



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

داانش

**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 a highly committed and professionally sound lady for the post of **PRINCIPAL (Female)** for its Daanish School (Girls Campus), Fazilpur, District Rajanpur. The school currently comprises over 500 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, (with minimum 2nd division) from an HEC recognized educational institution.
- Preferred Experience/  
Credentials:**
- Preferably 5 years' experience as a Principal or a senior faculty member, preferably at a reputed residential institution with traditional public schooling.
  - Leadership and command ability.
  - Thorough understanding of boarding management as well as wholesome grooming and personality development of alumni.
  - Experience as housemaster in a known residential institution will have additional weightage.
  - Good administrative acumen to discharge the important functions of a traditional residential institution, including HR management, messing, procurements, health, security, sports, counseling, financial matters and correspondence.
  - 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.
  - Excellent English communication skills.
- Gender/Age:** Only **Female** candidates up to the age of 63 years.
- 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/TCS (Only hand-written applications and write-ups by the applicants themselves will be accepted).

- Detailed bio-data.
- Certified/attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs.
- A one-page hand-written write-up by the applicants expressing their ideas about the traditional residential public schooling.
- Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for an interview. No TA/DA will be admissible. The competent authority may reject all/any application(s). Please clearly mark on the envelope, "For the post of Principal Daanish School (Girls Campus) Rajanpur". Interested candidates may send their documents to the undersigned within **Fourteen (14) days** of the publication of this advertisement.

**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: 042-99231740, 042-99230633. [www.daanishschools.edu.pk/careers](http://www.daanishschools.edu.pk/careers)