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**PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY**  
**DAANISH SCHOOLS (BOYS & GIRLS), MIANWALI**  
**JOB OPPORTUNITIES**

Punjab Daanish Schools and Centres of Excellence Authority, Government of the Punjab offers opportunities to highly dynamic and committed professionals in **NON-ACADEMIC STAFF** category to serve at **DAANISH SCHOOL (BOYS & GIRLS) MIANWALI** :-

Sr. No.	Name of Posts	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Boys	Girls		
1	Store Keeper (General)	DS-09	-	01 (Male)	<ul style="list-style-type: none"> <li>Minimum Matriculate or equivalent.</li> <li>Preferably a Havaldar from Ordnance or ASC.</li> <li>3 years' experience in handling Store and keeping records/Inventory in a known establishment of public or private sector.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 55 Years
2	Security Supervisor	DS-09	01 (Male)	01 (Male)	<ul style="list-style-type: none"> <li>Minimum Middle or equivalent.</li> <li>Assist to assistant Admin Officer in day to day security arrangements. Through understanding of security plan and role of security. Carry out mock drill on regular basis on various emergencies / situations.</li> <li>Preference will be given to retired JCOs / NCOs of Fighting Arms.</li> <li>Handle security staff matters.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 55 years
3	Driver	DS-04	01 (Male)	-	<ul style="list-style-type: none"> <li>Minimum Middle (Class-VIII) or equivalent.</li> <li>Valid driving license of earmarked vehicle.</li> <li>Preferably 5 years of experience.</li> <li>Safety record Certificate from previous employer.</li> <li>Physical fitness. • Eye-sight check.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 50 years
4	Tandorchl	DS-04	-	01 (Male)	<ul style="list-style-type: none"> <li>Preferably 2 years hospitality experience (restaurants, hotels, kitchens).</li> <li>Physical fitness.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 40 years
5	Security Guard	DS-02	02 (Male)	02 (Male)	<ul style="list-style-type: none"> <li>Minimum Middle (Class-VIII) or equivalent. 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.</li> <li>Clearance by school psychologist about mental stability during probation/adhoc period. • Eye-sight 6/6</li> <li>Preferably 5 years' proven experience in weapon-handling (to be tested).</li> </ul>	Up to 53 years
6	Mess Waiter/ Dishwasher	DS-01	-	04 (Male/ Female)	<ul style="list-style-type: none"> <li>Preferably 2 years' relevant experience. • Physical fitness.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 35 years
7	Black Smith	DS-01	01 (Male)	-	<ul style="list-style-type: none"> <li>Preferably 2 years' relevant experience. • Physical fitness.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 50 years
8	Janitor/Sweeper	DS-01	01 (Male)	01 (Male)	<ul style="list-style-type: none"> <li>Preferably 2 years' relevant experience. • Physical fitness.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 35 years

**Process / Conditions:**

- 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 **DAANISH SCHOOL (BOYS & GIRLS) MIANWALI**.
- Please clearly mark on the envelope, "For the post of \_\_\_\_\_."
- Interested candidates may apply in confidence by sending their credentials to the undersigned on or before **22 July, 2024**. 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. All appointments will be on contract basis.
- No TA/DA** will be admissible to the candidates shortlisted for test/interview.
- 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.
- The selected candidate(s) can be transferred/posted to any Daanish / Centre of Excellence School located in Punjab Province.
- 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 any reason and its decision will not be challengeable in any court of law.

**PRINCIPAL, DAANISH SCHOOLS (BOYS/GIRLS) MIANWALI**  
Near Harnoli Morr, Teh. Piplan, Distt. Mianwali Ph No. 0459-295000 (Boys), 0459-296504 (Girls)

IPL-6400