

PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY

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 SCHOOLS ATTOCK (GIRLS), CHISHTIAN (BOYS) AND CENTRE OF EXCELLENCE SCHOOLS Hafizabad (Girls), Peer Mahal (Boys) and Chakwal (Boys):-**

- Upper age Limit up to 63 years.

Sr. No	Name of Post	Pay Scale	No. of Posts	Qualification / Experience
1.	Junior Clerk (Accounts)	DS-11	5 Male/Female	• Minimum I.Com/D.Com • Minimum 3 years of experience on managing accounts and finance in Government / Private Offices. • Experience/Character Certificates from the previous employer/s, if any.

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 and Centre of Excellence Authority, Lahore.**
- 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 **11th February 2025.** 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 for a period of 02 years initially.
- No TA/DA will be admissible to the candidates shortlisted for test/interview.
- 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.
- These posts are school specific / vacant and 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.

MANAGER (ADMIN/HR &COORDINATION) **IPL-336**
PUNJAB DAANISH SCHOOLS AND CENTRES OF EXCELLENCE AUTHORITY, LAHORE
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