INTERNATIONAL
THE NEWS
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DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY
DAANISH SCHOOLS BOYS&GIRLS MIANWALI
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 **DAANISH SCHOOLS BOYS&GIRLS MIANWALI**:-

Sr. No.	Name of Post / Subject	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Boys	Girls		
1.	Lab Assistant (IT)	DS-14	01 Male	01 Male	• Minimum ICS (IT). • Well versed in handing of respective lab with preferably 3-5 years relevant experience. • Experience of handing and maintenance of security equipment including surveillance cameras and networking.	Up to 63 Years
2	Junior Clerk (Accounts)	DS-11	-	01 Male	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35 wpm. • 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
3	Junior Clerk (Store)	DS-11	01 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
4	Store Keeper (General)	DS-09	01 Male	01 Male	• Minimum Matriculate or equivalent. • Preferably a Havaldar from Ordnance or ASC. • 3 years' experience in handing 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
5	Store Keeper (Mess)	DS-09	01 Male	-	• Minimum Matriculate of Equivalent. • 03 years, experience in handling Ration Store • Preferably a Havildar from Ordnance or ASC. • Experience in keeping records/inventory in a ration store of concern repute in public or private sector organization. • Experience/Character Certificates from the previous employer/s, if any.	Up to 55 years
6	Bus Driver	DS-09	01 Male	-	• Primary with HTV/PS License. • Preferably 10 years of experience in Government / Private Organizations. • 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
7	Security Supervisor	DS-09	-	01 Male	• Minimum Middle or equivalent. • Assist to assistant Admin Officer in day to day security arrangements. Through 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
8	Hostel Girl	DS-05	-	03 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. • Carry out 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 SCHOOLS (BOYS or GIRLS) MIANWALI**.
- 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 **26 October 2021.** Candidates may also submit their applications in the school office in person during working hours.
- Only shortlisted candidate 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) MIANWALI
Schools Address: Near Harnoli Morr, Tehsil Piplan, Distt. Mianwali
Phone No. 0459-295000 (Boys), 0459-296504 (Girls)

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