THE DAILY JANG LAHORE
روزنامہ جنگ لاہور
بانی..... میر خلیل الرحمٰن
جلد 46 | اتوار 24 شعبان المعظم 1446ھ 23 فروری 2025ء 12 پھگن 2081ب | شمارہ 134
صفحات 44 قیمت 35 روپے

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

Advertisement No. PDS/HO(3)-02/2025

WE ARE HIRING

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

(i) DRIVER (CAR/LTV)

No. of Posts: 01

Qualification	➢ Primary / Middle and having valid LTV Driving License.
Preferred experience / credentials:	➢ 5 years' experience in Government / Semi Government / Private organization as 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 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).

(ii) DISPATCH RIDER/DAK RIDER

No. of Posts: 01

Qualification:	Minimum Middle (Class-VIII) or equivalent.
Preferred experience / credentials:	➢ Preferably with some experience. ➢ Valid motorcycle driving license. Familiarity with Lahore city routes and important and main locations. Ability to handle official documents and correspondence safely. Knowledge of traffic rules and road safety regulations. Physically fit with good eyesight.
Age Limit:	Upper age limit: Up to 45 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BS-01).

(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 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 BS-02).

(iv) NAIB QASID/OFFICE BOY

No. of Posts: 02

Qualification:	Minimum Middle (Class-VIII) or equivalent.
Preferred experience / credentials:	➢ Preferably with some experience. ➢ Ability to perform routine office tasks and office maintenance and cleanliness. Willingness to assist in office cleaning, tea serving, and file movement. Ability to handle basic errands and office-related tasks. Well-mannered, disciplined, and physically fit. Hardworking and punctual.
Age Limit:	Upper age limit: Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BS-01).

(v) MALI/BAILDAR

No. of Posts: 02

Qualification:	Literate.
Preferred experience / credentials:	➢ Preferably with some experience. ➢ Basic knowledge of gardening, plant care, and landscaping. Ability to operate gardening tools and equipment. Responsible for watering, pruning, and maintaining plants & lawns. Hardworking, punctual, and willing to work under varied weather conditions. Physically fit and able to perform outdoor tasks.
Age Limit:	Upper age limit: Up to 50 years.
Location:	PDS&CEA Head Office Lahore.
Pay Scale:	DS-01 (Equivalent to BS-01).

Process / Conditions:

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 14 MARCH 2025.

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.
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