PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY

DAANISH SCHOOL (BOYS & GIRLS) RAHIM YAR KHAN

JOB OPPORTUNITIES

Punjab Daanish Schools and Centers of Excellence Authority, Government of the Punjab offers opportunities to highly dynamic and committed professionals in **NON-ACADEMIC STAFF** category to serve at **DAANISH SCHOOL (BOYS & GIRLS) RAHIM YAR KHAN:-**

Sr. No.	Name of Post / Subject	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Boys	Girls		
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 Certificates from the previous employer/s, if any.	Up to 55 Years
2.	Nurse / Dispenser	DS-14	-	01 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
3.	Mess In-Charge	DS-12	-	01 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
4.	Junior Clerk (Store)	DS-11	01 Male	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
5.	Store Keeper (General)	DS-09	-	01 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
6.	Store Keeper (Mess)	DS-09	01 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
7.	Driver (Bus)	DS-09	01 Male	-	• Primary with HTV/PSV License. • Preferably 10 years of experience in Government / Private Organizations. • Safety record Certificate from previous employer/s. • Physical fitness. • Eye-sight check. • Experience/Character Certificates from the previous employer/s, if any.	Up to 50 Years
8.	Cook (Mess)	DS-07	01 Male	01 Male	• Preferably 5 years relevant experience. • Complete Medical fitness tests (Mandatory).	Up to 50 Years
9.	Hostel Girl	DS-05	-	01 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 in 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 School (Boys or Girls) Rahim Yar 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 **30th 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 SCHOOL (BOYS & GIRLS) RAHIM YAR KHAN
Chak No. 82/P, 4-KM from Pull Sunny, Palace Road,
Phone No. (Boys Campus): 068-5882304, (Girls Campus): 068-5882354

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