

## NOTIFICATION

### **Subject: Notice to Applicants for Uploading Required Academic Documents**

In continuation to the advertisement notice for the recruitment of teaching, non-teaching and Group D staff for Islamia Schools under the management of the board, issued on 12 September, 2024, all the candidates, who have applied for the various posts advertised but failed to upload their documents, are hereby informed that they are required to upload the following mandatory documents on the recruitment portal of the Punjab Waqf Board **up to midnight 11.59 P.M of 9<sup>th</sup> November, 2024**

#### **List of Mandatory Documents:**

1. **10th Class Certificate**
2. **12th Class Certificate**
3. **Certificate of Diploma/Bachelors/Masters "Degree Certificate" in their concerned respective subjects (If applicable)**
4. **B.Ed Degree Certificate (If applicable)**
5. **PSTET Certificate (if applicable)**
6. **Diploma in Nursery Teachers Education/ Pre-School Education/ Early Childhood Education Program (D.E.C.Ed) of duration not less than 2 years from NCTE recognized institution (For NTT Post)**
7. **Diploma in Elementary Education (For Primary Teacher Post)**
8. **Alim/Fazil/Hafiz Certificate (for the post of Deeniyat teacher)**
9. **Computer Certificate (if mandatory for the post)**

#### **How to Upload Documents:**

1. **Log in** to your account on the Punjab Waqf Board recruitment portal.
2. **Navigate** to the 'Document Upload' section.
3. **Upload** the required documents as per the specified guidelines.
4. **Submit** the final form.

#### **Important Note:**

- Applications of those who fail to submit requisite documents within the stipulated time period **shall be summarily rejected & they will not be allowed to appear in the next stage of the selection process.**
- No extension/relaxation in the deadline shall be granted.
- Candidates are advised to upload clear scanned copies of the original documents.
- Candidates whose result of mandatory qualification is awaited, must submit their final result certificate at the next stage of selection process. If failed to do so, candidature shall deem to be cancelled.
- In case, division/class is not mentioned on mandatory academic certificate, 50% and above marks shall be considered as "second division/class" for the purpose of this examination.

**For any queries or clarifications, please contact : [pwb.exam@gmail.com](mailto:pwb.exam@gmail.com)**