** GOVERNMENT OF THE PUNJAB**

**HIGHER EDUCATION DEPARTMENT**

**VACANT POSITIONS**

Applications are invited from the eligible candidates for appointment against four **(04)** posts of Secretary, BISEs, Gujranwala, Lahore, Multan & Rawalpindi and seven **(07)** posts of Controller of Examinations, BISEs, Bahawalpur, Faisalabad, Gujranwala, Lahore, Multan, Sahiwal & Sargodha.

**ELIGIBILITY CRITERIA:**

* The officers in BS-18/19 (Regular / Permanent) belonging to College School and other services (PAS/PMS) are eligible to apply for the post.
* Should be at least M.A/M.Sc or having equivalent qualification.
* Should have at least five years’ service left before retirement on the last date of submission of application.
* Should have at least three (03) years of administrative experience.
* Those candidates who have availed one tenure can apply but those who have availed two tenures cannot apply.
* **In case, a candidate wants to apply against more than one post, he/she is required to prioritize the posts of interest.**

**TENURE AND PAY:**

**Tenure**: The term of appointment will be for a period of three years on usual terms and conditions of service of Deputation Policy, 1998.

**HOW TO APPLY?**

Interested candidates are requested to apply for the position on prescribed proforma available on [**www.hed.punjab.gov.pk**](http://www.hed.punjab.gov.pk)**.**

The application should be accompanied by the following documents:(**8-Sets**)

* 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 Vitae clearly highlighting all aspects of eligibility criteria & personal attributes.
* No Objection Certificate
* One recent passport size photograph.

**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 till   
**27th April, 2021 by 05:00 P.M.**

**SECRETARY, GOVERNMENT OF THE PUNJAB,**

**HIGHER EDUCATION DEPARTMENT, CIVIL SECRETARIAT, PUNJAB, LAHORE.**

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**IPL-3277**