



**PUNJAB DAANISH SCHOOLS & CENTERS OF
EXCELLENCE AUTHORITY
CENTER OF EXCELLENCE
GOVT.GIRLS CENTRAL MODEL SCHOOL DG KHAN
JOB OPPORTUNITIES**



Punjab Daanish Schools and Centers of Excellence Authority, a brand name is an initiative of the Government of Punjab. We offer unique opportunity for highly motivated **Academic & NON-Academic STAFF** to serve at **Center of Excellence Govt. Girls Central Model School DG Khan.**

Sr. No.	Name of Post	Pay Scale/ Grade	No. of Posts	Qualification / Experience	Age Limit
1.	Chemistry Teacher	(OG-1)	01	16 years education [Master's degree/BS/BSC (Hons) in Chemistry or Bio-Chemistry with minimum 2 nd division or 2.65 CGPA (out of 4) or 3.65 CGPA (out of 5) from an HEC] recognized institution. <ul style="list-style-type: none">M.ED/B.ED qualification will be given due advantage.Good English communication skills.Medical clearance.Experience/Character Certificates from the previous employer/s.PDS & CEA OG-1 Pay Scale. Rs. 40,000/- during probation & 70,000/- after confirmation.	Up to 55 years
2.	Head Clerk	DS-16	01	<ul style="list-style-type: none">Minimum Matriculate or equivalent education qualification.Preferably 10 years related experience in a reputed organization.Certificate in computer application (MS Office Suite), Urdu In-Page & Typing Speed at least 30-35 wpm.Proficiency in English correspondence /language.Knowledge of filing system/record keeping.Experience /Character Certificates from the previous employer/s, if any.	Up to 63 years
3.	Nurse	DS-14	01	<ul style="list-style-type: none">Minimum 3 years General Nursing Diploma (Registered with Punjab Medical faculty Board/Pakistan Nursing Council).Preferably 4 years' of related experience.Additional related medical certificates/diplomas will be given due weightage.Experience /Character Certificates from the previous employer/s, if any.	Up to 55 years
4.	Lab Assistant (IT)	DS-14	01	<ul style="list-style-type: none">Minimum ICS.Well versed in handling of respective lab with preferably 3-5 years relevant experience.Experience of handling and maintenance of security equipment including surveillance cameras and networking.Experience /Character Certificates from the previous employer/s, if any.	Up to 63 years
5.	Science Lab Assistant (Chemistry)	DS-14	01	<ul style="list-style-type: none">Minimum F.Sc. (Chemistry)Well versed in handling of respective lab with preferably 3-5 years relevant experience.	Up to 63 years
6.	Junior Clerk (Accounts)	DS-11	01	<ul style="list-style-type: none">Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35 wpm.Preferably 3 years of experience in Government /Private Offices.Accounting /Finance experience will be preferred.Experience /Character Certificates from the previous employer/s, if any.	Up to 63 years
7.	Junior Clerk (General)	DS-11	01	<ul style="list-style-type: none">Minimum Matriculate or equivalent qualification from a recognized institution /board.Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-PageKnowledge of filing system/ record keeping.Typing speed at least 30-35 wpm.Preferably 3 years of experience in a reputed organizationExperience /Character Certificates from the previous employer/s, if any.	Up to 63 years
8.	Carpenter	DS-04	01	<ul style="list-style-type: none">Preferably 4 years' relevant experience.Experience /Character Certificates from the previous employer/s, if any.	Up to 40 years
9.	Naib Qasid	DS-01	02	<ul style="list-style-type: none">Minimum Middle (Class-VIII) or equivalent,Physical fitness,Experience /Character Certificates from the previous employer/s, if any.	Up to 40 years
10.	Mali	DS-01	01	<ul style="list-style-type: none">Preferably 2 years' relevant experience.Experience /Character Certificates from the previous employer/s, if any.	Up to 40 years
11.	Janitor/ Sweeper	DS-01	01	<ul style="list-style-type: none">Preferably 2 years' relevant experience.Physical fitness,Experience /Character Certificates from the previous employer/s, if any.	Up to 35 years

Instructions to Apply:

- All appointments will be on contract basis for a period of 02 years initially.
- 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 **Center of Excellence Govt. Girls Central Model School DG Khan.**
- Please clearly mark on the envelope, "For the post of _____."
- Interested candidates may apply in confidence by sending their credentials to the undersigned before **20-03-2018**
- 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.
- No TA/DA will be admissible to the candidates shortlisted for test/interview.
- 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 assigning any reason(s) and its
- Decision will not be challengeable in any court of law.

**PRINCIPAL
CENTER OF EXCELLENCE, GOVT.GIRLS CENTRAL MODEL SCHOOL DG KHAN
PHONE: 0642-9260202**