THE EXPRESS TRIBUNE

MONDAY, DECEMBER 4, 2023 |

PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY
DAANISH SCHOOL (BOYS & GIRLS)
FAZILPUR DISTRICT RAJANPUR
JOB OPPORTUNITIES

Punjab Daanish Schools and Centers of Excellence Authority, Government of the Punjab offers opportunities to highly dynamic and committed professionals in **NON ACADEMIC STAFF** category to serve at **DAANISH SCHOOL (BOYS & GIRLS), FAZILPUR DISTRICT RAJANPUR :**

Sr. No.	Name of Posts	Pay Scale	No. of Posts		Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Mess In-charge	DS-12	-	01 (Male)	• Minimum Matriculate or equivalent. • 3 Years' experience of operating a mess of a reputed establishment. • Practical knowledge of mess inventory, records, scales, distribution. • Experience of an Army Mess Havildar will be given preference. • Experience / Character Certificates from the previous employer/s, if any.	Up to 55 Years
2.	Junior Clerk (Accounts)	DS-11	01 (Male)	01 (Male)	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35 wpm. • Preferably 3 years of experience in Government/Private Offices. • Accounting / Finance experience will be preferred. • Experience/Character Certificates from the previous employer/s, if any	Up to 63 Years
3.	Store Keeper (General)	DS-09	01 (Male)	-	• Minimum Matriculate or equivalent. • Preferably a Havildar from Ordinance or ASC • 3 years' experience in handling store and keeping records / inventory in a known establishment of public or private sector • Experience/character certificates from the previous employer /if any	Up to 55 years
4.	Store Keeper (Mess)	DS-09	01 (Male)	-	• Minimum Matriculate or equivalent. • 3 Years' experience of handling ration store. • Preferably a Havildar from Ordinance or ASC • Experience in keeping records / Inventory in a ration store of a concern of repute Public or private sector organization. • Experience / Character Certificates from the previous employer/s, if any.	Up to 55 years
5.	Tandoorchi	DS-04	01 (Male)	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
6.	Laundry Steward	DS-04	01 (Male)	-	• Preferably 1 Year relevant experience • Physical fitness • Experience / Character Certificates from the previous employer/s, if any.	Up to 40 Years
7.	Security Guard	DS-02	02 (Male)	02 (Male)	• Minimum Middle (Class –VIII)or Equivalent • Experienced from Infantry, Artillery, Armoured Corps, Air Defence, Rangers, Frontier Corps, and 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.	Up to 53 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 **DAANISH SCHOOL (BOYS&GIRLS) FAZILPUR.**

ii. Please clearly mark on the envelope, "For the post of _____."

iii. Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **18 December, 2023.** 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. The selected candidate(s) can be transferred/posted to any other Daanish / Centre of Excellence School located in Punjab Province.

ix. All selected applicants will be required to submit medical certificate(s) and police clearance certificate.

x. School Principal/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.

IPL-10318 **PRINCIPAL, DAANISH SCHOOL (BOYS & GIRLS), FAZILPUR**

Schools Address: 03-KM, Dera Road near Police Station Fazilpur District Rajanpur

BOYS Campus: 0604-690914 | Girls Campus. 0604-690954