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روزنامہ دنیا لاہور
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PUNJAB DAANISH SCHOOLS AND CENTERS OF EXCELLENCE AUTHORITY
(GOVERNMENT OF THE PUNJAB)

Advertisement No. COE-TW002/2022

Center of Excellence (Boys) School, Tāndliānwāla

Job Opportunities

Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, dynamic and committed persons for the under-mentioned posts in **NON- ACADEMIC STAFF** category to serve at **CENTER OF EXCELLENCE (BOYS) SCHOOL, TĀNDLIĀNWĀLA, DISTRICT FAISALABAD.** Appointment will be made on contract basis.

(i) LAB ASSISTANT (PHYSICS/CHEMISTRY/BIO)	**No. of Post: 01**
Qualification:	• Minimum F.Sc. (Physics/Chemistry/Bio).
Preferred Experience / credentials:	• Well versed in handling of science lab with preferably 3-5 years relevant experience.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla
Pay Scale:	DS-14 (Equivalent to BPS-14).
(ii) LAB ASSISTANT (IT)	**No. of Post: 01**
Qualification:	• Minimum ICS (Computer Science).
Preferred Experience / credentials:	• Well versed in handling of IT lab with preferably 3-5 years relevant experience. • Experience of handing and maintenance of security equipment including surveillance cameras and networking.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla
Pay Scale:	DS-14 (Equivalent to BPS-14).
(iii) NURSE (MALE)	**No. of Post: 01**
Qualification:	• Intermediate (Pre-Medical subjects) with Diploma in General Nursing and with one-year diploma in any specialized course in lieu of Midwifery, registered with Punjab Medical Faculty Board/Pakistan Nursing Council (PNC).
Preferred Experience / credentials:	• At least 3-4 years of related experience in Government / Private institute/hospital. Additional related medical certificates/diplomas will be given due weightage. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 55 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla
Pay Scale:	DS-14 (Equivalent to BPS-14).
(iv) JUNIOR CLERK (GENERAL)	**No. of Post: 01**
Qualification:	• Minimum Matriculate or equivalent qualification from a recognized institution/board.
Preferred Experience / credentials:	• Preferably 3 years of experience in a reputed organization. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page. • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla.
Pay Scale:	DS-11 (Equivalent to BPS-11).
(v) STORE KEEPER (GENERAL)	**No. of Post: 01**
Qualification:	• Minimum Matriculate of equivalent.
Preferred Experience / credentials:	• Preferably a Havildar from Ordnance or ASC. • 03 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.
Age:	Up to 55 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla.
Pay Scale:	DS-09 (Equivalent to BPS-09).

Process / Conditions:

Applicants shall submit the following by post/courier: -

a) Application/Detailed Résumé/CV.

b) Certified/attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs.

Incomplete/late received applications will not be entertained. 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 / eligible candidates will be called for interview. Selected candidates may be transferred to another location. No TA/DA will be admissible. Please clearly mark on the envelope, "post 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. 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 to the following address before **26 DECEMBER 2022**.

IPL--12744

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centers of Excellence Authority, Govt. of the Punjab, Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 042-36633

www.daanishschools.edu.pk/careers