

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	At least Graduation. Preference will be given to Commerce graduates	Knowledge of Accounting principles, record management & data entries in MS Excel.	1
2.		At least Intermediate	At least 3 years of working experience as file & record management / data entries in MS Office & MS Excel	2
3.	Semi-skilled		Experience of file handling, record maintenance, basic computer skills	1
3.	Unskilled	Literate	At least 1 year of experience in Janitorial work.	2

Terms & Conditions:

- All appointments on above-mentioned positions are purely of temporary nature 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 9th September, 2021 or HR manual as the case may be.
- 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 **18th October, 2022 (Tuesday)**. No application will be considered after due date.
- No TA/DA will be admissible for interview.
- Shortlisted candidates will be called for interviews.
- **PEIMA reserves the rights to cancel / postpone this advertisement.**

ASSISTANT DIRECTOR (HR & ADMIN)
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