GOVERNMENT OF PAKISTAN
Ministry of Federal Education & Professional Training
(Daanish Wing)
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VACANCY ANNOUNCEMNET

Applications are invited from eligible candidates as per the eligibility criteria mentioned against the following position of ***Appointment of Non-Essential Employees for Daanish School Kuri, Islamabad***, Ministry of Federal Education & Professional Training Islamabad. The posts will be filled purely on contract basis with mentioned pay scales of OG (Officer Grade) & DS (Daanish Scale), along with one additional pay allowance. Initially, the contract will be awarded for a period of three (03) year which can be further extended upon satisfactory performance.

Note: Abovementioned pay scales are equivalent to BPS of government with one additional allowance of basic pay salary.

S.No	Name of Post	Grade/ Scale	No of Post	Eligibility Criteria	Age Limit
1.	**Vice Principal**	OG-II	02 (01 Male/01 Female)	• Minimum MS/M.Phil. master's degree (with minimum 2nd division) (18 years of education) or equivalent from HEC recognized institution/university. • Preferably 05 years' experience, minimum 2 years' experience of Administration, Finance & Management of serving on the academic faculty in a reputed institution, especially as a Headmaster/ Headmistress or senior faculty member. • Verifiable record of leadership ability at a school/college will be preferred. • Experience of boarding institution, particularly as a housemaster, will be preferred. • Experience as Sports Officer, Deputy Head, Coordinator, and Organizer of co- curricular events will be an added advantage. • Excellent English communication skills.	Up to 55 years
2.	**Medical Officer**	OG-I	02 (01 Male/01 Female)	• Minimum MBBS (Degree recognized by PMDC). • Register d Medical Practitioner • Related experience will be preferred.	Up to 50 years
3.	**Counseling Officer/ Psychologist**	OG-I	01 (Female)	• Minimum BS/M.Sc. in Psychology (with minimum 2nd Division) (16 years of education) from an HEC recognized institution. Preference will be given to candidates with Applied Psychology or equivalent • Preferably 2 years' experience in counseling, behavioral science & rehabilitation. • Excellent communication and interpersonal skills.	Up to 50 years
4.	**Accounts Officer**	OG-I	01	• Minimum M. Com / MBA (Finance) (16 years of education) ACCA / ACMA / or B. Com with 5 years of experience with Government / Semi-Government / private sector organizations. • Preferably 3 years of hands-on experience on managing accounts and finance. • Preference would be given to public sector experience.	Up to 45 years
6.	**Admin Officer**	OG-I	02	• Minimum BS/Masters degree (16 Years of education) • Preferably 03 years related experience in a reputed organization. • Proficiency in English correspondence / language. • Knowledge of filing system / record keeping.	Up to 45 years
7.	**Accounts Assistant**	DS-16	01	• Minimum 2nd division B. Com/Bachelor's degree in Finance or Accounting/BBA (Finance or Accounting) / MBA (Finance)/Economics or equivalent business/finance related degree (16 years of education) • At least 1-2 years of relevant post-qualification	Up to 35 years

				experience in accounting, finance, bookkeeping, audit support, financial reporting, reconciliation, or related roles in public/private/corporate sector. • Familiarity with accounting principles and practices • Bookkeeping & financial transaction skills • Proficiency in MS Excel and accounting software • Ability to assist with financial reporting, vouchers, reconciliations, and basic audit tasks	
8.	**Admin Assistant**	DS-16	02	• Minimum 14 years of education qualification. • Preferably experience in reputed organization. • Lower- l e v e l experience in administrative matters, including man-management, messing, building maintenance, procurements, security and sporting facilities.	Up to 35 years
9.	**Data Entry Operators (General & Accounts)**	DS-11	04	• Minimum Matriculate or equivalent qualification from a recognized institution/board. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm. • Preferably 3 years of experience in a reputed organization.	Up to 50 years
10.	**Librarian**	OG-I	02 (01 Male/01 Female)	• Masters in library sciences (16 year of Education) with minimum 2nd Division from an HEC recognized institution/university. • 3 Years' experience in a known library. • Thorough knowledge of library systems/classifications. • Good computer skills. • Good English written and verbal communication skills	Up to 50 years
11.	**Assistant Librarian**	DS-16	02 (01 Male/01 Female)	• Intermediate with Diploma in Library Sciences from an HEC recognized institution/university. • Preferably 2 Years' experience in a known library. • Thorough knowledge of library systems/classifications. • Good computer skills. • Good English written and verbal communication skills	Up to 50 years
12.	**Library Attendant**	DS-5	02 (01 Male/01 Female)	• Minimum Intermediate from a recognized Board. • Certificate in Library Science (e.g. a short course or diploma in library operations/information science) is often mandatory or strongly preferred in official recruitments.	Up to 45 years
13.	**Lab Assistants (Physics, Chemistry, Bio, Robotics, Google & IT)**	DS-14	12 (06 Male/06 Female)	• Minimum F.Sc. (for Physics, Chemistry & Bio) / ICS for IT. • Well versed in handling of respective lab with preferably 1 years relevant experience. • **(For IT Lab Assistants only)** Experience of handling and maintenance of security equipment including surveillance cameras and networking with preferably 1 years relevant experience.	Up to 50 years
14.	**Lab Attendant (Physics, Chemistry, Bio, Robotics, Google & IT)**	DS-5	12 (06 Male/06 Female)	• Minimum Matriculate or equivalent (with relevant subjects). • **(For IT Lab Attendants only)** At least basic knowledge/know-how of handing and maintenance of IT labs and equipment's/hardware/computer peripheral devices.	Up to 45 years
15.	**Hostel Warden**	DS-16	02 (01 Male/01 Female)	• Masters (16 year of Education) with minimum 2nd Division from an HEC recognized institution/university with 2 Years' experience. • Preferably having experience of residential school, college or institute. • Good computer skills. • Good English written and verbal communication skills	Up to 45 years
16.	**Assistant Hostel warden**	DS-14	04 (02Male/02 Female)	• Graduation (Minimum 14 year of Education) with minimum 2nd Division from an HEC recognized institution/university with 2 Years' experience. • Preferably having experience of residential school, college or institute. • Good computer skills. • Good English written and verbal communication skills	Up to 45 years

17.	**Mess In-Charge**	DS-14	02 (01 Male/01 Female)	• Minimum Intermediate or equivalent having Diploma in Hotel Management • 3 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.	Up to 50 years
18.	**Mess Store Keeper**	DS-9	02	• Minimum Matriculate of equivalent. • 3 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.	Up to 50 years
19.	**Central Storekeeper**	DS-9	01	• Minimum Matriculate of equivalent. • Preferably a Havildar / Naib Subedar from Ordnance or ASC. • 5 years' experience in handling large Stores and keeping records/inventory in a known establishment of public or private sector.	Up to 50 years
20.	**Hostel Boys / Girls**	DS-5	12 (08 Male/04 Female)	• Minimum Matric or equivalent. • Hostel experienced person will be preferred. • Ensure discipline and cleanliness at the hostel. • Ensure that hostel gates are closed at instructed hours. • Maintain list and record of hostel residents. • Carry out any other functions & duties that may be assigned by the Hostel Management Staff from time to time.	Up to 45 years
21.	**Mess Waiter / Waitress / Dishwasher**	DS-5	12 (08 Male/04 Female)	• Minimum Matric or equivalent. • Preferably 2 years' relevant experience. • Physical fitness.	Up to 35 years
22.	**Tandorchi,**	DS-5	04	• Preferably 2 years hospitality experience (restaurants, hotels, kitchens). • Physical fitness.	Up to 40 years
23.	**Cook Helper**	DS-5	04	• Preferably 2 years' relevant experience. • Physical fitness. • Medical clearance/tests (Mandatory). • Experience/Character Certificates from the previous employer/s, if any.	Up to 40 years
24.	**Cook**	DS-12	04	• Minimum Matric or equivalent, Diploma in relevant field • Preferably 5 years' relevant experience. • Complete Medical fitness tests (Mandatory).	Up to 50 years
25	**Nurse / Dispenser**	DS-16	02 (01 Male/01 Female)	• Minimum BSN Degree (16 years of education) • Registered with Pakistan Nursing Council. • Preferably 4 years of related experience. • Additional related medical certificates/diplomas will be given due weightage.	Up to 55 years
26.	**Nursing Attendant**	DS-09	02 (01 Male/01 Female)	• Minimum General Nursing Diploma • Registered with Pakistan Nursing Council. • Preferably 2 years of experience in Government / Private institute.	Up to 45 years
27.	**Physical Training Instruct0r (PTI)**	DS-16	02 (01 Male/01 Female)	• Minimum Diploma in Physical Education. • Minimum Provincial level player in specialized game(s) and experienced in.	Up to 50 years
28.	**Sports Coach**	OG-1	01	• Minimum master's in physical education or equivalent (16 years of education). • Preferably 2 years' experience as a coach in the earmarked sport within a known organization. • Coaching courses of National & International level. • At least national level player of respective sports / game(s).	Up to 50 years
29.	**Khateeb/ Pesh Imam**	DS-16	01	• "All Wafaqs (Boards) and individual degree-awarding institutes whose M.A. Islamic Studies and M.A. Arabic degrees are recognized by the HEC." • Certificate of Qirrat from any Wafaq (Board) and Individual Degree Awarding Institution recognized by the HEC • Hafiz-e-Quran will be preferred	Up to 50 years

30.	**Khadim/ Moazzan**	DS-11	01	• "All Wafaqs (Boards) and individual degree-awarding institutes whose M.A. Islamic Studies and M.A. Arabic degrees are recognized by the HEC." • Certificate of Qirrat from any Wafaq (Board) and Individual Degree Awarding Institution recognized by the HEC • Hafiz-e-Quran will be preferred	Up to 50 years
31.	**Qari / Qaria**	DS-14	02 (Male/Female)	• "All Wafaqs (Boards) and individual degree-awarding institutes whose M.A. Islamic Studies and M.A. Arabic degrees are recognized by the HEC." • Certificate of Qirrat from any Wafaq (Board) and Individual Degree Awarding Institution recognized by the HEC • Hafiz-e-Quran will be preferred	Up to 50 years
32.	**Sub Engineer (Civil)**	DS-16	01	• Minimum Diploma in Associate Engineering (Civil) from an HEC recognized institute/University. • Registered with Pakistan Engineering Council. • Computer Proficiency. • Minimum 5-years's experience of building construction and allied infrastructure projects.	Up to 50 years
33.	**Sub Engineer (Electrical)**	DS-16	01	• Minimum Diploma in Associate Engineering (Electrical) from an HEC recognized institute/University. • Computer Proficiency. • Preferably 5-years's experience of building construction and allied infrastructure projects.	Up to 50 years
34.	**Generator Mechanic**	DS-9	01	• Minimum Diploma/Certificate in relevant field from an HEC recognized institute/University. • Preferably 1 years' experience of preventive and corrective hand experience and maintenance of Diesel/ Petrol Engine Generator.	Up to 50 years
35.	**Electrician**	DS-9	02	• Preferably Diploma/Certificate in relevant field from an HEC recognized institute/University. • Preferably 2 years' relevant experience.	Up to 50 years
36.	**Plumber**	DS-9	02	• Preferably Diploma/Certificate in relevant field from an HEC recognized institute/University. • Preferably 2 years' relevant experience.	Up to 50 years
37.	**Carpenter**	DS-9	01	• Minimum Matric • Preferably 2 years' relevant experience.	Up to 50 years
38.	**Turbine / Tube Well Operator**	DS-9	02	• Minimum Matric • Preferably 1-years' experience in relevant filed.	Up to 50 years
39.	**Tailor**	DS-9	02 (01 Male/01 Female)	• Minimum Matric • Preferably 3 years' relevant experience in sewing male/female clothes (as relevant).	Up to 50 years
40.	**Hair Dresser / Barber (Male)**	DS-9	02 (01 Male/01 Female)	• Minimum Matric • Preferably 2 years' relevant experience.	Up to 50 years
41.	**Cobbler**	DS-9	01	• Minimum Matric • Preferably 2 years' relevant experience.	Up to 50 years
42.	**Blacksmith**	DS-9	01	• Minimum Matric • Preferably 2 years' relevant experience.	Up to 50 years
43.	**Head Mali**	DS-12	01	• Minimum Matric • Preferably 5 years' relevant experience. • Good knowledge of gardening & plants.	Up to 50 years
44.	**Mali**	DS-07	10	• Minimum Primary • Preferably 3 years' relevant experience. • Good knowledge of gardening & plants.	Up to 50 years
45.	**Bus Driver**	DS-9	04	• Minimum Matric with HTV/PSV License. • Preferably 05 years of experience in Government / Private Organizations. • Safety record Certificate from previous employer.	Up to 50 years

				• Physical fitness. • Eye-sight check.	
46.	**Driver**	DS-9	04	• Minimum Matric with LTV/PSV License. • Preferably 05 years of experience in Government / Private Organizations. • Safety record Certificate from previous employer. • Physical fitness. • Eye-sight check.	Up to 50 years
47.	**Bus Conductor**	DS-5	04	• Minimum Primary • Preference for a person carrying valid driving license (HTV/LTV/PSV). • Physical fitness.	Up to 50 years
48.	**Security Supervisor**	DS-16	02	• Minimum Intermediate or equivalent. • Assist the 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 civil & armed forces . • Handle security staff matters. • Experience/Character Certificates from the previous employer/s.	Up to 50 years
	Control Room Operator	DS-14	02	• Minimum Graduation in IT • Experience of handling and maintenance of security equipment including surveillance cameras and networking with preferably 1 years relevant experience. • Experience of handling CCTV Camera, DVR etc	
49.	**Security Guards (Multiple Categories)**	DS-5	40 (25 Male/15 Female)	• Minimum Matric or equivalent. • Experienced from Civil, Infantry, Artillery, Armored Corps, Air Defense, 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/adhoc period. • Preferably 5 years' proven experience in weapon-handling (to be tested). • Eyesight 6/6.	Up to 50 years
50.	**Secretariate Staff (Assistant/ Clerical)**	DS 11	10 (05 Male/05 Female)	• Minimum Matriculate or equivalent qualification from a recognized institution/board. • Computer proficiency (MS Office Suite, Excel, Power point), Urdu In-Page • Knowledge of filing system / record keeping. • Typing Speed at least 30-35wpm.	Up to 40 years
51.	**Naib Qasid / Office Boy / Aya**	DS-5	15 (10 Male/05 Female)	• Minimum Matric or equivalent. • Physical fitness.	Up to 40 years
52.	**Janitor / Sweeper**	DS-5	30 (20 Male/10 Female)	• Minimum Matric of equivalent • Preferably 1 years' relevant experience. • Physical fitness.	Up to 50 years
53.	**Laundry Man (Washing)**	DS-5	04 (2 Male/2 Female)	• Minimum Matric of equivalent • Preferably 1 years' relevant experience. • Physical fitness.	Up to 45 years
54.	**Laundry Steward**	DS-5	04 (2 Male/2 Female)	• Minimum Matric of equivalent • Preferably 1-year relevant experience. • Physical fitness.	Up to 40 years

IMPORTANT INSTRUCTIONS:

1. Recruitment shall be made purely on merit
2. Only shortlisted eligible candidates will be called for test/interview
3. No TA/DA will be admissible

4. The competent authority reserves the right to increase/decrease the number of posts or cancel the recruitment process at any stage

Selection Procedure:

5. Recruitment will be conducted through Open Testing Service (OTS)
6. Candidates must apply online via **www.ots.org.pk**
7. All interested candidates are requested to follow the instructions as mentioned on the OTS website
8. Written test/interview will be conducted as per policy
9. Serving public/government employees shall apply through proper channel.

HOW TO APPLY

10. The candidates shall apply ONLINE ONLY. No hard submission shall be accepted. Application forms and online deposit slips are available on Open Testing Service (OTS) website www.ots.org.pk.
11. Last date of advertisement is 15 days from date of advertisement
12. After applying for the post(s), applicants are advised to regularly check OTS website www.ots.org.pk for important announcement (Procedure for Roll No. Slip/Written Test Schedule/ Result etc.) Related to recruitment against the above posts.
13. For any details, please contact **UAN / Helpline: 051-111-687-222**
14. **The Competent Authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement.**

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