

Punjab Education Initiatives Management Authority (PEIMA)

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	No. of Posts	Qualification	Minimum Experience / Skills
1.	Skilled	1	Minimum Graduation	At least 10 years of experience in Govt. sector as Composer cum Personal Secretary. Drafting in English and Urdu, Short Hand in English, Familiarity with Govt. rules & regulations
2.	Semi-skilled	1	Minimum Intermediate	Preference will be given to experience of at least 2 years in record keeping, office management, and data entry.
3.	Un-skilled	1	Literate	Preference will be given to experience of at least 5 years as Security Guard.
	Un-skilled	3		Preference will be given to experience in janitorial work.

Terms & Conditions:

- All appointments on above positions are temporary nature and will be for 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 9th September, 2021.
- Interested candidates may send their CV/application at jobs.peima@gmail.com along-with CNIC and photograph.
- Last date for submission of applications is 31st October, 2021. No application will be considered after due date.
- No TA/DA will be admissible for interview.
- Shortlisted candidates will be interviewed on Monday, 1st November, 2021.
- PEIMA reserves the rights to cancel / postpone this advertisement.

[Handwritten Signature]
26-10-2021

Assistant Director (HR)
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