

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, BAHAWALPUR.



Situations Vacant

Board of Intermediate & Secondary Education, Bahawalpur invites applications from Male/Female/ Shemale applicants 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	No. of Posts only for Open merit
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	15
02	Junior Clerk (BS-11)	(i) Having Higher Secondary School Certificate (second division) from a recognized Board. (ii) A speed of 25 words per minute of typing on computer in English or Urdu. (iii) Proficient in Microsoft Office or any other compatible office application and he/she shall demonstrate such proficiency.	18-25	03
03	Compositor (BS-07)	Matric with five years experience in the relevant field.	18-25	01
04	Rolling Machine Man (BS-05)	Matric with minimum 45% marks and two years experience in the relevant field.	18-25	01
05	Driver (BS-04)	Middle having LTV/HTV / PSVL driving license with three years experience.	18-25	02
06	Sewing Machine man (BS-03)	Middle pass with three years experience in relevant field.	18-25	01
07	Binder (BS-03)	Middle pass with two years experience of binding.	18-25	02
08	Helper Rolling Machine man (BS-03)	Middle Pass having two years Experience in the relevant field.	18-25	01
09	Press Inker (BS-03)	Middle pass and three years' experience of working on automatic offset printing machine.	18-25	01
10	Daftri (BS-04)	Middle pass with two years experience of book binding.	18-25	02
11	Book Binder (BS-02)	Middle pass with two years experience of book binding.	18-25	01
12	Record Lifter (BS-02)	At least Middle Pass from a Government / registered school.	18-25	02
13	Khadim Masjid (BS-02)	Matriculation or equivalent, accuracy in the Azzan, Physically / medically fit.	18-25	01
14	Generator Operator (BS-02)	Matric with two years experience as Generator Operator.	18-25	01
15	Mali (BS-02)	Literate and having knowledge of the job.	18-25	01

16	Cook (B-02)	Literate and having knowledge of the job.	18-25	01
17	Gunman / Security Guard (BS-02)	Middle pass having license of weapon. Ex-military-man can also apply.	18-25	05
18	Naib Qasid (BS-01)	Literate	18-25	04
19	Helper Tube-Well Operator (BS-01)	Middle pass and having experience in relevant filed.	18-25	01
20	Cleaner-cum-Driver (BS-01)	Middle pass having LTV driving license with three years experience in the relevant field.	18-25	01
21	Water man (BS-01)	Literate, Good Physique and sound health.	18-25	01
22	Chowkidar (BS-01)	Middle pass and having knowledge of his job. Ex-military-men will be preferred.	18-25	03
23	Sweeper (BS-01)	Literate, having awareness of his duty.	18-25	03

Terms & Conditions

1. The Candidates are required to download Application Form from Board's website (www.bisebwp.edu.pk). The Applicants are required to submit separate Application Form must be sent for every post in case of applying for more than one category of post.
2. The applications submitted only through registered dak or courier will be accepted. The applications received though fax, e-mail or by hand will not be accepted.
3. Applications received before advertisement in the press or after closing date and incomplete applications shall not be entertained.
4. All the candidates are required to deposit applications processing fee amounting to Rs. 100/- (non-refundable) through bank challan in UBL within jurisdiction of Bahawalpur Division.
5. The applicants must have domicile of Punjab, Province.
6. As per judgment dated 20.03.2019 of the Honorable Supreme Court of Pakistan, the applicants who have already worked on daily wages in this Board will be given a maximum of 5% additional marks for their past service as daily wages, keeping in view, their length of service as per detailed below:-
 - (i) For Less than six months service no mark will be awarded.
 - (ii) For each complete tenure of six months service ½ mark will be awarded but maximum five (5) marks will be awarded.
 - (iii) The daily wagers who have already worked in this office, their age will be relaxed equal to their length of service. This relaxation will be in addition to General relaxation.
7. Employees of Govt. / Semi Govt. may apply through proper channel by submitting no objection certificate (NOC) issued by his appointing Authority showing that the department will have no objection to relive the applicant if he is selected.
8. Age relaxation up to 5 years will be given to each candidate as per Punjab Govt. Policy. However, for female candidates 03 years will be further relaxed. The Ex-military men will be given 10 years age relaxation. The age will be calculated w.e.f. last / closing date of submission of applications.
9. The candidates are required to send their application forms along with two recent passport size photos, attested copies of educational certificates, experience, CNIC, domicile and original bank challan amounting to Rs. 100/- with application form.
10. The lists of eligible, not eligible and schedule of type test / interview will be displayed on 15.06.2019 in Board office.
11. 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.
12. The competent Authority reserves the rights to cancel the appointment against advertised posts without assigning any reason.
13. Last date for submission of the application is 01.06.2019. The applications must be reached to the undersigned on this date within the office hours.

(Prof. Rana Muhammad Imran Arshad)

SECRETARY

**Board of Intermediate & Secondary
Education, Bahawalpur.**