. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page. • Knowledge of filing system / record keeping. • Preferably 3 years of experience in a reputed organization. • Experience/Character Certificates from the previous employer/s, if any.	Up to 63 Years
3.	Junior Clerk (Accounts)	DS-11	01 (Male)	01 (Male)	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35wpm. • Preferably 3 years of experience in Government / Private Offices. • Accounts/Finance experience will be preferred. • Experience/Character Certificates from the previous employer/s, if any.	Up to 63 Years
4.	Mess Cook	DS-07	01 (Male)	-	• Preferably 5 years' relevant experience. • Complete Medical fitness tests (Mandatory).	Up to 50 Years
5.	Electrician	DS-04	-	01 (Male)	• Preferably Certificate in relevant field from recognized institute. • Preferably 5 years' relevant experience. • Experience/Character Certificates from the precious employer/s, if any.	Up to 45 Years
6.	Tandorchi	DS-04	02 (Male)	-	• Preferably 2 Years' hospitality experience (Restaurants, Hotels, kitchens). • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 Years
7.	Mess Walter / Dishwasher	DS-01	02 (Male)	02 (Male / Female)	• Preferably 2 years' relevant experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 35 Years
8.	Black Smith	DS-01	01 (Male)	-	• Preferably 2 years' relevant experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 Years
9.	Janitor / Sweeper	DS-01	01 (Male)	01 (Male)	• Preferably 2 years' relevant experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 35 Years
10.	Cobbler	DS-01	-	01 (Male)	• Preferably 2 years' relevant experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 Years

Process / Conditions:

i. 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 **DAANISH SCHOOL (BOYS & GIRLS) VEHARI.**
ii. Please clearly mark on the envelope, "For the post of _____."
iii. Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **22 July, 2024**. Candidates may also submit their applications in the school office in person during working hours.
iv. Only shortlisted candidate will be called for test / interview. Date of written / or any other test will be given later, if required.
v. After test only shortlisted / selected candidates will be called for interview. All appointments will be on contract basis.
vi. **No TA/DA** will be admissible to the candidates shortlisted for test/interview.
vii. 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.
viii. The selected candidate(s) can be transferred/posted to any Daanish / Centre of Excellence School located in Punjab Province.
ix. All selected applicants will be required to submit medical certificate(s) and police clearance certificate.
x. School Principal/PDS&CEA Head Office has the right to reject any or all applications with / without any reason and its decision will not be challengeable in any court of law.

PRINCIPAL, DAANISH SCHOOL (BOYS / GIRLS) MAILSI, DISTRICT VEHARI IPL-6388

Chak No. 204/WB, Tibba Sultan Pur, Teh. Mailsi Distt. Vehari. Ph. No. **(Boys)** 067-3368709 , Ph. No. **(Girls)**: 067-3368759