DAILY EXPRESS
روزنامہ ایکسپریس اسلام آباد
پاکستان کے 11 شہروں سے بیک وقت شائع ہونے والا واحد اخبار
جلد 25 | 119 | 4 ربیع الثانی 28 ستمبر 2025 | 12 صفحات | 40 روپے

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY

DAANISH SCHOOLS (BOYS & GIRLS) JAND, DISTT ATTOCK

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) JAND, DISTRICT ATTOCK:**

Sr. No.	Name of Post	Pay Scale	No. of Posts (Campus) Boys	No. of Posts (Campus) Girls	Detail of Required Qualification/ Experience	Age Limit
1	Counselling Officer	OG-I	1 (Male)		• Minimum M.Sc. 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. • Experience/Character Certificates from the previous employer/s, if any.	Up to 63 Years
2	Assistant Admin Officer	OS-16		1 (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. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
3	Science Lab Assistan (Physics, Chemistry & Bio)	DS-14	1 (Male)	1 (Female)	• Minimum F.Sc. (Physics, Chemistry & Biology). • Well versed in handling of respective lab with preferably 3-5 years relevant experience.	Up to 63 Years
4	Driver (Bus)	DS-09	1 (Male)		• Primary with HTV/PSV License. • Preferably 10 years of experience in Government / Private Organizations. • Safety Record Certificate from previous employer. • Physical fitness. • Eyesight check. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 Years
5	Store Keeper (Mess)	DS-09	1 (Male)		• Minimum Matriculate or equivalent. • 3 years' experience in handling Ration Store. • Preferably a Hamidar from Ordnance or ASC. • Experience in keeping records/inventory in a ration store of a concern of repute in public or private sector organization. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
6	Nursing Attendant/ Aid Nurse	DS-05		1 (Female)	• Matric with Science Subjects and Intermediate (pre-medical) preferably registered with Midwifery Association Pakistan (MAP). • At Least 2 years of experience in Government/Private Institute/Hospital. • Experience/Character Certificate from the previous employer/s, if any.	Up to 45 Years
7	Hostel Girl	DS-05		1 (Female)	• Minimum Middle or equivalent. • Hostel experienced 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. • Carryout any other functions & duties that may be assigned by the Hostel Management Staff from time to time. • Experience/Character Certificates from the previous employer/s, if any.	Up to 45 Years
8	Cook Helper	DS-02	1 (Male)	1 (Male)	• Preferably 2 years' relevant experience. • Physical fitness. • Medical clearance/tests (Mandatory). • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 Years
		TOTAL	05	05		

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. POS&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), JAND
ADDRESS: Near Langar Stop Jand, Distt Attock
Ph: (Boys) 0572-770213, Ph: (Girls) 0572-770260

IPL-4793