THE EXPRESS TRIBUNE

THURSDAY, OCTOBER 7, 2021

Punjab Daanish Schools & Centers of Excellence Authority

DAANISH SCHOOL (BOYS & GIRLS) DERA GHAZI KHAN

JOB OPPORTUNITIES

Punjab Daanish Schools and Centers of Excellence Authority, Government of the Punjab offers following opportunities to highly dynamic and committed persons in **NON-ACADEMIC STAFF** category to serve at **DAANISH SCHOOL (BOYS & GIRLS) Dera Ghazi Khan:-**

Sr, No	Name of Post /Subject	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Boys	Girls		
1.	Head Clerk	DS-16	-	1 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 63 year
2.	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
3.	Lab Assistant (IT)	DS-14	1 Male	1 Male	• Minimum ICS. • Well versed in handling of respective lab with preferably 3-5 years relevant experience. • Experience of handling and maintenance of security equipment including surveillance cameras and networking.	Up to 63 year
4.	Dispenser / Nurse	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
5.	Mess In-Charge	DS-12	1 Male	1 Male	• Minimum Matriculate or equivalent. • 3 years' 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
6.	Junior Clerk (Store)	DS-11	1 Male	1 Male	• Minimum Matriculate or equivalent qualification from a recognized institution/board. • Computer proficiency (MS Office, Word, Excel, Power point), Urdu In-Page • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm. • At least 3 years of experience in keeping record of all ledgers of a store and to maintain and update record of all assets, stores & related ledgers and vouchers. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 years
7.	Junior Clerk (Accounts)	DS-11	-	1 Male	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35wpm. • Preferably 3 years of experience in Government / Private Offices. • Accounting/Finance experience will be preferred. • Experience/Character Certificates from the previous employer/s, if any.	Up to 63 years
8.	Driver (BUS)	DS-09	1 Male	-	• Primary with HTV/PSV License. • Preferably 10 years of experience in Government/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
9.	Store Keeper (General)	DS-09	1 Male	1 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
10.	Security Supervisor	DS-09	1 Male	-	• Minimum Middle or equivalent • Assist to Assistant Admin Officer in day to day security arrangement. 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	Up to 55 years
11.	Store keeper (Mess)	DS-09	-	1 Male	• Minimum Matriculate or equivalent • 3 years' experience in handling ration store. • Preferably a Havildar from Ordnance or ASC. • Experience in keeping records/inventory in a ration store of a concern of repute in public or private sector organization. • Experience/character certificates from the previous employer/s if any	Up to 55 years
12.	Cook (Mess)	DS-07	1 Male	1 Male	• Preferably 5 years, relevant experience. • Complete Medical fitness tests (Mandatory).	Up to 50 years
13.	Hostel Boy/Girl	DS-05	1 Male	5 Female	• 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. • Carryout any other functions & 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) Dera Ghazi Khan.**
- 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.
- 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, DAANISH SCHOOL (BOYS & GIRLS), DERA GHAZI KHAN

School Address: 03-KM, Taunsa Road Near By-Pass, Dera Ghazi Khan

Boys Campus: 064-2474919, Girls Campus. 064-2474956

IPL-10261