THE EXPRESS TRIBUNE

SATURDAY, DECEMBER 9, 2023

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY

CENTRE OF EXCELLENCE (BOYS & GIRLS), ROJHAN

JOB OPPORTUNITIES

Punjab Daanish Schools and Centers of Excellence Authority, Government of the Punjab offers opportunities to highly dynamic and committed persons in **NON ACADEMIC STAFF** category to serve at **CENTRE OF EXCELLENCE (BOYS & GIRLS) HIGH SCHOOLS, ROJHAN DISTRICT RAJANPUR: -**

Sr. No.	Name of Post	Pay Scale	Boys Campus	Girls Campus	Qualification / Experience	Age Limit
1.	Assistant Admin Officer	DS-16	-	01 (Male)	• Minimum matriculate or equivalent education 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
2.	Security Guards	DS-02	01 (Male)	02 (Male)	• Minimum Middle (Class-VIII) or equivalent • Experienced from Infantry, Artillery, Armored corps, Air Defense, 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's 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

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 **CENTRE OF EXCELLENCE (BOYS & GIRLS) HIGH SCHOOLS, ROJHAN DISTRICT RAJANPUR**

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 22 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.

PRINCIPAL, CENTRE OF EXCELLENCE BOYS & GIRLS HIGH SCHOOL, ROJHAN

IPL-10457 **PH. NO. 0604-610247 (BOYS) | PH. NO. 0334-7216668 (GIRLS)**