INTERNATIONAL
THE NEWS
Friday, April 5, 2024 Lahore Edition

PUNJAB DAANISH SCHOOLS AND CENTRES OF EXCELLENCE AUTHORITY (GOVERNMENT OF PUNJAB)

Advertisement No. PDS/DSAO-CHMR-03/2024

VACANCY ANNOUNCEMENT

Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of the Punjab, is looking for qualified, motivated, committed and highly dynamic professionals for the under-mentioned appointment. All appointments will be made on Contract Basis.

ADMINISTRATION OFFICER (FOR DAANISH SCHOOLS) — No. of Posts: (04)

Qualification:	➢ Minimum Graduation or equivalent educational qualification from an HEC recognized educational institution.
Experience/ Credentials:	➢ Preferably 10 years related experience in reputed organization. ➢ Verifiable middle to upper level hands-on experience in dealing with administrative matters, including man-management, messing, building maintenance, purchases & procurement, sports and security & allied facilities. ➢ Expertise in dealing with surveillance & security matters and weapon-handling. ➢ Preference will be given to the officers retired in the rank of Maj./Lt. Col. (or equivalent) from Pak Armed Forces. ➢ Experience/Character Certificate from the previous employer/s, if any.
No. of Posts:	04 (Four)
Age:	Up to 55 years (63 years for retired government officer/official).
Location:	1x for Daanish Schools (Boys & Girls) at Chishtian, 1x for Daanish Schools (Boys & Girls) at Hasilpur, 1x for Daanish Schools (Boys & Girls) at Mianwali, AND 1x for Daanish Schools (Boys & Girls) at Fazilpur, District Rajanpur.
Pay & Benefits:	OG-II (equivalent to BPS-18) and other fringe benefits as per PDS&CEA rules/regulations.

Process / Conditions:

Applicants shall submit the following by post/courier (Only hand-written applications and write-ups by the applicants themselves will be acceptable). Selected employees can be transferred/posted to any other Daanish or Center of Excellence school during the period of contract.

(1) Hand-written application and write-up by the applicants expressing their own ideas about public schooling.
(2) Detailed Résumé/CV.
(3) Attested/Certified copies of qualifications, experience certificates, latest copy of valid CNIC and 2 passport-size photographs.

Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for interview. No TA/DA will be admissible. Please clearly mark on the envelope, "post applied for & location". 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. Applicants convicted by any court of law are not eligible to apply. The competent authority has the right to reject any or all applications with / without assigning any reason(s) and its decision will not be challengeable in any court of law. Interested candidates may send their documents as mentioned above to the undersigned at the given address before **26 APRIL 2024**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centres of Excellence Authority, Govt. of Punjab. Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 99230633.

www.daanishschools.edu.pk/careers

IPL-2817