



QUAID-E-AZAM DIVISIONAL PUBLIC SCHOOL & COLLEGE G.T. ROAD, GUJRANWALA

(A PREMIER ENGLISH MEDIUM INSTITUTION)

STAFF WANTED

An excellent opportunity awaits competent and committed professionals to be a part of QDPS&C, Gujranwala. It is currently looking for staff for its main campus at Gujranwala. The candidates should have the following profile:

1. Teaching Staff (Male/ Female)

Lecturer in English (Male)

01 Vacancy for 1st Shift

Lecturer in Pak. Studies (Male)

01 Vacancy for 1st Shift

Lecturer in Mathematics (Female)

01 Vacancy for 1st Shift

- Pay Package:** Salary @ Rs.50,000/- per month including all allowances.
- Qualification:** Minimum qualification at least MS/ M.Phil in the relevant subject.
- Experience:** Minimum 02 years teaching higher classes experience in the relevant subject specifically to Board classes (Matric/ Intermediate) in reputed English Medium Institution after last degree.

2. Junior Lady Teacher (Female)

13 Vacancies

(9 for 1st Shift & 4 for 2nd Shift)

- Pay Package:** Fixed pay @ Rs.40,000/- per month including all allowances.
- Qualification:** Minimum qualification at least M.A/ M.Sc/ BS. B.Ed/ Montessori certified will be preferred considering as an additional qualification.
- Experience:** Minimum 02 years teaching experience in reputed English Medium Institution after said qualification for the post.

3. Junior Lady Teacher (Female)

02 Vacancies for 1st Shift

For Autism Center

- Pay Package:** Fixed pay @ Rs.40,000/- per month including all allowances.
- Qualification:** Minimum qualification at least M.Sc/ BS in Psychology & Diploma in Special Education/ Autism.
- Experience:** Minimum 02 years teaching experience in Special Education Institution after said qualification for the post.

4. JLT Cum Computer Teacher (Female)

01 Vacancy for 2nd Shift

- Pay Package:** Fixed pay @ Rs.40,000/- per month including all allowances.
- Qualification:** Minimum qualification at least M.Sc/ BS in Computer Science. B.Ed certified will be preferred considering as an additional qualification.
- Experience:** Minimum 02 years teaching experience in reputed English Medium Institution after said qualification for the post.

5. JLT Cum Fine Arts Teacher (Female)

01 Vacancy for 1st Shift

- Pay Package:** Fixed pay @ Rs.40,000/- per month including all allowances.
- Qualification:** Minimum qualification at least Master/ BS in Fine Arts. B.Ed certified will be preferred considering as an additional qualification.
- Experience:** Minimum 02 years teaching experience in reputed English Medium Institution after said qualification for the post.

6. P.T.I (Female)

02 Vacancies (1 for 1st & 2nd Shift each)

- Pay Package:** Fixed pay @ Rs.35,000/- per month including all allowances.
- Qualification:** Minimum qualification at least F.A/ F.Sc, Diploma in Physical Education / P.T course from a reputed Government Institution. Retired from Pakistan Army P.T Corps are also eligible.
- Experience:** Minimum 02 years experience in reputed English Medium Institution after above mentioned qualification for the post.

7. Music Teacher (Male/Female)**02 Vacancies for 1st Shift**

- a. **Pay Package:** Fixed pay @ Rs.35,000/- per month including all allowances.
- b. **Qualification:** Minimum qualification at least Matric/ F.A & Diploma in Music.
- c. **Experience:** Minimum 02 years experience in a reputed English Medium Institution after said qualification for the post.

8. Qaria for Nazra Quran (Female)**01 Vacancy for 1st Shift**

- a. **Pay Package:** Fixed pay @ Rs.35,000/- per month including all allowances.
- b. **Qualification:** Minimum qualification at least F.A/F.Sc and Hifz-ul-Quran Sanad from a madrassa recognized by Wafaq-ul-Madaris. Three years course in Tajweed-ul-Quran will be considered as an additional qualification.
- c. **Experience:** Minimum 02 years experience in a reputed English Medium Institution after above mentioned qualification for the post.

NOTE:-

- a. Candidates will be hired against above mentioned vacant posts **on fixed pay/ contract of two years** may be extendable to another term on satisfactory performance.
- b. Candidate can not apply for both shift against above mentioned vacant post.
- c. **Candidate having 3rd Division in the whole educational career will not be entertained for all vacant posts.**
- d. Only those candidates who are highly trained/ qualified/ experienced and fluent in English speaking should apply.
- e. Experience after last qualification will be preferred.
- f. Age should not be more than **35 years** however in case of long teaching experience/ retired army persons upto 40 years .
- g. Send your hand written applications along with C.V, Proforma for Applicant, photocopies of all Academic Certificates, Experience Letter, CNIC and one recent Photograph to the undersigned latest by **November 27, 2023.**
- h. Written test will be held **on December 03, 2023 at 08:30 a.m for serial No.01 to 05.** Candidates who shall obtain **50% and above marks in the written test** shall be called for interview.
- i. **CV/ Application will not be entertained without "Applicant Proforma". Please download it from the website as mentioned below.**
- j. **Incomplete CV/ Application will not be considered.**
- k. No TA/ DA will be paid for interview / test.
- l. **Candidates shall have to present their all original academic documents, and CNIC at the time of test/ interview.**
- m. The committee has a right to increase/ decrease the number of the vacancies on the spot or reject the whole process of recruitment at any stage.
- n. Service of candidate is liable to cancellation at any stage even after selection, if information furnished by the candidate is found incorrect.
- o. Selection will be made strictly on merit basis.
- p. Selected candidates shall have to give a surety bond of Rs.50,000/- on Government Stamp Paper of Rs.100/-.

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