

# The Nation

Sunday, January 16, 2022

کورونا سے بچاؤ کی ویکسین لگوائیں اپنی اور اپنے پیاروں کی زندگیوں کو محفوظ بنائیں

PUNJAB DAANISH SCHOOLS & CENTRES OF EXCELLENCE AUTHORITY  
CENTRE OF EXCELLENCE (BOYS & GIRLS) HIGH SCHOOLS ROJHAN, RAJANPUR

## 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 **Centre of Excellence Boys & Girls High Schools, Rojhan District Rajanpur**.

Sr. No.	Name of Post / Subject	Pay Scale	No. of Posts		Qualification / Experience	Age Limit
			Girls Campus	Boys Campus		
1.	Assistant Admin Officer (Male)	DS-16	01	-	<ul style="list-style-type: none"><li>Minimum Matriculate or equivalent educational qualification.</li><li>Preferably 5-Year related experience in reputed organization.</li><li>Lower-level experience in administrative matters, including management, messing, building maintenance, procurements, security and supporting facilities.</li><li>Expertise in security matters and weapon-handling.</li><li>Experience/character certificates from previous employer/s if any.</li></ul>	Up to 55 Years
2.	Junior Clerk (Accounts)	DS-11	-	01	<ul style="list-style-type: none"><li>Minimum I. Com/D. Com from recognized institution with short computer course, typing speed 30-35 wpm.</li><li>Preferably 3-Years of experience in Government/Private Offices.</li><li>Accounting/Finance experience will be preferred.</li><li>Experience/Character certificates from the previous employer/s, if any.</li></ul>	Up to 63 Years
3.	Security Guard	DS-02	02	01	<ul style="list-style-type: none"><li>Minimum Middle (Class - VIII) or equivalent.</li><li>Experienced from infantry, Artillery, Armored Corps, Air Defense, Rangers and 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 period.</li><li>Clearance certificate by a registered Psychologist practitioner of a THQ/DHQ about overall mental stability should be attached.</li><li>Preferably 5 years proven experience in weapon handling (to be tested).</li><li>Eye-sight 6/6.</li></ul>	Up to 50 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 **Centre of Excellence (Boys or Girls) High Schools Rojhan District Rajanpur**.
- 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 **31 January 2022**. 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.
- After appointment, the selected candidate(s) can be transferred/posted to any other Daanish/Center 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 assigning any reason and its decision will not be challengeable in any court of law.

PRINCIPAL COE (BOYS) Rojhan, Near Kashmiri Chowk, Rojhan, Phone No. 03338127576 (IPL-486-L)

PRINCIPAL COE (GIRLS) Rojhan, Near THQ Hospital, Rojhan, Phone No. 03156149208