

**Punjab Education Initiatives Management Authority (PEIMA)**  
**Job Opportunities for Support Staff in Bahawalpur**

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 hardworking and responsible individuals to work on daily wages (temporary basis) for its regional office at **Bahawalpur**:

Sr. No.	Category	Qualification	Minimum Experience / Skills	No of Posts
1.	Skilled	Master degree Or four years Bachelor's degree in Computer Sciences & Information Technology/ Management Sciences / Finance / Social Sciences	Must have skills of MS Word & MS Excel and MS PowerPoint Preference: Expertise in SPSS and Office Management	7
2.	Un-skilled	Literate	2 years of experience as Office Boy	2
			2 years of experience as Chowkidar.	1
			2 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 2022 or HR manual as per recommendations of the Committee.
- **Interested candidates may send their applications (Form Attached) along-with CV, educational degrees, experience certificates, CNIC and one photograph at 50-Babar Block, New Garden Town, Lahore. Or Email at [jobs.peima@gmail.com](mailto:jobs.peima@gmail.com).**
- **Last date** for submission of applications is **10-01-2023**. 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.

**Interviews of the shortlisted applicants will be held at the office of the Chief Executive Officer, District Education Authority, Bahawalpur on 12-1-23 (Thursday) at 10:00 a.m.**

**DIRECTOR (OPERATIONS)**

Punjab Education Initiatives Management Authority (PEIMA)  
50-Babar Block, New Garden Town, Lahore  
+92 42 99232040

**APPLICATION FORM FOR SUPPORT STAFF**

**Instructions:** Personal Information should be filled in CAPITAL LETTERS. Only Properly filled/complete and signed form will be considered. In case if any information is not applicable, "NA / Nil" should be filled.

Place Recent Picture  
(Compulsory)

 **Skilled**
 **Un-Skilled**
**A. Personal Information**

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: 

D	D	-	M	M	-	Y	Y	Y	Y
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4. Gender:  Male  Female

5. CNIC: \_\_\_\_\_

6. Postal Address: \_\_\_\_\_

Tehsil: \_\_\_\_\_

District: \_\_\_\_\_

Province: \_\_\_\_\_

Domicile District: \_\_\_\_\_

7. Mobile Number: \_\_\_\_\_

**B. Academic Information (Please attach attested copies of relevant documents)**

Degree Held	Degree Title	Board/ University	From (MM-YY)	To (MM-YY)	Obtained Marks/CGPA	Total Mars/ CGPA	Position (if any)
Matric / O Level (10 Years)							
Intermediate /D.A.E /A Level (12/13 Years)							
Bachelors (14 Years)							
Bachelors (16 Years)							
Masters/Ms/MPhil (18 Years)							

**C. I.T Skills**
 MS-Word  MS-Excel  MS-Power Point  SPSS  Others \_\_\_\_\_
**D. Experience Details**

Organisation Name	Designation	From (Date)	TO (Date)	Responsibilities / Duties

**E. Undertaking / Declaration**

By signing below 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:

Date:

D	D	-	M	M	-	Y	Y	Y	Y
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