The Nation
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PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY
DAANISH SCHOOLS (BOYS & GIRLS) DERA GHAZI KHAN

JOB OPPORTUNITIES

Punjab Daanish Schools and Centers of Excellence Authority, Government of the Punjab offers opportunities to Highly dynamic and committed individuals in **NON-ACADEMIC STAFF** category to serve at the **DAANISH SCHOOLS (BOYS & GIRLS) DERA GHAZI KHAN:**

Sr. No.	Name of Post	Pay Scale	No. of Posts (Campus)		Detail of Required Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Doctor / Resident Medical Officer	OG-I	01 (Male)	-	• Minimum MBBS (Degree recognized by PMDC). • Related experience will be preferred such as MCPS/FCPS. • Experience/Character Certificates from the previous employer/s, if any.	Up to 66 years
2.	Counselling Officer	OG-I	-	01 (Female)	• Minimum M.S.c in psychology (with minimum 2nd Division) from an HEC recognized institution. Preference will be given to candidates with Applied Psychology. • Preferably 2 Years' experience. • Excellent Communication and interpersonal skills.	Up to 63 Years
3.	Assistant Admin Officer	DS-16	-	01 (Male)	• Minimum Matriculate or equivalent educational qualification. • Preferably 5 Years related experience in reputed organization. • Lower-level experience in administrative matters, including man management, messing, building maintenance, procurements, security and sporting facilities. • Expertise in security matters and weapon handling.	Up to 55 Years
4.	Nurse (Female)	DS-14	-	1 (Female)	• Intermediate (Pre-Medical Subjects) with Diploma in general Nursing and Midwifery, Registered with Punjab Medical Faculty Board/Pakistan Nursing Council (PNC). • Additional related medical certificates/diplomas will be given due advantage • At Least 3-4 Year's related experience in Government/Private institute/Hospital.	Up to 55 years
5.	Science Lab Assstant	DS-14	01 (Male)	-	• Minimum Fsc (For Physics, Chemistry & Bio) • Well versed in handling of respective lab with preferably 3-5 years relevant experience.	Up to 63 years
6.	Junior Clerk (General)	DS-11	01 (Male)	-	• Minimum Matriculate or equivalent qualification form a recognized institution/board. • Computer proficiency (MS Office Suite , Excel, Power pint), Urdu In-page. • Knowledge of filing system/record keeping • Typing speed at least 30-35 wpm. • Preferably 3 years of experience in a reputed organization.	Up to 63 Years
7.	Driver Bus	DS-09	-	01 (Male)	• Primary with HTV/PSV License • Preferably 10 years of experience in Government/Private organizations. • Safety record certificate from previous employer • Physical Fitness & Eye-sight Check	Up to 50 years
8.	Nursing Attendant / Aid Nurse	DS-05	-	01 (Female)	• Matric with Science Subjects and Intermediate (with pre-medical subjects) preferably registered with Midwifery Association Pakistan (MAP) • At Least 2 Years related experience in Government/Private institute/Hospital.	Up to 45 Years
9.	Hostel Boys / Hostel Girls	DS-05	02 (Male)	03 (Female)	• Minimum Middle or equivalent. • Hostel experience person will be preferred. • Allocate duties and responsibilities to the administrative staff under your control. • Ensure discipline and cleanliness at the hostel. • Ensure that hostel gates are closed at instructed hours. • Maintain list and record of hostel residents. • Carry out any other functions & duties that may be assigned by the Hostel Management Staff from time to time.	Up to 45 years
10.	Driver (Car/LTV)	DS-04	-	01 (Male)	• Minimum Middle (Class-VIII) or equivalent. • Valid Driving License of earmarked vehicle. • Preferably 5 Years' experience & Safety record certificate from previous employer. • Physical Fitness & Eye-sight check.	Up to 50 years
11.	Tandorchi	DS-04	01 (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
12.	Security Guard	DS-02	04 (Male)	03 (Male)	• Minimum middle class (Class-VIII) or equivalent. • Experienced from Infantry, Artillery, Armored corps, Air Defense, 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/adhoc period. • Preferably 5 years' proven experience in weapon-handling (to be tested) • Eye Sight (6/6) will be checked.	Up to 53 Years
13.	Janitor/ Sweeper	DS-01	02 (Male)	03 (Male)	• Preferably 2 Years, relevant experience. • Physical Fitness. • Experience/Character Certificates from the previous employer/s, if any.	Up to 35 years
	TOTAL		12	15		

Process / Instructions:

i. Applicants shall attach with their applications along with resume (CV), 2 x Photographs and certified copies of educational / experience certificates, CNIC duly attested should reach to the undermentioned addresses respectively.
ii. Please clearly mark on the envelope, "*Name of Post & Location Applied For*".
iii. Interested candidates may apply in confidence by sending their credentials to the given addresses on or before **13 OCTOBER 2025**. 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.

PRINCIPALS, DAANISH SCHOOLS (BOYS & GIRLS CAMPUSES), DERA GHAZI KHAN
ADDRESS: 03-KM, Taunsa Road Near By-Pass, District Dera Ghazi Khan