



Punjab Education Initiatives Management Authority (PEIMA) JOB OPPORTUNITY



Punjab Education Initiatives Management Authority (PEIMA) is an autonomous body of School Education Department, Government of the Punjab, which is imparting free education to around 600,000 children across the Province. PEIMA seeks applications from ambitious and experienced persons for the following posts purely on contract basis:-

Sr. No.	Position	No. of Posts	Age	Academic Qualification	Experience
1	Director (Academic & Research) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Minimum 16 years education in the field of Social Sciences Business, Management, Arts & Humanities from HEC recognized national universities or foreign Universities. Preference will be given to M. Phil / PhD Degree holders in above subjects.	Minimum 10 years' Post Qualification relevant experience (in total) including at least 3 years at senior level in a medium sized organization of Research / Academics / Capacity Building / Monitoring / Planning. Work with Government Agencies, NGOs, International and domestic donors and knowledge of education sector shall be considered as added advantages.
2	Director (Program) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Minimum 16 years education in the field of Social Sciences Business, Management, Arts & Humanities from HEC recognized national universities or foreign Universities. Preference will be given to M. Phil / PhD Degree holders in above subjects.	Minimum 10 years' Post Qualification experience (in total) including at least 3 years at senior level in a medium sized organization of Administration / Management / Capacity Building / Monitoring / Planning. Work with Government Agencies, NGOs, International and domestic donors and knowledge of education sector shall be considered as added advantages.
3	Director (IT) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Master's degree/ 16 years qualification in computer science/ information technology/ software engineering / data sciences from HEC recognized national or foreign University.	Minimum 10 years post qualification experience (in total). Must have experience of web application development using core .Net and related technologies. Must be able to design, develop and documentation of client/server, complex multi-tier distributed web-based application and must be well versed in ASP.NET, VB.NET, C#, AJAX, web services, web references, LINQ, XML, SQL, server, 2005/2008 Oracle 11 G Java script/JQUERY and CSS. Must have strong concepts of object-oriented programming and relational data bases.
4	Director (Partnership & Collaboration) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Minimum 16 years education in the field of Social Sciences Business, Management, Arts & Humanities from HEC recognized national universities or foreign Universities. Preference will be given to M. Phil / PhD Degree holders in above subjects.	Minimum 10 years' Post Qualification experience (in total) including at least 3 years at senior level in a medium sized organization of Administration / Management / CSR / Monitoring / Planning. Work with Government Agencies, NGOs, International and domestic donors and knowledge of education sector shall be considered as added advantages.
5	Director (Monitoring & Evaluation) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Minimum 16 years education in the field of Social Sciences Business, Management, Arts & Humanities from HEC recognized national universities or foreign Universities. Preference will be given to M. Phil / PhD Degree holders in above subjects.	Minimum 10 years' Post Qualification experience (in total) including at least 3 years at senior level in a medium sized organization of Administration / Management / Monitoring / Planning. Work with Government Agencies, NGOs, International and domestic donors and knowledge of education sector shall be considered as added advantages.
6	Director (Corporate Communication) Salary starting from Rs. 392,500	01 (Open merit)	Minimum 35 years Maximum 50 years	Minimum 16 years of Education in Mass Communications/Media Studies/ Business Studies/ Development Studies / Public Policy from HEC recognized national or foreign University OR LLB from HEC recognized national or foreign University. Preference will be given to LLM degree holder from HEC recognized national or foreign University.	Minimum 10 years' Post Qualification experience (in total) including at least 3 years at senior level in a medium sized organization of / Media Management / CSR/ Administration / Management / Monitoring / Planning. Work with Government Agencies, NGOs, International and domestic donors and knowledge of education sector shall be considered as added advantages.

Please visit PEIMA official website <https://peima.punjab.gov.pk/> to check detailed Job Description & skills required for above mentioned positions.

Important Note:

- ✓ Interested candidates having qualification and experience mentioned above must apply at www.jobs.punjab.gov.pk till 4th August, 2025. However, they must send their applications (downloaded from PEIMA website) along with hard copies of their latest CV; two passport size photographs, attested copies of CNIC, all educational certificates/degrees (Matric to the last degree along with detailed mark sheets, equivalence certificate, Hafiz-e-Quran certificate, domicile, merit certificate) and experience certificates through postal/courier services addressed to the undersigned latest by 4th August, 2025
- ✓ The applicants will have to mention the job application reference number or attach email received from Punjab Job Portal in response to online application submission, along with hard copy of the application. Only complete job application (applied online and sent via postal/courier along with supporting documents) received before the deadline, will be considered for further processing.
- ✓ By hand submission of application will not be accepted.
- ✓ Candidates are required to fill all details as required in application form. Application with missing details would be rejected. Applicant possessing relevant qualification and experience supported by documentary evidence will be shortlisted and called for the interview.
- ✓ The appointment will be purely on contract basis for one year, extendable on the basis of satisfactory performance.
- ✓ The post carries competitive market based salary & other PEIMA benefits associated with the post.
- ✓ Experience of unpaid jobs/freelancing, unpaid internship, part time, work experience compulsory for degree program will not be accepted. Experience of working in medium size/large size organizations will only be considered.
- ✓ PEIMA is equal opportunity provider. Anyone who tries to influence the process of selection by any means shall stand disqualified.
- ✓ Government employees should apply through proper channel (length of service should be clearly mentioned on NOC).
- ✓ Only shortlisted candidates will be called for interview.
- ✓ PEIMA has the right to stop/cancel recruitment of advertised posts at any stage without providing any justification.
- ✓ No TA/DA is admissible for interview.
- ✓ Age relaxation as per Government policies is already included in age mentioned against all posts. While sending application in hard form, mention post name on the right corner of envelope.
- ✓ PEIMA may increase / decrease number of posts at any time during the recruitment process.

Director (HR & Admin)

Punjab Education Initiatives Management Authority (PEIMA)

50-Babar Block, New Garden Town, Lahore

+92 42 99232040

IPL-3551



Application Form

Place Recent Passport
Size Picture
(Compulsory)

APPLICATION FOR THE POSITION OF _____

ADVERTISEMENT IN _____ DATED _____

Instructions:

- a) Use separate application form for each post you are applying for.
- b) Personal Information should be filled in CAPITAL LETTERS.
- c) Only Properly filled / complete forms will be considered.
- d) No Information should be left blank (in case if any information is not applicable, NA / Nil should be filled).
- e) Application without copy of any academic/experience certificates and with missing detail would be rejected.

I. Personal Information:

1. Name: -----

2. Father's Name: -----

3. CN.I.C No.:

						-						-	
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4. Nationality: -----

5. Gender Male Female Transgender

6. Domicile Distt: -----

7. Domicile Province : -----

8. Date of Birth (dd/mm/Year): -----

10. Marital Status: Married Unmarried Divorced
 Separated Widowed

9. Age: -----

11. Permanent Address: -----

Tehsil: ----- Distt:----- Province:-----

12. Present Address: -----

Tehsil: ----- Distt:----- Province:-----

13. Postal Address: -----

Tehsil: ----- Distt:----- Province:-----

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

14. Personal Contacts :

a) Phone No. (With Area Code):----- c) Fax No.(If any):-----

b) Mobile No.:----- d) E-mail Address:-----

II. Academic Background:**1. Qualification:**

A) Attach equivalence certificate in case of O/A Level from Board and ACCA/ACMA from HEC.

B) For 3/4/5 Year Bachelor and afterward Master / MS holders are required to submit equivalence certificate from HEC.

Degree Held	Degree Title	Board / University	From	To	Obtained Marks / CGPA	Total Marks / CGPA	Position (if Any)
Matric / O Level (10 Years)							
Intermediate / D.A.E / A Level (12/13 Years)							
Bachelor (14 years)							
Bachelor (Hons.) / Master (16 Years)							
Master / MS / M.Phil (18 Years)							

Whether: Hafiz-e-Quran Yes No Ex Service Men Yes No

2. Provide Details of Professional Training , Certifications etc.

Course/Diploma/Certification	Field of Study	Institution	Duration		Results
			From	To	

III. Awards / Achievement:

IV. Computer Literacy [in Case of IT related posts, Enter other Application Known]

HW/SW/Applications	No	Little	Good	Excellent
MS Word				
MS Excel				
MS Power Point				

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

V. Employment History (Starting from current position. Must also mention PEIMA experience if any):

Total Full Time Working Experience: _____ Years _____ Months.

Organization Name with Present Address, email and telephone number	Designation	Period		Per month Pay Drawn	*Organization Size (S,M,L)	Reasons of Leaving
		From (DD/MM/YYYY)	To (DD/MM/YYYY)			

* Organization Size (No. of Employee): S = Less than 50 M = 50 to 100 L = More than 100

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

VI. Family Details: (to include spouse, children, parents, brothers and sisters only)

Next of Kin: _____ Relation: _____

Address: _____

Name	Sex	Date of Birth	Age	Relation	Profession	Present Address

VII. Medical Ailment / History / Disability:

Do you have any infection disease such as AIDS, HIV, Hepatitis, TB?

Do you have any disability? If yes, please mention type of disability.

VIII. Discipline:

Have you ever been terminated from any service? Yes No

Have you ever been punished by the Court of Law? Yes No

Give details. _____

IX. References:

1. Provide a details of two Academic (for fresh) / Professional References (for experienced):

Reference-1	Reference-2
1. Name: _____	1. Name: _____
2. Address: _____	2. Address: _____
3. Phone: _____	3. Phone: _____
4. Fax: _____	4. Fax: _____
5. E-mail: _____	5. E-mail: _____

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

2. Do you have relative(s) serving in PEIMA: Yes No (If yes then mention following details)

1. Name: _____

2. Designation: _____

3. Relationship: _____

4. Department: _____

5. Location: _____

6. Name: _____

7. Designation: _____

8. Relationship: _____

9. Department: _____

10. Location: _____

X. Acknowledgement:

It is certified that I have attached **ATTESTED COPIES** of following documents:-

1. All Educational Transcripts/Result Cards (Matric/Inter/Bachelor/Master etc.) Yes No
2. All Degree / Diploma Yes No
3. All Experience Certificates Yes No
4. CNIC & Domicile Yes No
5. Updated Copy of CV Yes No
6. NOC Yes No
7. Hafiz-e-Quran Certificate (if) Yes Not Applicable
8. Disability Board Assessment Certificate (if) Yes Not Applicable
9. Equivalence Certificate of O/A Level, M.Phil, ACCA/ACMA from HEC (if) Yes Not Applicable
10. Are you willing if PEIMA share your details with any third party(Any court of law) Yes No
11. Email received from Punjab Job Portal (copy attached) Yes No

XI. School Affiliation:

I _____, S/D of _____, applying for position of _____ in Punjab Education Initiatives Management Authority (PEIMA) do hereby undertake on oath that:-

I have ownership, affiliation with any of Punjab Education Initiatives Management Authority School. Yes No

If **YES**, share details of relatives (Note: Relatives include, close relations (i.e. **parents, brothers, sisters, spouse, sons, daughters, parents-in-law, brothers / sisters-in-law and sons / daughter-in-law etc.**) holding ownership / affiliation /part of management of Punjab Education Initiatives Management Authority Schools are as under:-

Sr.#	Name of School	Name of Owner/Principal	Relation with Owner & Level of Involvement	PEIMA School Code
1				
2				
3				

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

XII. Quota Information:

Are you willing to apply on any quota announced by the Government? Yes No

If **Yes**, tick the relevant quota.

- i. Quota for Disabled Person
- ii. Quota for Minorities
- iii. Quota for Women

In case of any disability, please attach disability assessment certificate from District Assessment Board as a proof that you are disable but fit for the job applied for.

XIII. Undertaking for data Sharing:

I _____, S/D of _____, as a candidate for the position _____ applied in Punjab Education Initiatives Management Authority (PEIMA) do hereby declare that I have no objection if PEIMA share my personal details/Information with third party i.e. any institution/ individual/ court of law or any other party under RTI Act 2013. The details which I allow to be shared are given below:

- 1. Application Form (including residential address, Contact #, Family details etc.) Yes No
- 2. Experience Certificates Yes No
- 3. Educational Certificates Yes No
- 4. Domicile Yes No
- 5. CNIC Yes No
- 6. Picture Yes No
- 7. Training/Certifications document Yes No
- 8. Any other document attached with Application Form Yes No

Note: If you render your consent to share, Punjab Education Initiatives Management Authority takes no responsibility in case your personal information is misused by the third party (institutions/ individuals/ court of law).

By signing and submitting this Application Form, I do hereby declare that the information provided above, is accurate to the best of my knowledge and I fully understand that my false statement or material omission / suppression of any fact shall regret my application and shall render me liable to disciplinary and/or dismissal from service, at any stage.

Signature of applicant

D	D	-	M	M	-	Y	Y	Y	Y
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Anybody who tries to influence the process of selection by any means will be disqualified.

Signature