



VACANT POSITIONS

Applications are invited for the posts of Secretary, Boards of Intermediate and Secondary Education, **Bahawalpur, D.G Khan, Faisalabad, Gujranwala, Multan, Rawalpindi, Sahiwal and Sargodha.**

ELIGIBILITY CRITERIA:

Each applicant:

- Should be at least M.A/M.Sc. or equivalent (16 years of education). However, the applicants having higher qualification will be preferred;
- Should have at least four year service left before retirement on last date of submission of application;
- Should have at least one (01) year of verifiable administrative experience. However, the applicants having more administrative cum Management experience will be preferred;
- Should be:-
 - a. A Civil Servant, including those from APUG, Federal Directorate of Education (FDE), Government of Punjab, working in BS-18/19;
 - OR
 - b. An employee of public sector organization, including higher education institutions, in BS-18/19;
- Those candidates who have availed one tenure can apply but those who have availed two tenures (6 years) cannot apply.

TENURE AND PAY:

Tenure: The term of appointment will be for a period of three years or till the pleasure of Controlling Authority, subject to the satisfactory performance to be evaluated on annual basis.

Pay & Allowances:- A special “**OFFICERS ALLOWANCE**” equal to one initial basic pay in addition to pay and allowances, as are admissible in his/her own pay and scale.

In case of posting of PAS/PMS officers, they will continue to draw Executive Allowance @150% of their running basic pay and would be entitled to Officers Allowance as well during their posting. Whereas, the officers, other than PAS/PMS, would be entitled to Officers Allowance in addition to the pay & allowances admissible to them.

Terms and conditions of service shall be settled in the light of Deputation Policy, 1998 (as amended time to time).

HOW TO APPLY?

Interested candidates are requested to apply for the position on prescribed proforma available on www.hed.punjab.gov.pk.

The applicants shall be bound to provide the following documents:

- Certified copies of educational certificates / degrees / diplomas.
- Certified copy of non-teaching or managerial or administrative experience.
- Certificate showing that no inquiry whatsoever or investigation by any agency / department or trial by any Court of Law is pending against the applicant.
- A detailed Curriculum Vita clearly highlighting all aspects of eligibility criteria & personal attributes.
- No Objection Certificate.
- Three recent passport size photographs.
- Any other document as and when required.

LAST DATE FOR RECEIPT OF APPLICATIONS:

The applications of interested candidates along with proforma and requisite documents should reach the office of the Secretary, Government of Punjab, Higher Education Department, New Anarkali, Lahore, Pakistan till **31.12.2025 by 05:00 P.M.**

**SECRETARY, GOVERNMENT OF THE PUNJAB,
HIGHER EDUCATION DEPARTMENT, NEW ANARKALI, LAHORE.
Ph# +92-42-9920042, +92-42-9920039**