

Saturday

JULY 6, 2024

**PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY**  
**DAANISH SCHOOL (BOYS & GIRLS) FAZILPUR DISTRICT RAJANPUR**  
**JOB OPPORTUNITIES**

Punjab Daanish Schools and Centers 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) FAZILPUR**:-

Sr. No.	Name of Posts	Pay Scale	No. of Posts		Qualification/ Experience	Age Limit
			Boys	Girls		
1.	Account Officer	OG-I	-	01 (Male)	<ul style="list-style-type: none"> <li>Minimum M.Com/ACCA/ACMA (Inter)/MBA (Finance) or B.Com with 5 years of experience with Government/Semi-Government / Private sector organizations.</li> <li>Preferably 3 years of hands on experience on managing accounts and finance.</li> <li>Preference would be given to public sector experience.</li> <li>Experience / Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 63 Years
2	Nurse (Female)	DS-14	-	01 (Female)	<ul style="list-style-type: none"> <li>Intermediate (Pre-medical subject) with Diploma in General Nursing and Midwifery, Registered with Punjab Medical Faculty Board/Pakistan Nursing Council (PNC).</li> <li>Preferably 3-4 years of related experience in Govt./Private institute/hospital.</li> <li>Additional related medical certificate/diplomas will be given due weightage.</li> <li>Experience/Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 55 Years
3.	Junior Clerk (Account)	DS-11	01 (Male)	-	<ul style="list-style-type: none"> <li>Minimum I.Com / D.Com from recognized Institution with short computer course, typing speed 30-35 wpm. * Accounting / Finance experience will be preferred.</li> <li>Preferably 3 Years of experience in Government / Private Offices.</li> <li>Experience /Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 63 Years
4.	Security Supervisor	DS-09	01 (Male)	-	<ul style="list-style-type: none"> <li>Minimum Middle of 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
5.	Store Keeper (Mess)	DS-09	01 (Male)	-	<ul style="list-style-type: none"> <li>Minimum Matriculate or Equivalent. * 3 years' experience in handling ration store.</li> <li>Preferably a Havaldar from Ordnance or ASC.</li> <li>Experience in keeping records/inventory in a ration store of a concern of repute in public or private sector organization.</li> <li>Experience/character certificates from the previous employer/s, if any.</li> </ul>	Up to 55 Years
6.	Store Keeper (General)	DS-09	01 (Male)	-	<ul style="list-style-type: none"> <li>Minimum Matriculate or equivalent. * 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
7.	Tandorch	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
8.	Electrician	DS-04	-	01 (Male)	<ul style="list-style-type: none"> <li>Preferably Certificate in relevant field from recognized institute.</li> <li>Preferably 5 years relevant experience.</li> <li>Experience / Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 45 Years
9.	Blacksmith	DS-01	01 (Male)	-	<ul style="list-style-type: none"> <li>Preferably 2 years' relevant experience.</li> <li>Physical fitness.</li> <li>Experience / Character Certificates from the previous employer/s, if any.</li> </ul>	Up to 50 Years

**Process / Conditions:**

- Applicants shall attach with their applications a detailed resume (CV), 2 x Photographs and certified copies of educational / experience certificates, CNIC duly attested should reach in **DAANISH SCHOOL (BOYS & GIRLS) FAZILPUR**.
- 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 or candidature or employment thereof.
- The selected candidate(s) can be transferred/posted to any other 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 SCHOOL (BOYS / GIRLS), Fazilpur Schools** IPL-6426  
3-KM, Dera Road near Police Station Fazilpur District Rajanpur Ph. (Boys) 0604-690914, Ph. (Girls) 0604-690954