Board of Intermediate and Secondary Education, Sahiwal invites the application from Pakistani Nationals for appointment of following General -Staff on contract basis as per Govt. of Punjab contract policy in vogue. The candidate must meet the qualification / experience/age limit as detailed below.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of post</th>
<th>Scale</th>
<th>Qualification</th>
<th>Age limit (Years)</th>
<th>No. of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant secretary/assistant controller of examination</td>
<td>BS-17</td>
<td>Master’s degree or equivalent with minimum 60% marks with 1-year experience of academic/administration preferably in Management Information System. Ten additional marks will be given to the candidates possessing qualification of M.Sc. BS (4 years) in Computer Science/ MBA (IT) from the institutions recognized by HEC.</td>
<td>21-30</td>
<td>02</td>
</tr>
<tr>
<td>2</td>
<td>Estate / Welfare Officer (Ex-cadre)</td>
<td>BS-17</td>
<td>i. M.A/ M.Sc with minimum 60% marks with two years relevant experience in Govt/Semi Govt/Autonomous body/national/multinational organization. or ii. Bachelor’s Degree with minimum 60% marks and five years Experience of office work in estate/Govt/Semi Govt/Autonomous body/national/multinational organization.</td>
<td>21-30</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>PA’s (Ex-cadre)</td>
<td>BS-16</td>
<td>i. Intermediate with minimum 60% marks. ii. Speed of at least 80 wpm in Short-hand and 40 wpm typing in English. iii. With 10 years Experience in Govt/Semi Govt/Autonomous body/national/multinational organization.</td>
<td>18-35</td>
<td>03</td>
</tr>
<tr>
<td>4</td>
<td>Assistant</td>
<td>BS-14</td>
<td>B.Sc / BA or equivalent with minimum 45% marks with typing speed of 40 wpm on Computer key Depression of 8000/hrs, having knowledge and skill of MS Office, World Processing, Spread Sheet Development and composing etc.</td>
<td>18-25</td>
<td>02</td>
</tr>
<tr>
<td>5</td>
<td>Security Supervisor</td>
<td>BS-14</td>
<td>B.Sc / BA or equivalent with minimum 45% marks with typing speed of 40 wpm on Computer key Depression of 8000/hrs, having knowledge and skill of MS Office and composing etc.</td>
<td>18-25</td>
<td>01</td>
</tr>
<tr>
<td>6</td>
<td>Junior Clerk</td>
<td>BS-07</td>
<td>Matriculation with minimum 1st Division marks with typing speed 40wpm in English or 30 wpm in Urdu along with having knowledge and skill of MS Office, word processing, spread sheet development and composing etc.</td>
<td>18-25</td>
<td>04</td>
</tr>
</tbody>
</table>

How to apply:

i. Application Form via Registered post/courier should reach to the NTS office till 23-10-2014.

Terms and Conditions:

1. The applications submitted only through registered dak or courier will be accepted.
2. Applications received through fax, email or after due date will not be entertained.
3. The candidates securing 50% or above marks in test will be eligible for interview.
4. The candidates securing type speed less than at least 80 wpm in Short-hand and 40 wpm typing in English will not be eligible for the post of PAs.
5. The candidates securing type speed less than at least 40 wpm typing in English will not be eligible for the post of Junior Clerk.
6. The candidates securing type speed less than at least 40 wpm on Computer key Depression of 8000/hrs will not be eligible for the post Assistant and Security Supervisor.
7. Applicant must have Domicile of Punjab Province.
8. Age Relaxation upto 05 years will be given to each candidate as per Punjab Govt. policy. However for female candidates 03 years will be further relaxed.
9. The age will be calculated w.e.f closing date of submission of application.
10. Employees of Govt./Semi Govt or autonomous bodies can apply through proper channel.
11. 15 % quota for female, 2 % quota for disable, 5 % quota for minorities and 20 % quota for children of Govt. In-service and retired Class-IV employees will be observed.
12. In case of Govt. In-service and retired Class-IV employees quota, the candidate will have to attach the documentary evidence of his parent service.
13. In case of disable quota the candidate will have to submit disability certificate duly issued by concerned Competent Authority/Board.
14. 05 (Five) additional marks will be given to Hafiz-e-Quran registered with recognized institution.
15. Competent Authority has a right to increase or decrease the number of posts or even cancel any category without assigning any reason.
16. Only eligible applicants will be called for Test/Interview.
17. No T.A./D.A. will be paid.

SECRETARY
BISE-SAIHWAL