

**Punjab Waqf Board seeks suitable candidates for**

	<b>Post Name</b>	<b>No's of Post</b>	<b>Salary</b>	<b>Eligibility Criteria</b>	<b>Work Profile</b>
1	Education programme coordinator cum counselor	01	40,000/- pm	<ol style="list-style-type: none"><li>1. Bachelors degree</li><li>2. 15 years experience in education sector specifically on teacher training, alternate and experiential learning, skilling, arts etc</li></ol>	<ol style="list-style-type: none"><li>1. Conduct teacher training workshops; arrange special resource persons for training, perform skill gap analysis of teachers etc</li><li>2. Suggest infrastructural improvements required.</li><li>3. Suggest new teaching methodologies and pedagogies</li><li>4. Focus on evaluation of the performance of teachers and students based on standard testing tools.</li><li>5. Suggest measures for improving learning levels, skilling, art &amp; crafts etc</li><li>6. Any other work related to education assigned by the board.</li></ol>

**Last date for application:** 15/02/2019

**Mode of application:** Mail your resume and statement of purpose at [ceo.pwb@gmail.com](mailto:ceo.pwb@gmail.com)

**Location of Office:**

Malerkotla, Sangrur

**Working Hours:**

As per school timing (Only indicative. May be required at times to come early or leave late)

**Selection Criteria:**

Resumes and Statement of purpose submitted by candidates will be screened by a Special committee and those found to fit into the role to be assigned may be called for the interview.

**Terms and Conditions:**

1. Post is being filled temporarily on contract basis for a period of 1 year and the selected candidate will have no right whatsoever to claim permanent employment under the board. Undertaking to be submitted after selection.
2. Board may, at its discretion and as per its need, extend the contract but in no case will contract be extended for a period of more than 1 year at a time.
3. Office location will be in Malerkotla and the appointee will have to mandatorily stay in Malerkotla, Sangrur. Residential facilities will be provided by the board. TA & DA for visit to other schools will be paid as per norms.

4. Either party may cancel the contract with one month advance notice. In case the notice is not served, one month salary will have to be deposited by the contractual employee.
5. You will be entitled to one leave per month which may be carried forward. Any absence beyond 1 day per month will be treated as leave without pay.

**Chief Executive Officer  
Punjab Waqf Board**