THE DAILY JANG LAHORE
جنگ لاہور
بانی: میر خلیل الرحمٰن
جلد 46 | شمارہ 17

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

Advertisement No. PDS/COE-C&P(2)-10/2024

(FOR CENTRE OF EXCELLENCE (BOYS) SCHOOL, PEER MAHAL & CHAKWAL)

JOB VACANCIES

Punjab Daanish Schools and Centres of Excellence Authority, Government of Punjab offers opportunities to highly dynamic and committed professionals in **NON-ACADEMIC STAFF** category to serve at **CENTRE OF EXCELLENCE (BOYS) SCHOOLS, IN PEER MAHAL & CHAKWAL:-**

Sr. No.	Name of Post/ Designation	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Peer Mahal	Chakwal		
1	Junior Clerk (General)	DS-11	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent qualification from a recognized institution/board. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm. • Preferably 3 years of experience in a reputed organization.	Up to 63 Years
2	Store Keeper (General)	DS-09	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent. • Preferably a Havildar from Ordnance or ASC. • 3 years' experience in handling Store and keeping records/inventory in a known establishment of public or private sector. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
3	Library Attendant	DS-05	01 (Male)	01 (Male)	• Minimum Intermediate or equivalent educational qualification. • Preferably Certificate in Library and Information Sciences. • Preferably 1-year relevant experience. • Should be able to run the library lending routine, maintaining the books, labeling & shelving and perform all the other relevant tasks. • Experience/Character Certificates from the previous employer/s, if any.	Up to 45 Years
4	Security Guard	DS-02	04 (Male)	04 (Male)	• Minimum Middle (Class-VIII) or equivalent. • Experienced from Infantry, Artillery, Armoured Corps, Air Defence, Rangers, Frontier Corps, Corps of Engineers (Engr), Pakistan Navy Marines (PN Marines), Mujahid (Active Battalion) and personnel from other arms/services qualified in Advance Infantry Course/SSG Course. • Clearance by school psychologist about mental stability during probation/ad-hoc period. • Preferably 5 years' proven experience in weapon-handling (to be tested). • Eye-sight 6/6.	Up to 53 Years
5	Naib Qasid/ Office Boy	DS-01	02 (Male)	02 (Male)	• Minimum Middle (Class-VIII) or equivalent. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 Years
6	Mali/Baildar	DS-01	03 (Male)	03 (Male)	• Preferably 2 years' relevant experience. • Experience/Character Certificates from the previous employer/s.	Up to 40 Years
7	Janitor/Sweeper	DS-01	05 (Male)	04 (Male)	• Preferably 2 years' relevant experience. • Physical fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 35 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 **PDS&CEA HEAD OFFICE LAHORE.**
ii. Please clearly mark on the envelope, "*Post & Location Applied For*".
iii. Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **15 November, 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. Applicants convicted by any court of law are not eligible to apply.
ix. The selected candidate(s) can be transferred/posted to any Daanish / Centre of Excellence School located in Punjab Province.
x. All selected applicants will be required to submit medical certificate(s) and police clearance certificate.
xi. 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.

MANAGER (ADMIN/HR & COORDINATION)
Punjab Daanish Schools and Centers of Excellence Authority, Govt. of Punjab, Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 99230633.
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