INTERNATIONAL
THE NEWS
Saturday
June 8, 2024

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY
DAANISH SCHOOLS (BOYS & GIRLS), FAZILPUR
JOB OPPORTUNITIES

Punjab Daanish Schools and Centres 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 Post	Scale	No. of Posts		Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Junior Clerk (General)	DS-11	01 (Male)	02 (Male)	• Minimum Matriculate or equivalent qualification from a recognized institution / board • Computer proficiency (MS Office Suit, Excel, Power Point), Urdu In-Page. • Preferably 3 Years' experience in a reputed organization. • Knowledge of filing system / record keeping. • Typing Speed at least 30-35 wpm. • Experience /Character Certificates from the previous employer/s, if any.	Up to 63 Years
2.	Hostel Girl	DS-05	-	03 (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. • Carry out 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

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 28 June, 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. The selected candidate(s) can be transferred/posted to any 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-5434

PRINCIPAL, DAANISH SCHOOL (BOYS & GIRLS), Fazilpur
03-KM, Dera Road Near Police Station Fazilpur Distt. Rajanpur. Ph. (Boys) 0604-690914, Ph. (Girls) 0604-690954