

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, BAHAWALPUR.



Situations Vacant

Board of Intermediate & Secondary Education, Bahawalpur invites applications against vacant posts of different quotas i.e. 15% women quota, 05% minority quota and 20% quota for the children of in-service / retired Board employees BS-01 to BS-05 & Junior Clerks & open merit from eligible candidates on prescribed forms for appointment against the following posts on contract basis in accordance with Govt. of the Punjab, Contract Appointment Policy, 2004. The candidates must fulfill the qualification, experience, age limit as detailed below:-

Sr #.	Name of Post with scale	Academic Qualification & experience	Age limit	Open Merit	Posts only for Women Quota	Posts only for Minority Quota	Posts reserved for the children of in-service/ retired employees BS-01 to BS-05 & Junior Clerk
01	Data Entry Operator (BS-11)	B.Sc/B.A or higher qualification 2nd division with one subject of computer Science or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs. OR F.Sc/F.A. 2nd division or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs with one year diploma of computer science from any Government / Semi-Government / Autonomous Institution. OR F.Sc/F.A. 2nd division or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs with one year experience of Computer / Data Entry / Key Punch Operator from any Government/ Semi-Government / Autonomous Organization. Note: The F.Sc/F.A candidate having Diploma / Experience from any private institution are not eligible.	18-25	-	04	01	-
02	Junior Clerk (BS-11)	(i) Higher Secondary School Certificate (second division) from a recognized Board. (ii) A speed of 25 words per minute of typing on computer in English. (iii) Proficient in Microsoft Office or any other compatible office application and he/she shall demonstrate such proficiency.	18-25	-	13	04	15
03	Driver (BS-04)	Middle pass having LTV/HTV/PSVL driving license with three years experience.	18-25	-	-	-	02
04	Daftri (BS-04)	Middle pass with two years experience of book binding.	18-25	02	01	-	-
05	Mali (BS-02)	Literate and having knowledge of the job.	18-25	-	-	-	01
06	Cleaner-cum-Driver (BS-01)	Middle pass having LTV driving license.	18-25	01	-	-	-
07	Naib Qasid (BS-01)	Literate	18-25	02	-	-	05

Terms & Conditions

1. The Candidates are required to submit online applications through Board's website (www.bisebwp.edu.pk). The candidates must print the duly filed online application form and submit the same along with requisite documents. The application Form must be signed by the candidate.
2. The candidates applying for more than one position must submit separate application form for each post.
3. The applications submitted only through registered dak or courier will be accepted. The applications received though fax, e-mail or by hand or other mean will not be accepted.
4. Applications received before advertisement in the press or after closing date shall not be entertained.
5. Incomplete applications shall not be considered.
6. All the candidates are required to deposit applications processing fee amounting to Rs. 500/- (non-refundable) through bank challan in UBL within jurisdiction of Bahawalpur Division. (Bank

Challan must be generated when submitting online applications – with same number as that of applicant ref. number).

7. The applicants must have domicile of Punjab, Province.
8. The employees of Govt. / Semi Govt. may apply through proper channel by submitting no objection certificate (NOC) issued by his/her appointing Authority showing that the department will have no objection to relive the applicant if he/she is selected.
9. General age relaxation up to 5 years will be given to each candidate as per Punjab Govt. Policy. However, for female candidates the age will be further relaxed for 03 years. The age will be calculated w.e.f. closing date of submission of applications.
10. The candidates are required to send their application forms along with two recent passport size photos, attested copies of educational certificates, experience certificates, CNIC, domicile and original bank challan amounting to Rs. 500/- with application form.
11. In case of large number of eligible candidates against any position, the Board may conduct written test, skill test, on-hand practical demonstration, preliminary interviews etc. to further shortlist the candidates.
12. The applicants must bring original academic testimonials, domicile and CNIC etc at the time of test/interview. No T.A./D.A will be paid to the candidates called for test/ interview.
13. The competent Authority reserves the rights to cancel the recruitment against advertised posts without assigning any reason.
14. The candidates are required to provide correct information in the application form and submit genuine documents along with their applications. At any stage if it is detected that the candidate has submitted wrong information and / or fake documents with the application, the candidate will be responsible for the same and B.I.S.E Bahawalpur will be at liberty to take any action against the said candidate, both criminal / civil proceedings as deemed fit.
15. Experience means the experience gained after acquiring the prescribed qualification.
16. The lists of eligible, not eligible and schedule of type test / test / interview will be displayed on Board's website as well as in the Board office on **04.12.2020**.
17. The children of those Board's employees (in-service / retired) who were initially appointed against the posts in BS-01 to BS-05 (still working or retired against the said posts) and Junior Clerk can only apply against the 20% in-service/retired employees' children quota. The said employees will give an affidavit that none of their children have previously been appointed under the said quota.
18. Last date for submission of the application is **26.10.2020**. The applications must reach to the undersigned on this date within the office hours.

SECRETARY
Board of Intermediate & Secondary
Education, Bahawalpur.