

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, RAWALPINDI

www.biserawalpindi.edu.pk

Ph.# 051-5450913-15

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POSITIONS VACANT

The Board of Intermediate and Secondary Education Rawalpindi invites the application of the candidates from Province of Punjab for appointment against the following posts on contract basis as per Govt. of Punjab Recruitment Policy 2022. The candidates must meet the qualification/experience/age limit as detailed below:

Sr.#	Name of Post	Scale	Qualification / Mode of appointment	No. of Posts
1.	Stenographer	15	Qualification: (i) Intermediate in 2nd Division. (ii) And a speed of at least 80 wpm in Short hand and 40 wpm typewriting. (English) (iii) At least 60 wpm in Urdu short-hand and 25 wpm in Urdu type-writing. (iv) Having knowledge of computer will be preferred. Age: 18-25 years	05 (Quota Merit=03 Women=01 Board Employees=01)
2.	Security Supervisor	14	Retired Subedar from armed services. (Age: 35-50 years)	01
3.	Data Entry Operator	11	B.Sc. / B.A with subject of computer science or equivalent with typing speed of 30 words per minutes or 10000 key depression per hour on computer. OR F. Sc / F.A second division or equivalent with typing speed of 50 words per minutes or 10000 key depression per hour on computer, and knowledge and skill of MS Office, Word processing, Spread Sheet Development and composing etc. with one year experience. Preference will be given to those who have one year post graduate / intermediate diploma or degree in computer science. Age: 18-25 years	25 (Quota Merit=14 Women=04 Minorities=01 Disable=01 Board Employees=05)
4.	Jr. Hardware Technician	11	Diploma of Associate Engineer in computer / computer information technology / electrical with one year experience. Age: 18-25 years	01
5.	Jr. Clerk	11	i) Higher Secondary School Certificate (2nd division) from a recognize Board ii) A speed of 40 words per minutes of typing in English OR 30 words per minutes in Urdu on computer. iii) Proficient in Microsoft Office or any other compatible office application and he / she shall demonstrate such proficiency. Note: The condition of 45% marks waived of in case of higher academic qualification in case of both direct recruitment and promotion cases. Age: 18-25 years	40 (Quota Merit=24 Women=06 Minorities=02 Board Employees=08)

Sr.#	Name of Post	Scale	Qualification / Mode of appointment	No. of Posts
6.	Telephone Operator	07	Matric with a certificate of Telephone Operator issued by Telephone Inspectorate or its equivalent along with one year experience. Age: 18-25 years	02
7.	Generator Operator	07	Matric with two years' experience as Generator Operator. Age: 18-30 years	01
8.	Photo state Machine Operator	06	At least middle pass having knowledge of handling Photostate Machine Age: 18-30 years	02
9.	Jr. Driver	05	Middle having HTV / LTV / PSV driving license with five years' experience. Age: 18-25 years	04
10.	Carpenter	05	Literate and knowledge of the job Age: 18-25 years	01
11.	Cook	05	Literate and having knowledge of the job. Age: 18-30 years	01
12.	Plumber	05	Matric with certificate of plumber issued by the Govt. Vocational Institute / equivalent Age: 18-25 years	01
13.	Assistant Electrician	04	Middle pass with knowledge of electrical work preference will be given to diploma holders. Age: 18-25 years	01
14.	Book Binder	04	Middle pass with two years' experience of book binding. Age: 18-25 years	10 (Quota Merit=07 Minorities=01 Board Employees=02)
15.	Driver Cum Cleaner	04	Literate and healthy. Age: 18-25 years	01
16.	Record Lifter	02	Certificate of having passed the 8th class. Age: 18-25 years	06 (Quota Merit=05 Board Employees=01)
17.	Cook Helper	02	Literate and having knowledge of the job. Age: 18-30 years	01
18.	Naib Qasid	01	Literate and healthy. Age: 18-25 years	15 (Quota Merit=09 Women=02 Minorities=01 Board Employees=03)

Sr.#	Name of Post	Scale	Qualification / Mode of appointment	No. of Posts
19.	Chowkidar	01	Literate and having knowledge of the job. Ex-military men will be preferred. Age: 18-30 years	05 (Quota Merit=04 Board Employees=01)
20.	Mali	01	Literate and having knowledge of the job Age: 18-25 years	03

HOW TO APPLY:

- Interested candidates must visit NTS web site: www.nts.org.pk to apply online within 15 days of publication of advertisement. Test Fee for written, skill and trade test can be paid via 1Link 1Bill Participating Banks/ATM/Internet Banking/Mobile Banking/EasyPaisa/JazzCash/TCS Express Counters by downloading fee challan from NTS website.
- The candidates shall send hard copy of duly filled online application form along with required attested testimonials i.e. 2x attested recent passport size photos, attested copy of educational certificates and domicile to NTS Headquarters (BISE, Rawalpindi Project), plot #96, street # 04, Sector H-8/1, Islamabad with in due date.
- Application Forms filled improperly, incomplete, without proof of copy of fee submission and submitted by hand will not be entertained.
- Only online filled Application Forms within due date will be entertained. Hand written Application Forms will not be entertained.
- Separate Application Form must be sent for every post in case of applying for more than one category/post.
- For further information and test details, please keep visiting www.nts.org.pk or call at 051-8444441.
- Last date of online application submission is 30-07-2024.

TERMS & CONDITIONS

- Applicant must have Domicile of Punjab Province.
- General Age Relaxation (except Sr.No.02) up to 05-years for male and 8 years for female will be applicable to all candidates as per Punjab Govt. policy.
- 10 years' age relaxation will be applicable in case of disable person as per Punjab Govt. rules and the candidate will have to submit disability certificate duly issued by concerned Competent Authority/Board.
- The age will be calculated w.e.f closing date of submission of online application.
- Employees of Govt./semi-Govt. or autonomous bodies can apply through proper channel.
- As per Govt. of Punjab rules, 15% quota for female, 03% quota for disable, 05% quota for minorities and 20% quota for the children of the BISE RWP employees / retired employees serving in basic scale BS-01 to BS-08 will be observed
- 05 (Five) additional marks will be given to Hafiz-e-Quran registered with recognized institution and ex-serviceman.
- Competent Authority has a right to increase or decrease the number of posts or even cancel any category without assigning any reason.
- Only eligible applicants will be called for Test/Interview and No TA/DA will be paid.

Prof. Asif Hussain
SECRETARY
(051-5450927)