

PUNJAB DAANISH SCHOOLS AND CENTERS OF EXCELLENCE AUTHORITY

(GOVERNMENT OF THE PUNJAB)

Job Opportunities (For Daanish Schools & COEs)

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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 seek services of highly dynamic and committed professionals on contract basis for the following posts vacant in Daanish Schools / Centers of Excellence Schools at under-mentioned locations in Punjab province:-

Ser. # 1:	ASSISTANT ADMIN OFFICER	No. of Posts: 05
Qualification:	• Minimum Matriculate or equivalent educational qualification.	
Preferred experience / credentials:	• Preferably 05 years related experience in reputed organization. • Lower level experience in administrative matters, including man-management, messing, building maintenance, procurements, security and sporting facilities. • Expertise in security matters and weapon-handling. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years.	
Pay Scale:	DS-16 (Equivalent to BPS-16). Salary up to Rs 45,000/- per month.	
Ser. # 2:	MESS INCHARGE	No. of Posts: 08
Qualification:	• Minimum Matriculate or equivalent.	
Preferred experience / credentials:	• 03 years' experience of operating a mess of a reputed establishment. • Practical knowledge of mess inventory, records, scales, distribution. • Experience of an Army Mess Havildar will be given preference. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years.	
Pay Scale:	DS-12 (Equivalent to BPS-12). Salary up to Rs 34,000/- per month.	
Ser. # 3:	STORE KEEPER (CENTRAL)	No. of Posts: 08
Qualification:	• Minimum Matriculate or equivalent.	
Preferred experience / credentials:	• Preferably a Havildar / Naib Subedar from Ordnance or ASC. • 05 years' experience in handling large Stores and keeping records/inventory in a known establishment of public or private sector. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years	
Pay Scale:	DS-09 (Equivalent to BPS-09). Salary up to Rs 30,000/- (Approx.) per month.	
Ser. # 4:	STORE KEEPER (GENERAL)	No. of Posts: 12
Qualification:	• Minimum Matriculate or equivalent.	
Preferred experience / credentials:	• Preferably a Havildar from Ordnance or ASC. • 03 years' experience in handling Store and keeping records/inventory in a known establishment of public or private sector. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years	
Pay Scale:	DS-09 (Equivalent to BPS-09). Salary up to Rs 30,000/- (Approx.) per month.	
Ser. # 5:	STORE KEEPER (MESS)	No. of Posts: 09
Qualification:	• Minimum Matriculate or equivalent.	
Preferred experience / credentials:	• 03 years' experience in handling Ration Store. • Preferably a Havildar from Ordnance or ASC. • Experience in keeping records/inventory in a ration store of a concern of repute in public or private sector organization. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years	
Pay Scale:	DS-09 (Equivalent to BPS-09). Salary up to Rs 30,000/- (Approx.) per month.	
Ser. # 6:	SECURITY SUPERVISOR	No. of Posts: 08
Qualification:	• Minimum Middle (Class-VIII) or equivalent.	
Preferred experience / credentials:	• Assist to assistant Admin Officer in day to day security arrangements. Thorough understanding of security plan and role of security. Carry out mock drill on regular basis on various emergencies / situations. • Preference will be given to retired JCOs / NCOs of Fighting Arms. • Handle security staff matters. • Experience/Character Certificates from the previous employer/s, if any.	
Location:	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 55 years	
Pay Scale:	DS-09 (Equivalent to BPS-09). Salary up to Rs 30,000/- (Approx.) per month.	

Ser. # 7:	SECURITY GUARDS	No. of Posts: 90
Qualification:	<ul style="list-style-type: none"> • Minimum Middle (Class-VIII) or equivalent. 	
Preferred experience / credentials:	<ul style="list-style-type: none"> • Experienced from Infantry, Artillery, Armoured Corps, Air Defence, Rangers, Frontier Corps, Corps of Engineers (Engr), Pakistan Navy Marines (PN Marines), Mujahid (Active Battalion) and personnel from other arms/services qualified in Advance Infantry Course/SSG Course. • Clearance by school psychologist about mental stability during probation period. • Preferably 5 years' proven experience in weapon-handling (to be tested). • Eye-sight 6/6. 	
Location	Daanish Schools and Center of Excellence Schools at respective locations.	
Age Limit:	Up to 50 years	
Pay Scale:	DS-02 (Equivalent to BPS-02). Salary up to Rs 24,000/- per month.	

Applicants shall attach with their applications a detailed resume, certified copies of their qualification, experience, CNIC and 2x passport size photographs. Incomplete applications or those received after due date or not fulfilling the pre-requisites shall not be entertained. Only shortlisted candidates will be called for interview. Please clearly mark on the envelope the post for which applying for. Selection of the candidate shall be on the basis of his ability, qualifications and experience. No TA/DA will be admissible to the candidates shortlisted for interviews. The competent authority may accept/reject all/any application(s). Applicants are required to send their credentials at the under-mentioned address before **06 August 2018**.

MANAGER (ADMIN/HR & COORDINATION)

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