THE DAILY JANG LAHORE
روزنامہ جنگ لاہور
بانی..... میر خلیل الرحمٰن
جلد 48 | بدھ 9 جمادی الاول 1448ھ 21 اکتوبر 2026ء 7 کاتک 2083ب | شمارہ 360
صفحات 8 قیمت 40 روپے
فون 36367480 تا 83 | کراچی 140

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

Advertisement No. PDS/COE-PNSM(1)-10/2026

CENTRE OF EXCELLENCE (BOYS) SCHOOLS, PHOOLNAGAR & SARAI MUGHAL

Exciting Career Opportunities

The Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of the Punjab, invites applications from talented, dynamic, and service-oriented professionals to join its expanding institutional network in the **Non-Academic Staff Category** at the newly constructed **Centres of Excellence (Boys) Schools at Phoolnagar and Sarai Mughal.**

Sr. No.	Name of Post/ Designation	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			COE Phool Nagar	COE Sarai Mughal		
1	Accounts Officer	OG-I	01 (Male)	01 (Male)	• Minimum M.Com. / ACCA / ACMA (Inter) / MBA (Finance) or B.Com. with 05 years of experience with Government / Semi-Government / private sector organizations. • Preferably 3 years of hands-on experience of managing accounts and finance. • Preference would be given to public sector experience. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
2	Head Clerk	DS-16	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent educational qualification. • Preferably 10 years related experience in a reputed organization. • Certificate in computer applications (MS Office Suite), Urdu In-Page & Typing Speed at least 30-35wpm. • Proficiency in English correspondence / language. • Knowledge of filing system / record keeping. • Experience/Character Certificates from the previous employer/s, if any.	Up to 45 Years
3	Assistant Admin Officer	DS-16	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent educational qualification. • Preferably 5 years related experience in reputed organization. • Lower-level experience in administrative matters, including man-management, messing, building maintenance, procurements, security and sporting facilities. • Expertise in security matters and weapon-handling. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 Years
4	Junior Clerk (General)	DS-11	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent qualification from a recognized institution/board. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm. • Preferably 3 years of experience in a reputed organization. • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 Years
5	Junior Clerk (Accounts)	DS-11	01 (Male)	01 (Male)	• Minimum I.Com/D.Com or equivalent qualification from a recognized institution/board with short computer course with Typing Speed at least 30-35wpm. • Preferably 3 years Accounting and Finance of experience in a reputed organization. • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 Years
6	Store Keeper (General)	DS-09	01 (Male)	01 (Male)	• Minimum Matriculate or equivalent. • Preferably a Havildar from Ordnance 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/s, if any.	Up to 55 Years
7	Security Guard	DS-02	08 (Male)	06 (Male)	• Minimum Middle (Class-VIII) or equivalent. • Experienced from Infantry, Artillery, Armoured Corps, Air Defence, Rangers, Frontier Corps, 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 period. • Preferably 5 years' proven experience in weapon-handling (to be tested). • Eye-sight 6/6.	Up to 53 Years
		TOTAL	14	12	--	-

Process / Conditions:

i. Applicants shall attach with their applications a detail resume (CV), 2x Photographs and Certified Copies of educational/ experience certificates, domicile and CNIC duly attested should reach to the undermentioned address respectively.
ii. Please clearly mark on the envelope, "***Name of Post & Location Applied For***" and candidates applying for multiple position or campuses (e.g., Phoolnagar or Sarai Mughal) must submit a separate application for each post/campus, otherwise application will be considered only for one post. Incomplete applications shall not be entertained.
iii. Interested candidates may apply in confidence by sending their credentials to the given addresses on or before **11 NOVEMBER 2026**. 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. Applicants convicted by any court of law are not eligible to apply.
ix. The selected candidates shall be liable to be posted/transferred to any Daanish School or Centre of Excellence School under the administrative control of PDS&CEA, anywhere in Punjab, during the contract period.
x. The selected candidates shall be required to assume charge of their respective positions upon completion and operationalization of the newly constructed Centres of Excellence at Phoolnagar and Sarai Mughal, or as and when required.
xi. All selected applicants will be required to submit medical certificate(s) and police clearance certificate.
xii. 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.

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, 042 99230633.

www.daanishschools.edu.pk/careers

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