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PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY
DAANISH SCHOOLS (BOYS & GIRLS), MAILSI, DISTRICT VEHARI

JOB OPPORTUNITIES

Punjab Daanish School and Centers of Excellence Authority, Government of Punjab offers opportunities to highly dynamic and committed professionals in **NON-TEACHING STAFF** category to serve at **Daanish School (Boys & Girls) Vehari:-**

Sr. No.	Name of Post	Pay Scale	No. of Posts		Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Assistant Admin Officer	DS-16	1 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
2.	Head Clerk	DS-16	1 Male	-	• Minimum Matriculate or equivalent educational qualification • Preferably 10 Years of related experience in a reputed organization. • Certificate in Computer applications (MS Office Suit), Urdu in page & Typing speed at least 30-35 wpm • Proficiency in English correspondence/language • Knowledge of filing system/record keeping • Experience/Character Certificates from the previous employer/s, if any	Up to 63 Years
3.	Nurse / Dispenser	DS-14	1 Male	1 Female	• Minimum 2 Years General Nursing Diploma (Registered with Punjab Medical Faculty Board / Pakistan Nursing Council) • Preferably 4 Years' of related experience • Additional related medical certificates / diplomas will be given due weightage. • Experience/Character Certificates from the previous employer/s, if any	Up to 55 Years
4.	Mess In charge	DS-12	1 Male	-	• Minimum Matriculate or equivalent. • 3 Years of experience of operating a mess of a reputed establishment • Practical knowledge of mess inventory, records, scales, distribution • Experience of an Army Mess Havildar will be given preference • Experience/Character Certificates from the previous employer/s, if any	Up to 55 Years
5.	Junior Clerk (Accounts)	DS-11	1 Male	-	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35 wpm • Preferably 3 Years of experience in Govt / Private Offices. • Accounting / Finance experience will be preferred. • Experience/Character Certificates from the previous employer/s, if any	Up to 63 Years
6.	Store Keeper (General)	DS-9	1 Male	-	• Minimum Matriculate or equivalent • Preferably Havildar from Ordnance or ASC. • 3 Years' experience in handling of store and keeping record / inventory in a known establishment or Public or Private sector. • Experience/Character Certificates from the previous employer/s, if any	Up to 55 Years
7.	Store Keeper (Mess)	DS-9	1 Male	1 Male	• Minimum Matriculate or equivalent • 3 Years' experience in handling Ration store • Preferably Havildar from Ordnance or ASC. • Experience in keeping records/inventory in a ration store of a concern of repute public or private sector organization. • Experience/Character Certificates from the previous employer/s, if any	
8.	Security Supervisor	DS-9	-	1 Male	• Minimum Middle or equivalent. • Assist to Assistant Admin Officer in day to day security arrangements. Thorough understanding of security plan and role of security. Carry out mock drill on regular basis on various emergencies / situations. • Preference will be given to retired JCOs/NCOs of Fighting Arms. • Handle security staff matters. • Experience/Character Certificates from the previous employer/s, if any.	
9.	Bus Driver	DS-9	1 Male	-	• Primary with HTV/PSV License. • Preferably 10 years' experience in Govt. / Private organization. • Safety record Certificate from previous employer. • Physical fitness. • Eye-sight check. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 Years
10.	Cook	DS-7	2 Male	2 Male	• Preferably 5 years' relevant experience. • Complete Medical fitness tests (Mandatory).	
11.	Hostel Boys	DS-5	1 Male	-	• 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. • Maintain list and record of hostel residents. • Carry out any other function & 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:

- 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 or Girls) Mailsi, District Vehari.**
- Please clearly mark on the envelope, "For the post of _____."
- Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **25 October 2021.** Candidates may also submit their applications in the school office in person during working hours.
- Only shortlisted candidates will be called for test / interview. Date of written / or any other test will be given later, if required.
- After test only shortlisted / selected candidates will be called for interview.
- All appointments will be on contract basis.
- **No TA/DA** will be admissible to the candidates shortlisted for test/interview.
- After appointment, the selected candidate(s) can be transferred / posted to any other Daanish / Centre of Excellence School located in Punjab Province.
- All selected applicants will be required to submit medical certificate(s) and police clearance certificate.
- 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.

PRINCIPALS, DAANISH SCHOOLS (BOYS & GIRLS) MAILSI, DISTRICT VEHARI
Chak 204/W.B, Tibba Sultan Pur, Mailsi District Vehari
Telephone : Boys Campus: 067-3368709, Girls Campus: 067-3368759

(IPL-10260-L)