



**PUNJAB DAANISH SCHOOLS AND CENTERS
OF EXCELLENCE AUTHORITY
(GOVERNMENT OF THE PUNJAB)**



CHALLENGING CAREER OPPORTUNITY

The Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA) is an autonomous organization established under the auspices of Government of the Punjab. PDS&CEA seeks the services of highly committed and professionally sound lady for the post of **PRINCIPAL** for its Daanish School (Girls Campus), Chishtian (District Bahawalnagar). The school currently comprises over 600 boarders and 150 staff members. The pre-requisites of the post are given as under:-

Disposition: A markedly mature and balanced personality with progressive ideals/deportment. A person with leadership qualities to head the institution through mellowed outlook, deep learning and devotion to alumni. An individual with highly effective interpersonal and managerial skills.

Qualification: Minimum Master's degree (preferably in liberal arts) from a reputable educational institution.

Preferred Experience/Credentials:

- Minimum 10 years' experience in traditional public schooling, preferably in the role of a Principal or senior faculty member at a reputed residential institution.
- Thorough understanding of boarding management as well as wholesome grooming and personality development of alumni.
- Good knowledge of educational system in Punjab with the ability to build effective procedures to tangibly improve the educational performance of students.
- Guidance and training of teachers through good knowledge of teaching strategies and methods of instruction.

Gender/Age: Only **Female** candidates between 40 to 55 years can apply.

Salary/Benefits: OG-III / Equivalent to BPS-19 (Gross Salary up to Rs.165,000/-) and car with driver. Family accommodation at campus.

The applicants will furnish the following by post before 5 May 2017 (Only hand-written applications and write-ups by the applicants themselves will be accepted).

- Detailed bio-data.
- Certified copies of qualifications, Experience certificates, CNIC and 2 recent passport-sized photographs.
- A one-page write-up by the applicants expressing their own ideas about the traditional residential public schooling.
- Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for interview. No TA/DA will be admissible. Interested candidates may send their documents to the undersigned before **5 May 2017**.

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. Ph: 042-99230633 **(PDS&CEA believes in Equal Employment Opportunity)**