

Punjab Waqf Board

S.C.O. 1062-63 Sector 22- B, Chandigarh

Recruitment notice: Detailed Terms and Conditions

Punjab Waqf Board seeks applications from eligible candidates for the post of Principal in **Islamia Sr. Sec. School, Malerkotla, Islamia Girls Sr. Sec. School, Malerkotla (Female only)** and **Baba Farid Islamia Public High School, Patiala**, running under the direct management of the Board.

ESSENTIAL QUALIFICATIONS:-

- **Academic:-** Post Graduation from any Recognized University with 55% marks. Punjabi in Matriculation or its equivalent standard is essential.
- **Professional:-** B.Ed./M.Ed. or equivalent Qualification from any Recognized University.
- **Experience:-** Teaching experience for a minimum period of seven years as Headmaster/Headmistress or ten years experience as Lecturer in any Government School or Government Aided School of State of Punjab.
- Preference will be given to candidate having knowledge of Diniyat & Urdu.

MODE OF SELECTION

Candidate shall be selected solely based on their suitability as assessed through scheduled interview, subject to fulfillment of eligibility criteria fixed by the Punjab Waqf Board.

SALARY/PROBATION AND OTHER SERVICE CONDITIONS

1. A fixed salary of **Rs. 40,000/- P.M.** will be paid during probation for Principals of Islamia Sr. Sec. School, Malerkotla & Islamia Girls Sr. Sec. School, Malerkotla. The fixed salary for Principal of Baba Farid Islamia Public High School will be **Rs. 25,000/- P.M.** On the successful completion of probation, appointee shall be paid with **5%** annual increment. No other perks will be paid.
2. Probation period shall be of **2 years** from the date of joining.

AGE LIMIT

1. Candidates should not be below 35 years of age & not above 50 years as on 01-01-2022.
2. Principals retired from the Government Schools, below the age of 62 years, are also eligible to apply for the post of Principal.

GENERAL GUIDELINES & INSTRUCTIONS

1. All requisite documents to prove claim of education, marks and experience must be sent, along with application form (available on website waqf.punjab.gov.in) and self-certified copy of documents, through registered post to **Chief Executive Officer, Punjab Waqf board, SCO 1062/63 Sector 22B Chandigarh.** Email-edo786.pwb@gmail.com.
2. The selection criteria & service conditions shall be governed by rules and regulations of Punjab Waqf Board.
3. Application received till 5pm of the 8th April, 2022 shall only be considered.
4. The short listing will be based on the criteria fixed by P.S.E.B. & Punjab Waqf Board. However if number of applications received is high, the board will further short list the candidates and the short listed candidates will be called for interview in 1:5 ratio.
5. No TA/DA will be paid for interview etc.
6. Punjab Waqf Board reserves the right to modify/withdraw/cancel the recruitment process.
7. The Board shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/ clandestine antecedents and has suppressed any information, then his/her service shall be terminated.
8. Incomplete application form without self certified copies and other mandatory supporting documents shall be summarily rejected. Board shall not entertain any correspondence in case of incomplete information and unfurnished supporting documents.
9. Candidate are advised to visit the website waqf.punjab.gov.in and check their Email accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Board should be avoided. All subsequent Notices shall be displayed on the website waqf.punjab.gov.in.