



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



**VACANCIES**

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 dynamic and committed professionals for the posts of:-

**CLINICAL / CAREER COUNSELOR (FEMALE) No. of Post: 01**

<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"><li>• MSc degree in Psychology with minimum 2<sup>nd</sup> Division, from an HEC accredited University.</li><li>• Preference would be given to a graduate of Applied Psychology.</li><li>• Preferably 2 years' experience of Clinical and Counseling experience in an educational environment and familiarity with behavioral modification techniques (CBT).</li><li>• Intimate knowledge and experience of anti-harassment strategies would be added advantage.</li><li>• Conduct diagnostic assessments, and carry out assessment, personality, IQ tests.</li><li>• Provide psychological, therapeutic and counseling services to a range of clientele.</li><li>• Ability to work independently and as part of a team.</li><li>• High level of organizational skills and excellent interpersonal skills, able to provide guidance and organize training of counselors located at various Daanish Schools.</li><li>• Outstanding written and verbal English communication skills, with report writing experience and computer proficiency.</li><li>• Knowledge of life in a boarding school would be an added advantage.</li><li>• Willingness to travel and stay at Daanish Schools located in Province of Punjab.</li></ul>
<b>Age Limit:</b>	<ul style="list-style-type: none"><li>• Up to 55 years.</li></ul>
<b>Pay &amp; Benefits:</b>	<ul style="list-style-type: none"><li>• OG-I (Equivalent to BPS-17). Gross salary up to Rs. 70,000/- per month (all inclusive).</li></ul>

**CLINICAL / CAREER COUNSELOR (MALE) No. of Post: 01**

<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"><li>• MSc degree in Psychology with minimum 2<sup>nd</sup> division from an HEC accredited University.</li><li>• Candidate with specialization in guidance/ counseling will be preferred.</li><li>• Minimum 3 years of experience as guidance/counseling with a known institution.</li><li>• Excellent communication and interpersonal experience.</li><li>• Able to provide guidance and organize training of counselors located at various Daanish Schools.</li><li>• Excellent familiarity with educational and vocational institutions.</li><li>• Proficient in providing career counselling to the students.</li><li>• Must be able to identify the students' interest / aptitude for further studies.</li><li>• High level of understanding of the admission / induction system followed in Universities/Professional colleges and Armed forces.</li><li>• Willingness to travel and stay at Daanish Schools located in Province of Punjab.</li></ul>
<b>Age Limit:</b>	<ul style="list-style-type: none"><li>• Up to 55 years.</li></ul>
<b>Pay &amp; Benefits:</b>	<ul style="list-style-type: none"><li>• OG-I (Equivalent to BPS-17). Gross salary up to Rs. 70,000/- per month (all inclusive).</li></ul>

**PA / HEAD CLERK No. of Post: 01**

<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"><li>• Intermediate or equivalent educational qualification.</li><li>• Minimum 10 years related experience in a reputed organization.</li><li>• Diploma in computer applications (MS Office Suite), Urdu In-Page &amp; Typing Speed at least 35-40 wpm.</li><li>• Proficiency in English correspondence / language.</li><li>• Knowledge of filing system / record keeping.</li></ul>
<b>Age Limit:</b>	<ul style="list-style-type: none"><li>• Up to 55 years.</li></ul>
<b>Pay &amp; Benefits:</b>	<ul style="list-style-type: none"><li>• DS-16 (Equivalent to BPS-16). Salary up to Rs 48,000/- per month.</li></ul>

- Applicants shall attach with their applications a detailed resume, certified copies of qualifications, experience certificates, CNIC and 2x passport-size photographs.
- Please clearly mark on the envelope the post for which applying. Applications found incomplete or received after due date shall not be entertained. Only shortlisted candidates will be called for interview. Retired government officials/officers having relevant experience can apply up to the age of 63 years. The competent authority may accept/reject all/any application(s). Applicants are required to send their credentials at the under-mentioned address within 10 days from 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:042-99231737-40 (www.daanishschools.edu.pk)  
**(PDS&CEA believes in Equal Employment Opportunities)**