THE EXPRESS TRIBUNE
TUESDAY, FEBRUARY 18, 2025

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

Advertisement No. PDS/HO(2)-01/2025

WE ARE HIRING

The Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of Punjab, invites applications from qualified, motivated, and dedicated professionals for the following positions. All appointments will be made on contractual basis.

(i) ASSISTANT — No. of Posts: 01

Qualification & Experience:	➢ FA/F.Sc. or equivalent from a recognized institute/Board with minimum **10 years'** experience of a reputed government/semi-government/private organization. ➢ BA/B.Sc./BBA/B.Com. or equivalent from recognized University/College/ Institution with minimum **05 years'** experience of a reputed government/semi-government/private organization.
Preferred experience / credentials:	➢ The ideal candidate must be flexible and capable of providing comprehensive office support to ensure seamless office operations. ➢ Should be proficient and experienced in handling correspondence, drafting official letters, maintaining records, performing data entry, managing files, organizing documents, coordinating and arranging meetings, preparing meeting minutes, managing schedules, maintaining office supplies inventory, and assisting senior staff with daily routine office tasks. ➢ Preferably Diploma in computer applications (MS Office Suite). Computer proficiency with minimum 30-40wpm. and Urdu In-Page ➢ Proficiency to understand English/Urdu correspondence/language and drafting skills are mandatory. Urdu In-Page typing will be an added advantage. ➢ Well conversant with the use of HRIS/ERP/ATS will be an added advantage.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-16 (Equivalent to BPS-16).

(ii) DATA ENTRY / COMPUTER OPERATOR — No. of Posts: 05

Qualification:	Minimum Matric/O-Level/A-Level/Intermediate/ICS/I.Com. or equivalent from a recognized institution with 6 months to 1-year computer diploma. Higher qualification will be preferred.
Preferred experience / credentials:	➢ At least 3-5 years of relevant experience of Data entry. Typing speed minimum 35-40wpm and must have practical knowledge of MS Word, MS Excel and MS PowerPoint. Knowledge of filing system / record keeping is mandatory. Proficiency to understand English/Urdu correspondence/language, drafting and Urdu In-Page typing will be an added advantage. ➢ Experience from public sector organization will be preferred.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-12 (Equivalent to BS-12).

(iii) RECORD KEEPER — No. of Posts: 01

Qualification:	Minimum FA / FSc / ICS / I.Com with computer proficiency.
Preferred experience / credentials:	➢ Minimum 1-2 years' experience will be preferred in record keeping in Government/Private Organizations. ➢ Should be able to maintain and organize engineering records, technical documents, drawings, and project files systematically and ensure proper filing, retrieval, and security of all official documents (both physical and digital). ➢ Manage data entry, record updates, and maintain accurate logs of project-related documents. ➢ Support the engineering team by providing timely access to required records and documents. ➢ Coordinate with different departments to ensure smooth documentation flow, if required. ➢ Maintain confidentiality and handle sensitive information with integrity.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-11 (Equivalent to BS-11).

Process / Conditions:

Applicants shall submit the following by post/courier:

(1) Application.
(2) Detailed Résumé/CV.
(3) Attested/Certified copies of qualifications, experience certificates, latest copy of valid CNIC and 2 passport-size photographs.

Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for interview. No TA/DA will be admissible. Selected employees can be transferred/posted to any other Daanish or Center of Excellence schools during the period of contract appointment. Please clearly mark on the envelope, "***Name of Position applied for***". 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. Applicants convicted by any court of law are not eligible to apply. The competent authority has the right to reject any or all applications with / without assigning any reason(s) and its decision will not be challengeable in any court of law. Interested candidates may send their documents as mentioned above to the undersigned at the given address before **07 MARCH 2025**.

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.

www.daanishschools.edu.pk/careers

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