

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

Advertisement No. PDS/HO-04/2026

WE ARE HIRING

The Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of Punjab, invites applications from qualified, motivated and dedicated individuals for the following positions. All appointments shall be made on Contract Basis.

(I) DATA ENTRY/COMPUTER OPERATOR — No. of Posts: 02

Qualification:	Minimum Matric/O-Level/A-Level/Intermediate/ICS/I.Com. or equivalent from a recognized institution with 06-months to 1-year computer diploma. Higher qualification will be preferred.
Preferred experience / credentials:	Experience & Technical Competence: ➢ At least 3–5 years of relevant experience in data entry or a similar role. ➢ Demonstrated typing speed of at least 35–40wpm with a high level of accuracy. ➢ Proficient in MS Office Suite (Word, Excel, PowerPoint), with practical exposure to data handling, formatting and reporting. Sound knowledge of document management, filing systems and record-keeping protocols is essential. Ability to comprehend and process English and Urdu correspondence effectively. ➢ Working knowledge of drafting and Urdu In-Page typing will be considered an added advantage. Organizational Exposure: Prior experience in a public sector organization will be preferred, particularly in roles involving structured processes, compliance requirements and documentation standards.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-12 (Equivalent to BPS-12).

(ii) DRIVER (CAR/LTV) — No. of Posts: 03

Qualification:	Minimum Primary / Middle and having valid LTV Driving License.
Preferred experience / credentials:	➢ 05 years' mandatory experience in Government / Semi Government / Private organization as car driver/staff car driver. ➢ Good knowledge of traffic rules and road safety regulations. ➢ Experienced in driving official and private vehicles. Basic vehicle maintenance knowledge. ➢ Physically fit with good eyesight (6/6) with a clean driving record.
Age Limit:	Upper age limit: Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-04 (Equivalent to BPS-04).

(iii) SECURITY GUARD — No. of Posts: 02

Qualification:	Primary / Middle.
Preferred experience / credentials:	➢ Experience in carrying out operational security activities and fighting with miscreants. Retired soldiers from Infantry, Artillery, Air Defence and Armoured Corps with General Duties Trade. ➢ Clearance certificate by a registered Psychologist practitioner of a THQ/DHQ about overall mental stability should be verified and attached. ➢ Should be physically fit. Eye-sight 6/6.
Age Limit:	Upper age limit: Up to 53 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-02 (Equivalent to BPS-02).

Process / Instructions:

Applicants shall submit the following by post/courier:

(1) Application.
(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. Selected employees can be transferred/posted to any other Daanish or Center of Excellence schools during the period of contract appointment. Please clearly mark on the envelope, "***Name of Position applied for***". 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 **22 MAY 2026**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centers 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-4355