DAILY EXPRESS
روزنامہ ایکسپریس لاہور
پاکستان کے 11 شہروں سے بیک وقت شائع ہونے والا واحد اخبار
TUESDAY, FEBRUARY 18, 2025

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

Advertisement No. PDS/HO(1)-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) PROCUREMENT OFFICER — No. of Posts: 01

Qualification:	14 years/Bachelor's degree of educational qualification from an HEC recognized University.
Preferred experience / credentials:	➢ A minimum of two years of post-qualification experience in procurement, contract management, supply chain, or material management within a reputable organization is required. ➢ The ideal candidate should possess a hands-on practical experience of procuring goods and services in public sector in compliance with the applicable PPRA rules/regulations and standards. ➢ The candidate will be responsible for assisting the Manager Procurement in managing purchasing, sourcing activities and ensuring that procurement processes are conducted efficiently, effectively, and in a manner that maximizes value for PDS&CEA / Daanish Schools, ensuring that all products and materials meet the government's standards, negotiating the best prices with suppliers, assessing the quality of products, designing and vetting procurement-related documents/bidding documents, drafting and vetting procurement contracts, managing contract and performance databases, and/or other task/assignment as given by the management. ➢ Proficiency in computer skills is essential.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	OG-I (Equivalent to BS-17).

(ii) ADMIN OFFICER — No. of Posts: 01

Qualification:	Bachelor's degree from HEC recognized University.
Preferred experience / credentials:	➢ At least 3 years of relevant experience in administration, office management, and organizational coordination in a reputable organization particularly in government/semi government/private sector organizations of well repute. ➢ Must be able to perform day-to-day administrative operations of the Head Office under the supervision of Manager Administration. Must be able to supervise support staff and office logistics. ➢ Strong knowledge of administrative procedures, record management, and office coordination. ➢ Ability to maintain official records, documentation, and correspondence. ➢ Thorough understanding of government rules, policies, and procurement procedures and ensure compliance with organizational policies and government regulations.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	OG-I (Equivalent to BS-17).

(iii) ESTATE/LAND OFFICER — No. of Posts: 01

Qualification:	Minimum Twelve years of educational qualification.
Preferred experience / credentials:	➢ Retired Board of Revenue (BoR) employees who joined BoR at any level and retired as Tehsildar or Assistant Commissioner in Punjab. Should have served in field in various districts. ➢ Should have unblemished service record. ➢ Have thorough grasp of Land Revenue Act 1967 and Land Revenue Rules 1968 and their implementation. ➢ Command over Land Revenue/Land Administration/Settlement and Consolidation Manuals. ➢ Understanding of Colonization Act 1912, Tenancy Act 1887 and Land Acquisition Act 1894. Expertise in litigation relating to ownership and possession of lands, and land records. ➢ Understanding of Surveys, Demarcation and Partition of Lands. Working knowledge of agriculture, cultivation and irrigation of especially barren, sandy dunes, saline and water-logged lands. Understanding of Illegal ➢ Dispossession Act 2005 and removal of encroachments from state/institution' land. ➢ Retired government officials/officers having long relevant experience may be preferred over basic eligibility criteria.
Age Limit:	Up to 55 years. (Retired government officials/officers having relevant experience can apply up to the age of 63 years).
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	OG-I (Equivalent to BPS-17).

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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