

## Punjab Education Initiatives Management Authority (PEIMA) Job Opportunities for Daily Wagers (temporary Staff)

Punjab Education Initiatives Management Authority (PEIMA) is an autonomous body of Government of the Punjab with an aim to improve enrolment and quality of education in low performing public schools through public-private partnership. PEIMA seeks ambitious individuals in following categories on daily wages (temporary basis):

Sr. No.	Category	Qualification	Minimum Experience / Skills	No of Posts
1.	Skilled	Minimum Graduation	At least 10 years of experience in Govt. sector as Composer cum personal secretary. Drafting in English and Urdu. Familiarity with Govt. rules & regulations	1
		Minimum Intermediate	At least 10 years of experience in Govt. sector in maintenance of cashbooks and manual bookkeeping, and auditing of financial records.	1
			At least 3 years of working experience as Receptionist / file & record management / data entries in MS Office & MS Excel	1
2.	Semi-skilled	Minimum Middle	At least 3 years of work experience in Daak handling/ dispatching/ distribution.	1
3.		Literate	At least 2 years of working experience as Driver along-with valid driving license	4
4.			At least 3 years of experience in handling electrical / plumbing work.	1
5.	Un-skilled		At least 5 years of working experience as Security Guard.	2
6.			At least one year of experience in Janitorial work.	6

### Terms & Conditions:

- All appointments on above-mentioned positions are purely of temporary nature under the provision of Govt. of the Punjab, Finance Department notification dated 9<sup>th</sup> September, 2021 and will be upto 89 days only.
- A candidate who is convicted in any crime or terminated from government services/ project on any grounds is not eligible to apply.
- Wages will be given according to Govt. of the Punjab, Finance Department, Schedule of Wage Rates 2021 dated 9<sup>th</sup> September, 2021
- Interested candidates may send their applications along-with CV, educational degrees, experience certificates, CNIC and one photograph at 50-Babar Block, New Garden Town, Lahore.
- Last date for submission of applications is 6<sup>th</sup> December, 2021. No application will be considered after due date.
- No TA/DA will be admissible for interview.
- Shortlisted candidates will be interviewed on Thursday, 9<sup>th</sup> December, 2021.
- PEIMA reserves the rights to cancel / postpone this advertisement.

*X. Ginnu*  
02-12-2021

**Assistant Director (HR)**  
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