Applications for the following posts are invited from the eligible candidates who possess domicile of the Punjab province.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Name of Post / BS</th>
<th>No. of Posts / Age Limit</th>
<th>Academic Qualification &amp; experience.</th>
</tr>
</thead>
</table>
| 1.    | Deputy Secretary /Deputy Controller (BS-18) | 01 Regular / Contractual / Deputation Age: 21-35 years. | Master’s Degree or equivalent in First Division with five years experience of academic / administration preferably in Management Information System. 
OR 
Master’s Degree or equivalent in Second Division with seven years experience of academic / administration preferably in Management Information System. 
Ten additional marks will be given to the candidates possessing qualification of M.Sc. computer science / B.S computer science (4-years)/MBA(IT) or equivalent. |
| 2.    | Assistant Secretary /Assistant Controller (BS-17) | 02 Regular / Contractual / Deputation Age: 21-35 years. | Master’s Degree or equivalent in First Division with one year experience of academic / administration preferably in Management Information System. 
OR 
Master’s Degree or equivalent in Second Division with three years experience of academic / administration preferably in Management Information System. 
Ten additional marks will be given to the candidates possessing qualification of M.Sc / B.S (4-years) in computer science)/MBA(IT) or equivalent. |
| 3.    | Civil Engineer (BS-17) | 01 Regular / Contractual / Deputation Age: 21-35 years. | B.Sc (Civil Engineering) in 2nd Division with two years relevant experience. |
| 4.    | Research Officer (BS-17) | 01 Regular / Contractual / Deputation Age: 21-35 years. | M.Phill (Education) 
OR 
M.A(Education) / M.Ed in 1st Division with one year relevant experience. 
OR 
M.A/M.Ed in 2nd Division with three years relevant experience. 
Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational Assessment. |
<p>| 5.    | Welfare Officer (BS-17) | 01 Regular / Contractual Age: 21-35 years. | Master’s Degree in 2nd Division in Sociology or Social Work with one year experience in relevant field. |
| 6.    | Data Manager (BS-17) | 01 Regular / Contractual Age: 21-35 years. | M.Sc/BS(4-years) Computer Science or equivalent degree having two years experience of Database Administration, Data Security and Data ware Housing having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc. |</p>
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<th>Sr. #</th>
<th>Name of Post / BS</th>
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<th>Date of Type Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Assistant for Computer Cell (BS-14)</td>
<td>03 Regular / Contractual 18-30 years</td>
<td>B.Sc / B.A or equivalent with typing speed of 40 wpm on computer, key depression of 8000/hr and skill of MS Office, Word Processing, Spread Sheet Development and composing etc.</td>
<td>Type Test will be held on 20 &amp; 21 October 2012 at Computer Science Department, University of Sargodha.</td>
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<tr>
<td>12.</td>
<td>Data Entry Operator (BS-11)</td>
<td>27 Regular / Contractual a. Open Merit = 21 b. Disable Quota = 1 c. Minority Quota = 1 d. Women Quota = 4 Age: 18-30 years</td>
<td>B.Sc/B.A with subject of computer science or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hr OR F.Sc/F.A 2nd Division or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hr 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.</td>
<td>Note:- Time of the test will be published on BISE Sargodha website on 19th October, 2012. Original CNIC Card is compulsory to appear in the test.</td>
</tr>
</tbody>
</table>

1. The candidates are required to submit online applications through Board’s website [www.bisesargodha.edu.pk](http://www.bisesargodha.edu.pk)
2. The candidate will get its print after filling the necessary columns and submit to BISE, Sargodha along with attested photocopies of relevant documents issued from HEC recognized institutions, including domicile and one passport size photograph.
3. The detail of job description and competence required for the post can be had from Board’s website.
4. The candidates will deposit Rs.500/- for the posts of BS-16 & above and Rs.300/- for other posts in shape of demand draft drawn in favour of Secretary, BISE, Sargodha.
5. The candidates who are already in service of Govt. / semi Govt. / autonomous bodies shall submit their applications through proper channel.
6. The candidates are required to submit separate applications for each post. Name of the post should be mentioned on the envelop also.
7. The authority reserves the right to cancel or not consider any application without specifying any reason.
8. The candidates who will apply on quota seats shall clearly mention the specific quota on their applications. The disability certificate issued by the competent authority shall only be accepted.
9. No TA/DA shall be admissible to the candidates who will appear for test / interview.
10. No. of posts can be increased or decreased as per need of the Board.
11. The applications should be complete in all respect. Incomplete applications or applications received after the due date shall not be entertained.
12. Last date for the submission of online applications is 15-10-2012.
13. Printed applications complete in all respect should reach in the office of the Secretary, BISE, Sargodha on or before 18-10-2012 at 03.00 p.m. after which no application shall be entertained though posted before.

Secretary, Board of Intermediate & Secondary Education, Sargodha
Ph # 048-3226251

www.bisesargodha.edu.pk

SECRETARY