

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

Advertisement No. PDS/HOMIS-05/2024

VACANCIES ANNOUNCEMENT

Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, committed and highly dynamic professionals for the under-mentioned appointments. All appointments shall be made on contract basis.

DEPUTY MANAGER (MIS/IT)

No. of Posts: 01

Qualification:	MCS/MIT or BS(CS) or 16 years education in relevant subject from HEC recognized University.
Preferred experience / credentials:	➢ Possess at least 5 years relevant experience in the development applications such as .NET, .NET CORE, MVC, SQL SERVER 2018 for an in-house already developed ERP system maintenance and upgradation. ➢ Can identify and evaluate new technology development and gauge its applicability to the PDS&CEA by providing the solution architecture. ➢ Maintain a contemporary working knowledge of IT based best practices and innovative solutions within both government and industry. ➢ Cultivate and maintain knowledge regarding IT based best practices and innovative solutions. ➢ Oversee and coordinate with all IT initiative and projects in Daanish Authority Head Office and its schools all across Punjab. ➢ Possess hands-on expertise in Server management & installation, domain control management, IP phone exchange configuration, management and controls, print server management, Video conferencing management tools and techniques, internet bandwidth controls, configurations of LAN/WAN and networking channels and support, Routers & AP configurations and maintenance, firewalls configuration, maintenance and upgradation for all schools/head office, network configuration, maintenance, and support for schools and head office, Broadband & MPLS configuration and maintenance, IT contingency and disaster recovery plan configurations, required tools, procedures & maintenance, and most importantly troubleshooting / maintenance of already developed ERP system of PDS&CEA. ➢ Excellent managerial and interpersonal skills, proficiency in various IT tools/packages/applications is a must and effective English communication skills/correspondence ability. ➢ Willingness to travel to remote areas of the Punjab, as and when required.
Age Limit:	Upper age limit: Up to 55 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	OG-II (Equivalent to BS-18).

ASSISTANT (MIS/IT)

No. of Posts: 01

Qualification:	B.Com./BS(IT)/BSc (IT)/BCS or equivalent from recognized University/College/Institution from the HEC.
Preferred experience / credentials:	➢ Minimum 02 - 03 years' experience. ➢ Experienced and hands-on expertise in maintaining files, record-keeping, documentation, inter-departmental correspondence and good computer skills such as MS Office package software typing will be an added advantage, correspondence with government departments. and ➢ Possess hands-on experience with the use of HRIS / ERP. ➢ Must have working experience in the following tools: - • .Net Framework: ASP.NET web forms, API Integration, MVC .net Core, Desktop Application Development. • Databases: MSSQL, MS Access, Expert in SQL complex queries, jobs. • Reporting Tools: Crystal reports & Fast Reports. ➢ Excellent interpersonal skills, computer proficiency and good English communication skills/correspondence ability.
Age Limit:	Upper age limit: Up to 55 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-16 (Equivalent to BS-16).

Process / Conditions:

Applicants shall submit the following by post/courier;

(1) Detailed Résumé/CV.

(2) 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. Please clearly mark on the envelope, "post 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 **03 JUNE 2024**.

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

(PDS&CEA believes in Equal Employment Opportunities)

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