THE EXPRESS TRIBUNE

SUNDAY, JUNE 9, 2024

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY

CENTERS OF EXCELLENCE SCHOOL (BOYS) NANKANA SAHIB

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 **CENTER OF EXCELLENCE (BOYS) NANKANA SAHIB.:**

Sr. No.	Name of Post	Pay Scale	No. of Posts	Qualification / Experience	Age Limit
1.	Assistant Admin Officer	DS-16	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 Certificate from the previous employer/s, if any.	Up to 55 Years
2.	Mali/Baildar	DS-01	01 (Male)	• Preferably 2 years' relevant experience. • Experience/ Character Certificates from the previous employer/s.	Up to 40 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 **CENTER OF EXCELLENCE (BOYS) NANKANA SAHIB.**

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.

PRINCIPAL: CENTRE OF EXCELLENCE (BOYS) SCHOOL NANKANA SAHIB
(Near District Courts, Nankana Sahib) Phone # 056-3549177

IPL-5494