



040-9200524

No. SP /Admin

OFFICE OF THE SECRETARY
Board of Intermediate and Secondary
Education, Sahiwal

Dated: 13.06.19

NOTIFICATION

The Board in its meeting held on April 06, 2019 approved the following service rules for appointment by promotion proposed by Punjab Committee of Chairmen and approved by the Controlling Authority, with immediate effect.

1. **Short title and commencement:-** (1) These rules shall be called Board of Intermediate and Secondary Education, Sahiwal, Qualification and **Mode of Appointment of employees, rules 2012 amended/updated up to 2019.**

- (i) These rules shall come into force at once
- (ii) Qualification as well as mode of appointment through Promotion of various categories of employees in Board of Intermediate and Secondary Education, Sahiwal will be as under:-

Sr.#	Name of Post	Scale	Qualification / Mode of Appointment	According to PBCC Service Rules 2012, 2014 & 2018
1.	Deputy Secretary / Deputy Controller of Examination	18	(i) In promotion case Bachelor's Degree in 2 nd Division with minimum three years service in Scale No.17 (<i>Assistant Secretary / Assistant Controller of Examinations</i>) and 10 years experience in case of direct recruitment in BS-17 (<i>Assistant Secretary / Assistant Controller of Examinations</i>) is required. (ii) Qualification in case of direct recruitment, Master's Degree or equivalent from recognized University with 60% marks with five (5) years experience of academic administration preferably in Management Information System OR Master's Degree or equivalent from recognized university with 45% marks and seven (7) years	PBCC Service Rules 2014 & 2018

Assistant Secretary (Admn), Ph: 040-9200517

E-mail: asabisesw@gmail.com

Sr. #	Name of Post	Scale	Qualification / Mode of Appointment	According to PBCC Service Rules 2012, 2014 & 2018
			experience of academic / administration preferably in Management Information System. In case of higher qualification the condition of 60% marks will be waived off. Mode of Appointment: (i) 20% by Direct Recruitment (ii) 80% by promotion Age: 22-40 years	
2.	Assistant Secretary / Assistant Controller of Examination	17	(i) In promotion case only seniority-cum fitness with minimum three years service in scale No.16/17 (Superintendent) and 10 years experience in case of direct recruitment in BS-16/17 (Superintendent) will be required. (ii) In case of direct recruitment, Master's Degree or equivalent from recognized University with 60% marks preferably in Management or Information Technology System OR Master's Degree or equivalent from recognized University with 45% marks preferably in Management or Information Technology System and three years experience of academic / administration. In case of higher qualification, the condition of 60% marks will be waived off. Mode of Appointment: (i) 25% by Direct Recruitment (ii) 75% by promotion Age: 21-30 years (as per notification No. 494/Admn) (only for Direct Recruitment)	PBCC Service Rules 2012 & 2014
3.	Superintendent	17	In promotion case only seniority-cum fitness with minimum five years service in Scale No.11/14/16 (Assistant) will be required. Qualification:- Master Degree or equivalent from recognized University in Second division with 2 years experience. OR	PBCC Service Rules 2012 & 2014

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asabiseswl@gmail.com

Sr. #	Name of Post	Scale	Qualification / Mode of Appointment	According to PBCC Service Rules 2012, 2014 & 2018
			Bachelor Degree from recognized University with 1st division, with 3 years experience OR Bachelor degree from recognized University with 2nd division with 5 years experience. Mode of Appointment: (i) 20% by Direct Recruitment (ii) 80% by Promotion Age: 21-30 years (only for Direct Recruitment)	
4.	Assistant	16	(i) In promotion case only seniority-cum fitness with minimum five years service as Senior Clerk (BS-09/11/14). (ii) In case of direct recruitment, B.Sc/B.A from recognized University with minimum 45% marks or equivalent with typing speed of 40 wpm on computer, key depression of 8000/hr, having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc. Mode of Appointment: (i) 20% by Direct Recruitment (ii) 80% by Promotion Age: 18-25 years (only for Direct Recruitment)	PBCC Service Rules 2012 & 2014
5.	Offset Machine Operator	14	Qualification: Diploma of Associate Engineer in Printing and Graphic Arts Technology with two years experience as Assistant Offset Machine Operator OR SSC with seven years experience in relevant field. Age: 18-35 years Mode of Appointment: 100 by promotion from amongst the Assistant Offset Machine Operators (BS-12) having at least 7 years experience In case of non availability of suitable candidates, the post will be filled in by direct recruitment.	PBCC Service Rules 2012

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asablseswl@gmail.com

Sr. #	Name of Post	Scale	Qualification / Mode of Appointment	According to PBCC Service Rules 2012, 2014 & 2018
6.	Senior Clerk	14	In promotion case only seniority-cum fitness with minimum five years service as Junior Clerk (BS-05/07/11) <u>Mode of Appointment</u> 100% by promotion.	PBCC Service Rules 2012
7.	Senior Data Entry Operator	14	<u>Qualification:</u> BSc / BA or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hr with two years experience of computer programming. Preference will be given to those who have one post graduate diploma or degree in Computer Science. Age: 18-30 years <u>Mode of Appointment:</u> 100% by promotion from amongst the Data Entry Operators with three years experience on the basis of seniority cum merit. However their performance shall be reviewed periodically (at least after every five years) by the experts. Proper opportunities of training in the field shall be extended to improve qualification.	Rules 2012
8.	Junior Clerk	11	(i) In case of initial recruitment, according to notification No.SOR-III(S&GAD)2-54/2010 dated 04 April, 2016, the minimum qualification for Junior Clerk will be considered as under:- 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 and Urdu. iii. Proficient in Microsoft Office or any other Compatible office application and he/she demonstrate such proficiency. However, according to Notification No. SOR-3(S&GAD)2-28/2019 dated 25-03-2019 regarding academic qualification for appointment of Junior Clerk against 20% promotion quota:- i) Higher Secondary School Certificate (Second Division) from a recognized Board. ii) A speed of 25 wpm in typewriting.	Govt. Notification Dated 04-04-2016 and 25-03-2019

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asabisewl@gmail.com

Sr #	Name of Post	Scale	Qualification / Mode of Appointment	According to PBCC Service Rules 2012, 2014 & 2018
			iii) Proficient in Microsoft Office or any other Compatible office application and he / she demonstrate such proficiency. Mode of Appointment: (i) 80% by Direct Recruitment (ii) 20% by Promotion Age: 18-25 years (only for Direct Recruitment)	
9.	Driver	08	Mode of Appointment By promotion amongst Drivers of BS-6 having four years service. <i>In case of non availability by direct recruitment</i>	PBCC Service Rules 2012
10.	Head Cook	05	Qualification Literate and having knowledge of the job. Age: 18-30 years. Mode of Appointment By direct recruitment.	PBCC Service Rules 2012
11.	Senior Record Lifter	04	Mode of Appointment By promotion from amongst Record Lifters of BS-3 on seniority-cum-fitness having five years service.	PBCC Service Rules 2012
12.	Head Mali	03	By promotion from amongst Mali's of BS-2 having five years service as such.	PBCC Service Rules 2012
13.	Head Security Guard	03	Qualification Ex-military man having minimum service of 10 years in armed forces. Age: 30-45 years. Mode of Appointment By promotion from amongst Security Guards on seniority-cum-fitness.	PBCC Service Rules 2012
14.	Naib Qasid	02	Qualification Literate. Age: 18-25 years. Mode of Appointment By initial recruitment.	PBCC Service Rules 2012
15.	Mali	02	Qualification Literate and having knowledge of the job. Age: 18-25 years. Mode of Appointment By initial recruitment.	PBCC Service Rules 2012

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asabiseswl@gmail.com

Sr. No	Name of Post	Scale	Qualification / Mode of Appointment	According to previous Board Rules
16	Librarian (Ex-Cadre)	14	<u>Qualification:</u> Bachelor's of Library Science or Graduate with Diploma in Library Science from recognized Universities OR Graduate with at least 6 months certificate in Library Science from Institution recognized and notified by the Ministry of Education plus two years experience <u>Mode of Appointment</u> 100% by promotion from next lower grade post Note: If a person with requisite qualification and merit is not available within the office the post may be filled in by direct recruitment.	Notification No. 638 Admn
17.	Head Driver	09	<u>Academic Qualification</u> At least Middle Pas from a Government registered school and having L.T.V. License with 03 years experience of Govt. / Semi Govt. / National / Multinational Company. <u>Mode of Appointment</u> 100% by promotion amongst the Drivers of BS-08 having five years service as Driver in BS-08. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	Notification No. 638 Admn
18.	Electrician	07	<u>Academic Qualification</u> Secondary School Examination in 2nd Division with at least six months certificate in relevant field from PBTE/PVTC or equivalent Govt. organization. <u>Mode of Appointment</u> 100% by promotion amongst the Helper Electrician of BS-01 having five years service as helper electrician in BS-01. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	Notification No. 638 Admn
19.	Machine Man	06	<u>Academic Qualification</u> Literate with two years experience as Machine Man.	Notification No. 638 Admn

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asabisesw@gmail.com

Sr.#	Name of Post	Scale	Qualification / Mode of Appointment	According to previous Board Rules
			<u>Mode of Appointment</u> 100% by promotion from within the staff of Board's General Press having experience of two years. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	
20.	Driver	06	<u>Academic Qualification</u> At least Middle Pass from a Government / registered school and having L.T.V License with 03 years Experience of Govt. / Semi Govt. / National Multinational Company. <u>Mode of Appointment</u> 100% by promotion amongst the Divers of BS.04 having five years service as Diver in BS.04. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	Notification No. 638/Admn
21.	Ink Man	03	<u>Qualification:</u> Middle pass and three years experience of working on automatic offset printing machine. Age: 18-25 <u>Mode of Appointment:</u> Direct recruitment or at the discretion of the Board. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	Notification No. 638/Admn
22.	Book Binder	03	<u>Academic Qualification</u> Middle Pass and having three years experience in the relevant field. <u>Mode of Appointment</u> 100% by promotion amongst Book Binder in BS-02 having two years service in BS-02 as Book Binder. Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	Notification No. 638/Admn
23.	Naib Qasid	03	<u>Academic Qualification</u> Literate and having knowledge of the job with sound health	Notification No. 638/Admn

Assistant Secretary (Admn), Ph: 040-9200517
E-mail: asabiseswl@gmail.com

Sr.#	Name of Post	Scale	Qualification / Mode of Appointment	According to previous Board Rules
			<u>Mode of Appointment</u> 100% by promotion amongst Naib Qasid on seniority-cum-fitness with 10 years' service as Naib Qasid in BS-02 Note: - If a person with requisite qualification and merit are not available within the office the post may be filled in by direct recruitment.	


Assistant Secretary (Admin)
For Secretary

CC: -

1. P.S to Chairman, BISE, Sahiwal
2. P.A to Secretary, BISE, Sahiwal
3. P.A to Controller of Examination, BISE, Sahiwal
4. Audit Officer, BISE, Sahiwal
5. Office file

Assistant Secretary (Admin), Ph: 040-9200517
E-mail: asabiseswl@gmail.com



Board of Intermediate & Secondary Education, Sahiwal

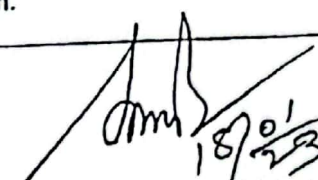
040-9200524

No. 34-Admin Dated: 18-01-2023

NOTIFICATION

Venerable Governing Body of this Board vide Agenda Item No.05 of 48th meeting held on 06-01-2023 approved the adoption of PBCC Service Rules & its amendments 2012/2014 regarding promotion of Assistant Secretary/Assistant Controller of Examinations (BS-17) to the Deputy Secretary/Deputy Controller of Examinations (BS-18) as under;

Deputy Secretary/ Deputy Controller of Examinations BS-18	i) In promotion case only seniority-cum-fitness with minimum three years service as Assistant Secretary/Assistant Controller of Examinations (BS-17) and 10 years experience in case of direct recruitment in BS-17 will be required. ii) Qualification in case of direct recruitment, Master's Degree or equivalent from recognized University with 60% marks with five (5) years experience of academic administration preferably in Management Information System OR Master's Degree or equivalent from recognized university with 45% marks and seven (7) years experience of academic/administration preferably in Management Information System. In case of higher qualification, the condition of 60% marks will be waived off. Mode of Appointment: (i) 20% by direct recruitment. (ii) 80% by promotion. Age: 22-40 years
---	---


Assistant Secretary (Admin)
BISE, Sahiwal

NO. & DATE EVEN:

A copy is forwarded for information to;

1. P.S. to the Chairman, BISE, Sahiwal.
2. P.A. to the Secretary, BISE, Sahiwal.
3. P.A. to the Controller of Examinations, BISE, Sahiwal.
4. The Audit Officer, BISE, Sahiwal.
5. Notification File.



Board of Intermediate & Secondary Education, Sahiwal

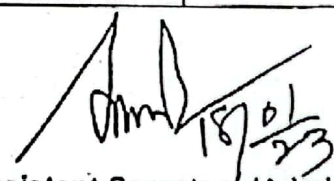
040-9200524

No. 35-Admin Dated: 18-01-2023

NOTIFICATION

The Board of Governors vide Table Agenda Item No.01, Sub-Item No.01 of 48th meeting held on 06-01-2023 has approved to re-structure/re-designate the following posts of Computer Personnel in BISE, Sahiwal with revised basic pay scale and prescribed qualification as mentioned against each;

Sr. No.	Existing Designation & BS	Revised Designation & BS	Mode of Appointment	Revised Prescribed Qualification
1.	Data Entry Supervisor (BS-16)	Senior Computer Operator (BS-16)	33% of the total posts will be filled in by direct recruitment whereas remaining 67% posts will be filled in by promotion from amongst the Computer Operator (BS-15) on the basis of seniority-cum-fitness. (As per PBCC Rule)	B.A + 4 months' training in computer language/BCS (2 nd Division) plus three years' experience as Computer Operator
2.	Senior Data Entry Operator (BS-14)	Computer Operator (BS-15)	100% by promotion from amongst the Junior Computer Operator (BS-12) with three years' experience on the basis of seniority-cum-fitness. However, their performance shall be reviewed periodically (at least after every five years) by the experts. Proper opportunities of training in the field shall be extended to improve qualification. (As per Board's Rule)	B.A + 4 months' training in computer language/BCS (2 nd Division)


Assistant Secretary (Admin)
BISE, Sahiwal

NO. & DATE EVEN:

A copy is forwarded for information to;

1. P.S. to the Chairman, BISE, Sahiwal.
2. P.A. to the Secretary, BISE, Sahiwal.
3. P.A. to the Controller of Examinations, BISE, Sahiwal.
4. The Audit Officer, BISE, Sahiwal.
5. Notification File.



040-9200524

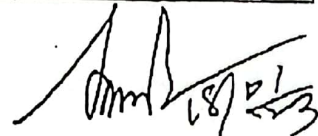
Board of Intermediate & Secondary Education, Sahiwal

No. 36-Admin Dated: 18-01-2023

NOTIFICATION

The Board of Governors vide Agenda Item No.11 of 47th meeting held on 29-11-2022 approved the following amendments in Service Rules for the post of Junior Clerk (BS-11) as detailed below;

POST	REVISED SERVICE RULES (according to BISE Lahore)	
Junior Clerk (BS-11)	80% by direct recruitment	In case of initial recruitment: (i) Higher Secondary School Certificate (2nd Division) from a recognized Board. (ii) A speed of 40 words per minute of typing in English or 30 words per minute in Urdu on Computer. (iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency. (Age: 18-25 years)
	20% by promotion amongst C-Class employees	In case of promotion among the C Class (BS-01 to BS-04) employees who: (a) Having Higher Secondary School Certificate with minimum 45% marks or equivalent qualification from a recognized Board. (b) have at least 03 years' experience as such (c) Have a speed of 25 words per minute in typing on computer in English or Urdu as per Govt. Letter No.SOR-III (S&GAD) 2-54/2010. However, in case of non-availability of suitable candidates for promotion the vacant posts may be filled in by initial recruitment. Note:- The condition of 45% marks will be waived off in case of higher academic qualification for initial recruitment and promotion cases.


Assistant Secretary (Admin)
BISE, Sahiwal

NO. & DATE EVEN:

A copy is forwarded for information to;

1. P.S. to the Chairman, BISE, Sahiwal.
2. P.A. to the Secretary, BISE, Sahiwal.
3. P.A. to the Controller of Examinations, BISE, Sahiwal.
4. The Audit Officer, BISE, Sahiwal.
5. Notification File.

Assistant Secretary (Admin) for Secretary, Pbi 040-9200517.
E-Mail: asabisesw1786@gmail.com

Scanned with CamScanner



040-9200524

Board of Intermediate & Secondary Education, Sahiwal

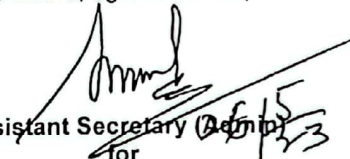
No. 244-Admin Dated: 26/05/2023

NOTIFICATION

It is hereby notified for all concerned that Government of the Punjab, Services & General Administration Department (Regulations Wing) vide Notification No.SOR-III(S&GAD)2-28/1990(P) dated 07-02-2023 revised the 'Service/Recruitment rules for the post of Junior Clerk (BS-11)' as reproduced below;

"In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974) and in supersession of notification bearing No.SOR-III-2-28/90 dated 25.05.1993, Governor of the Punjab is pleased to direct that notwithstanding the method of recruitment to the post of Junior Clerk (BS-11), prescribed in the respective service/recruitment rules of various departments in Punjab, twenty percent posts of Junior Clerks (BS-11) shall be filled in by promotion from amongst the employees of all categories from BS-1 To BS-8, employed in the respective office / department / functional unit, who are otherwise eligible for appointment to the post. In none is available for promotion then by initial recruitment."

The Board of Governors, BISE, Sahiwal in its 50th meeting held on 17-03-2023 vide agenda item No.03, having detailed deliberations, subject to all legal exceptions & in addition to the rules already adopted in this Board, agreed to adopt the aforementioned notification in toto.


Assistant Secretary (Admin)
for
SECRETARY, BISE, SAHIWAL

NO. & DATE EVEN:

A copy is forwarded for information/necessary action to;

1. P.S. to the Chairman, BISE, Sahiwal.
2. P.A. to the Secretary, BISE, Sahiwal.
3. P.A. to the Controller of Examinations, BISE, Sahiwal.
4. The Audit Officer, BISE, Sahiwal.
5. All the Branch Officers/Incharges/Acting Incharges, BISE, Sahiwal.
6. Office Copy/Notification File.

Assistant Secretary (Admin) for Secretary, Ph: 040-9200517
E-Mail: asabiseswl786@gmail.com