



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



Vacancies Open

Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, committed and highly dynamic professionals for the under-mentioned posts. Appointment will be made on contract basis.

(i) AUDIT OFFICER		No. of Post: 01
Qualification:	• Graduate from recognized institute. Diploma/Certificate/Trainings in Audit.	
Preferred experience / credentials:	• Minimum 10 Year experience of Audit of Development/Engineering projects in a government department. Well versed with government rules/regulations.	
Age:	Up to 55 years. (Retired government officials/officers having relevant experience can apply up to the age of 63 years).	
Location:	Head Office.	
Pay Scale:	OG-1 (Equivalent to BPS-17).	
(ii) HEAD CLERK		No. of Post: 01
Qualification:	• Intermediate or equivalent educational qualification.	
Preferred experience / credentials:	• Minimum 10 years related experience in a reputed organization. • Diploma in computer applications (MS Office Suite), Urdu In-Page & Typing Speed at least 35-40wpm. • Proficiency in English correspondence / language. • Knowledge of filing system / record keeping.	
Age:	Up to 55 years. (Retired government officials/officers having relevant experience can apply up to the age of 63 years).	
Location:	Head Office.	
Pay Scale:	DS-16 (Equivalent to BPS-16).	
(iii) ASSISTANTS		No. of Post: 08
Qualification & Experience:	• Matric / O-Level with minimum 15 years experience. • FA / F.Sc. / A-Level with minimum 10 years experience. • BA / BSc / BBA / B.Com. or equivalent from recognized college / institution.	
Preferred credentials:	• Preferably Diploma in computer applications (MS Office Suite). • Computer proficiency with minimum 30-40wpm. • Knowledge of filing system / record keeping. • Proficiency in English correspondence / language. • Urdu In-Page typing will be an added advantage. • Experienced in maintaining files and filing system / record keeping / documentation / inter-departmental correspondence, correspondence with government departments and HRIS.	
Age:	Up to 55 years.	
Location:	Head Office.	
Pay Scale:	DS-16 (Equivalent to BPS-16).	
(iv) STORE KEEPER / CARE TAKER		No. of Post: 01
Qualification:	• Matric or equivalent qualification.	
Preferred experience:	• 5 years' experience in relevant field especially in stock keeping/record-keeping/house-keeping and maintenance of stores/stocks.	
Age:	Up to 55 years	
Location:	Head Office.	
Pay Scale:	DS-14 (Equivalent to BPS-14).	
(v) DATA ENTRY/COMPUTER OPERATOR		No. of Post: 06
Qualification:	• Matric / O-Level / A-Level / Intermediate / ICS / I.Com. or equivalent from a recognized institution with 6 months to 1-year computer diploma. Higher qualification will be preferred.	
Preferred experience / credentials:	• At least 3-5 years of relevant experience of Data entry. Typing speed minimum 25-35wpm and must have practical knowledge of MS Word, MS PowerPoint and MS Excel. Knowledge of filing system / record keeping. Experience from public sector organization will be preferred.	
Age:	Up to 55 years	
Location:	Head Office.	
Pay Scale:	DS-12 (Equivalent to BPS-12).	
(vi) TELEPHONE OPERATOR		No. of Post: 01
Qualification:	• Matric or equivalent qualification.	
Preferred experience / credentials:	• 5 years' experience in relevant field. • Able to operate office equipment including, but not limit to, computers, PBX system, fax machine, e-mail. • Communicate with government departments, authority's functionaries and dispatch calls of various types while keeping composure in highly stressful situations. • Operate telephone system and provide information services/switching incoming calls to the relevant officials. • Provide sophisticated language and professionalism to maintain appropriate levels of formality and decorum.	
Age Limit:	Up to 55 years	
Pay Scale:	DS-12 (Equivalent to BPS-12).	
(vii) DIARY CLERK		No. of Post: 01
Qualification:	• Matriculate / Intermediate with short computer course (MS Office).	
experience:	• 02 years' experience in Government / Semi Government / Private Organization as diary clerk.	
Age Limit:	Up to 55 years.	
Pay Scale:	DS-07 (Equivalent to BPS-07).	

Process / Conditions:

Applicants shall submit the following by post/courier: -

a) Detailed Résumé/CV.

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

Incomplete/late applications will not be entertained. Only shortlisted 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 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. 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. Interested candidates may send their documents to the following address before **20 SEPTEMBER 2021**.

Note:

- Our earlier advertisement for the above-mentioned posts, vide published in daily "The Express Tribune", "Dunya" and "Sama" under IPL-8386 dated 18 August 2021 is hereby "CANCELLED".
- All those candidates who have applied earlier for the above-mentioned posts should apply afresh, as their earlier applications will not be entertained.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centres of Excellence Authority, Govt. of the Punjab, Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 99230633.