DAILY
NAWA-I-WAQT
LAHORE

روزنامہ
بانی حمید نظامی مرحوم
معمار مجید نظامی مرحوم
ایڈیٹر رمیزہ مجید نظامی
نوائے وقت
لاہور

لاہور، کراچی، راولپنڈی/اسلام آباد، ملتان، کوئٹہ اور گوادر سے بیک وقت شائع ہوتا ہے

جلد | اتوار 23 ربیع الثانی 1446ھ 27 اکتوبر 2024ء 12 کاتک 2081ب | صفحات | رجسٹرڈ نمبری بی ایل | شمارہ

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

Advertisement No. PDS/COE-C&P(1)-10/2024

(FOR CENTRE OF EXCELLENCE (BOYS) SCHOOLS, 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	Accounts Officer	OG-I	01 (Male)	01 (Male)	• Minimum M.Com. / ACCA / ACMA (Inter) / MBA (Finance) or B.Com. with 5 years of experience with Government / Semi-Government / private sector organizations. • Preferably 3 years of hands-on experience on managing accounts and finance. • Preference would be given to public sector experience. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
2	Head Clerk	DS-16	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent educational qualification. • Preferably 10 years related experience in a reputed organization. • Certificate in computer applications (MS Office Suite), Urdu In-Page & Typing Speed at least 30-35wpm. • Proficiency in English correspondence / language. • Knowledge of filing system / record keeping. • Experience/Character Certificates from the previous employer/s, if any.	Up to 63 Years
3	Assistant Admin Officer	DS-16	01 (Male)	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. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
4	Nurse (Male)	DS-14	01 (Male)	01 (Male)	• Intermediate (Pre-Medical) subjects with Diploma in General Nursing with one-year diploma in any specialized course in lieu of Midwifery, and Registered with Punjab Medical Faculty Board/Pakistan Nursing Council (PNC). • At least 3-4 years of related experience in Government / Private institute. • Additional related medical certificates/diplomas will be given due weightage. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
5	Science Lab Assistant (Physics, Chemistry & Biology)	DS-14	02 (Male)	02 (Male)	• Minimum F.Sc. (for Physics, Chemistry & Biology) • Well versed in handling of respective lab with preferably 3-5 years relevant experience.	Up to 63 Years
6	IT Lab Assistant	DS-14	01 (Male)	01 (Male)	• Minimum ICS for IT. • Well versed in handling of respective lab with preferably 3-5 years relevant experience. • Experience of handing and maintenance of security equipment including surveillance cameras and networking.	Up to 63 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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