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29/11/16

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BOARD OF INTERMEDIATE & SECONDARY EDUCATION, DERA GHAZI KHAN.

Dated:- 03-12-2012

19-2-2013

NOTIFICATION

No 195 Admin. In exercise of the powers conferred by section 21 of the Punjab Boards of Intermediate & Secondary Education Act 1976, the BISE D.G. Khan is pleased to make the following rules:

1. **Short title and commencement.** - (1) These rules shall be called Board of Intermediate & Secondary Education D.G. Khan **Qualification and Mode of Appointment of employees, rules 2012.**

(2) These rules come into force at once.

(3) Qualification as well as mode of appointment of various categories of employees in Board of Intermediate & Secondary Education D. G. Khan will be as under:-

1. **Chairman/Secretary/
Controller of
Examinations**

To be appointed by the Controlling Authority.

2. **Audit Officer
BS-18**

Qualification

Bachelor's Degree minimum 45% marks and S.A.S / PIPFA / CA qualifications with five years experience in Audit / Accounts work.

Age: 22-45 years.

Mode of appointment.

The post of Audit Officer may be filled in by direct recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed above.

OR

An officer may be appointed by Controlling Authority of The Boards on deputation basis on the terms and conditions as notified by the Govt.

3. **Deputy Secretary/
Deputy Controller of
Examinations
BS-18**

Qualification

Master's Degree or equivalent with minimum 60% marks with five years experience of academic / administration preferably in Management Information System.

OR

Master's Degree or equivalent with minimum 45% marks with seven years experience of academic / administration preferably in Management Information System.

Ten additional marks will be given to the candidates

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possessing qualification of M.Sc. computer science / B.S computer science (4-years)/ MBA (IT) from the institution recognized by HEC.

Age: 21-35 years.

Mode of Appointment

The post of Deputy Secretary / Deputy Controller may be filled in by direct recruitment or by promotion in the ratio of 50:50.

In case of appointment against promotion quota, the said posts should be filled in by promotion from amongst Assistant Secretaries / Controllers on the basis of seniority-cum-merit with minimum five years service in Scale No.17 and minimum qualification of Graduation.

Note:- Provided that restriction of qualification of graduation will not be applicable to the existing officers for five years from the date of promulgation of these rules .

**4. Director Physical Education
(Male and Female)
BS-17.**

Qualification

Master's in Health and Physical Education with minimum 45% marks with two years experience
OR

Lecturer / SS Health and Physical Education with 2 years experience in Govt. institution.

Age: 21-30 years.

Mode of Appointment

The post shall be filled in through deputation.

**5. Assistant Secretary /
Assistant
Controller of
Examinations
BS-17**

Qualification

Master's Degree or equivalent with minimum 60% marks with one year experience of academic / administration preferably in Management Information System.

OR


Master's Degree or equivalent with minimum 45% marks with three years experience of academic / administration.

Ten additional marks will be given to the candidates possessing qualification of M.Sc / B.S (4-years) in computer science/ MBA (IT) from the institutions recognized by HEC.

Age: 21-30 years.

Mode of Appointment

33% of total posts of Assistant Secretary / Assistant Controller of Examinations shall be filled in by direct recruitment on the basis of merit and qualification as



prescribed. Whereas 67% of the posts in the cadre will be filled in by promotion from the next lower grade on the basis of seniority - cum - merit subject to qualification of graduation and seven years experience as Superintendent.

Note:- Provided that restriction of qualification of graduation will not be applicable to the existing officers for five years from the date of promulgation of these rules .

**6. Superintendent
BS-16**

Qualification

- i) Master's Degree with minimum 45% marks or
- ii) Bachelor's Degree with minimum 60% marks with two years experience OR
- iii) Bachelor's Degree with minimum 45% marks with 5 years experience of office work.

In case of initial appointment against the post, ten additional marks will be given to the candidate possessing qualification of M.Sc. computer / B.S computer sciences / MBA (I.T) from the institutions recognized by HEC to promote the cause of automation and computerization.

Age 21-30 years.

Mode of Appointment

100% by promotion amongst the Assistants.

Note:- The restriction of qualification of graduation, in the cases of promotions, will not be applicable to the existing officials for five years from the date of promulgation of these rules .

**7. Assistant
BS-14**

Qualification

B.Sc / B.A or equivalent with minimum 45 % marks with typing speed of 40 wpm on computer, key depression of 8000/hrs, having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc.

Age: 18-25years

Mode of Appointment

20% of the posts of Assistant shall be filled in by direct recruitment on the basis of merit and qualification as mentioned above. Whereas 80% of the posts in the cadre will be filled in by promotion from the next lower grade on the basis of seniority - cum - merit subject to qualification of graduation with at least twelve years experience as Senior Clerk /Junior Clerk

Note:- Provided that in promotion cases, the restriction of qualification of Graduation will not be

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applicable to the existing officials for five years from the date of promulgation of these rules.

**8. Senior Clerk
BS-9**

Qualification

- (i) Ten years experience as Junior Clerk and knowledge of computer (MS Office) with speed 40 wpm.

OR

- (ii) Intermediate/Diploma in Commerce or equivalent with minimum 45% marks and three years experience of office work and having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc, with typing speed 40wpm.

Age: 18-25

Mode of Appointment

100% of the posts in the cadre will be filled in by promotion from amongst the Junior Clerks on the basis of seniority - cum - merit subject to qualification of Intermediate/ equivalent with at least ten years experience as Junior Clerk.

Provided that if persons with the requisite qualifications and merit are not available from within the office, the posts may be filled in by direct recruitment.

NOTE: - Provided that in promotion cases, the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.

**9. Junior Clerk
BS-7**

Qualification

Matriculation with minimum 45% marks with typing speed of 40 words per minute in English or 30 wpm in Urdu along with having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc ;

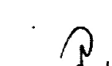
Age: 18-25 years.

Mode of Appointment

- (i) 80% by direct recruitment
(ii) 20% by promotion on the basis of seniority cum fitness from amongst the employees of all categories from (BS-1 to 4) with qualification of Matriculation with minimum 45% marks or equivalent and knowledge of computer (MS Office) with typing speed of 25 wpm in English and Urdu.

Note:- In case of non availability of suitable candidates for promotion, the vacant posts may be filled in by direct recruitment.

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10. **Estate Officer**
BS-17
(Ex-cadre post)
- Qualification**
i) M.A / M.Sc with minimum 45% marks with two years relevant experience.
OR
ii) Bachelor's Degree with minimum 45% marks and five years experience of office work / estate management.
- Age:** 21-30 years.
- Mode of Appointment**
By direct recruitment.
11. **Welfare Officer**
BS-17
- Qualification**
Master's Degree with minimum 45% marks & one year experience in relevant field.
- Age:** 21-30 years.
- Mode of Appointment**
By direct recruitment.
12. **Assistant Engineer**
BS-17
- Qualification**
B.Sc (Civil Engineering) with minimum 45% marks with two years relevant experience.
- Age:** 21-30 years.
- Mode of Appointment**
By initial recruitment or on deputation
13. **Research Investigator**
BS-16
(Ex-Cadre Post)
- Qualification**
M.Phil (Education)
OR
M.A(Education) / M.Ed with minimum 60% marks with one year relevant experience.
OR
M.A/M.Ed with minimum 45% marks with three years relevant experience.
- Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational Assessment.
- Age:** 21-30 years.
- Mode of Appointment**
By direct recruitment or on deputation.
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14. **Public Relations
Officer
BS-17**

(Ex-Cadre post)

Qualification

M.Sc. / M.A. (Journalism, Mass Communication Sociology, Psychology, Social Work with minimum 45% marks.

Age: 21-30 year

Mode of Appointment

By direct recruitment or deputation.

15. **System Analyst
BS-18**

Qualification

M.Sc Computer Sciences / BS Computer Sciences with minimum 45% marks from the institutions recognized by HEC with five years experience of programming and Database Administration Preference will be given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.

Age: 21-35 Years

Mode of Appointment

100% by promotion with minimum 5 years service in scale BS-17 as Programmer, In case of non availability by direct recruitment.

16. **Computer
Programmer
BS-17**

Qualification

M.Sc Computer Sciences / BS (4-years) Computer Sciences with minimum 45% marks from the institutions recognized by HEC with three years experience of programming. Preference will be given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.

Age: 21-30 Years

Mode of Appointment

By direct recruitment 33% or by promotion 67% from Junior Programmers having 7 years experience.

17. **Junior Computer
Programmer
BS-16**

Qualification

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% marks from the institutions recognized by HEC having one year practical experience of web programming / designing.

Preference is given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.

Age: 21-30 Years

Mode of Appointment

By direct recruitment.

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**18. Web Developer
BS-17**

Qualification

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% marks from the institutions recognized by HEC having three years experience of web development in ASP.NET / Database Management its security and warehousing. Programming and Managing in Visual Tools.

Age: 21-30

Mode of Appointment

By direct recruitment.

**19. Data Entry
Supervisor
BS-16**

Qualification

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 60% marks from the institutions recognized by HEC

OR

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% marks from the institutions recognized by HEC having two years relevant experience

Age: 21-30 Years

Mode of Appointment

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 Senior Data Entry Operators with five years experience on the basis of seniority cum merit.

**20. Senior Data Entry
Operator
BS-14**

Qualification

B.Sc/B.A or equivalent with minimum 45% marks with typing speed of 50 wpm on computer, key depression of 10000/hrs with two years experience of computer programming.

Preference will be given to those who have one year post graduate diploma or degree in Computer Science.

Age: 18-25 years

Mode of Appointment

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

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experts. Proper opportunities of training in the field shall be extended to improve qualification.

**21. Data Entry Operator
BS-11**

Qualification

B.Sc/B.A with subject of computer Science or equivalent with minimum 45% marks with typing speed of 50 wpm on computer, key depression of 10000/hrs.

OR

F.Sc/F.A or equivalent with minimum 45% marks with typing speed of 50 wpm on computer, key depression of 10000/hrs 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 from recognized institutions.

Age: 18-25 Years

Mode of Appointment

By direct recruitment

**22. Private Secretary /
Personal Assistant
BS-16**

Mode of Appointment

100% by promotion on the basis of seniority-cum-merit from amongst the Senior Stenographers BS-15 with ten years experience as Senior Stenographer.

Fixation of Seniority

On promotion as P.S / PA the incumbent will be placed at the bottom of seniority list of superintendents.

Note:- The Senior most Private Assistant will be designated as Private Secretary in the same scale.

The incumbents working as PA who have already not been included in the seniority list of Superintendents, will be placed at the bottom of seniority list of Superintendents, as per order of their own seniority, on the date of promulgation of these rules.

**23. Senior Scale
Stenographer
BS-15**

Mode of Appointment

By promotion on the basis of seniority-cum-merit from amongst the Junior Scale Stenographers BS-12 with five years experience as Jr.Scale Stenographer.

**24. Junior Scale
Stenographer
BS-12**

Qualification

- i) Intermediate with minimum 45% marks;
- ii) And a speed of at least 80 wpm in Shrot-hand and 40 wpm typewriting (English)
- iii) At least 60 wpm in Urdu short-hand and 25 wpm

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in Urdu Type-writing.

iv) Having knowledge of computer will be preferred.

Age: 18-25 Years

Mode of Appointment

The post shall be filled in by initial recruitment.

25. Senior Computer Operator BS-17

Qualification

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% from the institutions recognized by HEC division having two years experience of Data Base Administration, Data Security, Data Ware Housing, having knowledge and experience of programming and Relational Data Base Management systems like Oracle, MS SQL etc.

Age: 21-30 years

Mode of Appointment

The post shall be filled in by direct recruitment.

26. Superintendent General Press BS-16

Qualification

3 years Diploma in printing administration / Graphic Reproduction / Photo-Lithography / Printing Technology with minimum 45% marks from the institutions recognized by Technical Board in the relevant field obtained as a result of at least three years full-time studies from a recognized Pakistani / Foreign institute with seven years experience in Industry.

Age: 21-30 year

Mode of Appointment

The post shall be filled in by direct recruitment.

27. Offset Machine-Man BS-09

Qualification

Diploma of Associate Engineer in Printing and Graphic Arts Technology from the institutions recognized by Technical Board with two years experience as Assistant Offset Machine Operator. OR


SSC with minimum 45% marks with seven years experience in relevant field.

Age: 18-25 years

Mode of Appointment

100% by promotion from amongst the Machine-man (BS-5) having at least 7 years experience.

In case of non availability of suitable candidates, the post will be filled in by direct recruitment.



28. **Machine-man
BS-5**

Qualification

Literate with two years experience as Machine Man.

Age: 18-25 years

Mode of Appointment

By promotion from within the staff of Board's General Press having experience of two years.

29. **Plate Maker
BS-5**

Qualification

Matriculation with minimum 45% marks with three years experience of plate making both deep and surface.

Age: 18-25 years

Mode of Appointment

By promotion from within the staff of Board's General Press having the relevant qualification.

In case of non availability of suitable candidates the post will be filled in by direct recruitment.

30. **Assistant Rolling
Machine Man (BS-5)**

Qualification

SSC with minimum 45% marks with three years experience.

Age: 18-25 years

Mode of Appointment

By direct recruitment

31. **Plate Grainer (BS-3)**

Qualification

Middle pass with experience of work on graining machine.

Age: 18-25

Mode of Appointment

By direct recruitment

32. **Cleaner cum Inkman
(BS-1)**

Qualification

Middle Pass and three years experience of working on automatic offset printing machine

Age: 18-25 years.

Mode of Appointment

By Direct recruitment.

33. **Driver
BS-4**


Qualification

Literate having HTV driving license with three years experience.


Age: 18-25 years.

Mode of Appointment


By direct recruitment.



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34. **Cleaner
(BS-1)**
- Qualification**
Middle having three years experience in relevant field.
- Age:** 18-25 years.
Mode of Appointment
By direct recruitment
35. **Electrician
BS-5**
- Mode of Appointment**
By promotion from amongst Electrician Helper having 10 years service experience as Electrician Helper
36. **Electrician Helper
BS-3**
- Qualification**
Middle pass with technical knowledge of Electric work.
Preference shall be given to diploma holders.
- Mode of Appointment**
By direct recruitment
37. **Plumber
BS-5**
- Qualification**
Matric with minimum 45% marks with certificate of plumber issued by the Govt. Vocational Institute/equivalent.
Age: 18-25 years
- Mode of Appointment**
By direct recruitment.
38. **Carpenter
BS-3**
- Qualification**
Literate and knowing knowledge of his job.
Age 18-25 years
Mode of Appointment
By direct recruitment.
39. **Record Lifter
BS-2**
- Qualification**
At least Middle Pass from a Government / registered school.
- Age:** 18-25 years.
- Mode of Appointment**
By initial recruitment.
40. **Head Security Guard
BS-3**
- Qualification**
Ex-military man having minimum service of 10 years in armed forces.
Age: 18-25 years.
Mode of Appointment
By promotion from amongst Security Guards on seniority-cum-fitness having at least 10 years service experience as Security Guard.
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41. **Mall**
BS-1
- Qualification**
Literate and having knowledge of the job.
- Age:** 18-25 years.
- Mode of Appointment**
By initial recruitment.
42. **Qasid**
BS-3
- Mode of Appointment**
By promotion from amongst Naib Qasids on seniority-cum-fitness with 10 years service as Naib Qasid.
43. **Naib Qasid**
BS-1
- Qualification**
Literate.
- Age:** 18-25 years.
- Mode of Appointment**
By initial recruitment.
44. **Daftri**
BS-4
- Qualification**
Middle pass with two years experience of book binding.
- Age:** 18-25 years.
- Mode of Appointment**
By direct recruitment.
45. **Waterman**
BS-1
- Qualification**
Literate, Good Physique and sound health.
- Age:** 18-25 years.
- Mode of Appointment**
By direct recruitment.
46. **Sweeper**
BS-1
- Qualification**
Having knowledge of the job.
- Age:** 18-25 years.
- Mode of Appointment**
By direct recruitment.
47. **Balidar**
BS-1
- Qualification** *
Having knowledge of the job with sound health.
- Age:** 18-25 years.
- Mode of Appointment**
By direct recruitment
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**48. Coach (Cricket)
BS-11**

Qualification

- 1) i) Matric with minimum 45% marks
ii) Player of National Level
OR
- 2) i) Certificate of Intermediate with minimum 45% marks
ii) Selector Player of Board / University or Divisional Level
iii) National Grade "A" referee and umpire with experience of International matches.
iv) Qualified Coach
OR
- 3) i) B.A Degree with minimum 45% marks
Selector Player of Board / University. OR Divisional Level.
ii) Qualified Umpire. Having certificate of national level coaches courses will be preferred.

Age: 18-25 years

Mode of Appointment
By direct recruitment

**49. Library Attendant
BS-01**

Qualification

Middle pass and having experience in library work.
Age: 18-25 years

Mode of Appointment
By direct recruitment

**50. Gestetnor Operator
BS-04**

Qualification

Middle pass and having experience at relevant/Sycholo-style machine.

Age: 18-25 years

Mode of Appointment
By direct recruitment

**51. Cook
BS-01**

Qualification


Literate and having three years experience in well reputed restaurant.

Mode of Appointment
By direct recruitment

4. **Training:** It is mandatory for all employees to qualify the required Training for confirmation of their appointment and promotion for each post as prescribed by the Board

5. **SCHEME FOR GRANTING OF HIGHER SCALES TO EX-CADRE POSTS.**


The incumbents appointed through initial recruitment against the ex-cadre posts may be granted higher scales as personal in accordance with following criteria. The posts having no further line of promotion are ex-cadre posts.



Scale No. (For initial recruitment) of Ex-cadre post in BS	One Step After 15-years In BS
17	18
16	17
14	16 - subject to the qualification of graduation
11	14
09	11
07	09
06	08
05	07
04	06
03	05
02	04
01	03

The grant of above personal scales will be subject to the following conditions:-

1. His annual confidential reports for the last 05 years should be satisfactory.
2. He should have not been awarded any major penalty / punishment under the disciplinary rules during his whole service career.
3. In case of departmental proceedings pending against the employee to be considered for the grant of personal scale.
4. Recommendations of promotion committee or authority.
5. Service record comprising PERs / ACRs.
6. Minor penalty of withholding of promotion for a specific period, will take effect from the date after the specific period on completion of above prescribed period for granting of higher personal scale.
7. Successful completion of mandatory training and passing of prescribed departmental examination, if any.
8. Any other condition laid down with the approval of the Competent Authority for a specific category of officers / officials.
9. The above scheme will be applicable to the regular board employees of EX-cadre posts only.
10. A board employee can be deferred from granting of higher personal scale by the promotion committee on the basis of any or more of the following reasons.
 - a. The officer / official has failed to submit his PER forms after completing Part-I to the Reporting Officer.
 - b. PER dossier is incomplete, especially last full year's report is missing or any other documentation required by the Promotion Committee for determining his suitability for promotion is not available.
 - c. The record of the board employee is not clear, especially for the last five years (contains adverse remarks—pending decision on the representation).
 - d. In case of any criminal case, anti corruption or other enquiries or criminal cases are pending against him. However, preliminary inquiry / probe in the matter or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment.
 - e. He is on deputation with other institution.

- f. He is on training abroad / long leave for a period of more than six months or he is not likely to return within a period of six months.
 - g. He is on contract appointment outside or within the Board.
 - h. He has not earned a full year's report after having been on deputation abroad / employment with foreign government / long leave.
 - i. The record of the employee contains adverse remarks (not expunged after representation) during the last three years.
 - j. He has failed to qualify or to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training.
 - k. His performance in the mandatory training courses is unsatisfactory.
 - l. He has been awarded three or more minor penalties during the last five years.
 - m. He does not fulfill any specific condition laid down for a specific category of officers / officials.
- 11. The officer / official deferred by the Promotion Committee be informed about the reasons for his deferment to enable such officer / official to improve his performance and to complete his record / any other deficiency, as the case may be.
 - 12. The board employee whose higher personal scale has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist.
 - 13. The Promotion Committee may assess of an officer / official on the basis of his entire service record and not only on a portion of it. However, it may give due weight-age to the recent reports, but the older reports should not completely be ignored for assessment of over all evaluation of the service record.
 - 14. The recommendations of Promotion Committee shall be implemented immediately after approval of the competent authority and orders issued in consequence thereof.
 - 15. The recommendations of the Promotion Committee shall remain valid for one year. The period shall be counted from the date of approval accorded by the appointing authority.
 - 16. During the process of granting of higher personal scale if any official / officer is proceeded against under disciplinary laws pertaining to the period prior to consideration of his case, the results of proceedings shall be awaited and if he is exonerated during the validity period of recommendation, his promotion may be allowed to be actualized. In case of otherwise his case shall again be placed before the promotion committee.
 - 17. A Board employee during LPR will not be considered for grant of higher personal scale.
 - 18. No incumbent will be granted higher personal scale before completion of prescribed length of service at all.
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19. The promotion tier earlier in practice for any of Ex-cadre post will not be affected by the above scheme and will remain continuing without application of scheme of granting higher personal scales.

Sd/-

SECRETARY

Copy to: -

1. The Section Officer (Boards) Govt. of the Punjab, Higher Education Department Lahore.
2. The Chairman PBCC camped at BISE, Gujranwala.
3. All the Chairmen of BISEs in Punjab.
4. The Executive District Officers (Education) D. G. Khan, M. Garh, Layyah, Rajanpur.
5. P.S. To Chairman
6. S.S To Secretary
7. S.S To Controller of Examinations.
8. All Branch Officers
9. All Superintendents

SECRETARY

* The Board at its meeting dated 25-6-14 vide Item NO. 12, amended Service Rules, 2012 as under:-

Notification No. 903/Est dated 31-8-2016.

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, D.G.KHAN

No. 902 /Estt:

Dated 31-8 /2016.

NOTIFICATION

It is hereby notified that the Board has adopted the following recommendations of PBCC regarding amendments in Service Rules, 2012, in its meeting held on 25-06-2014 vide Item No. 12, received through Section Officer (Boards), Higher Education Department, Govt. of the Punjab, Lahore vide letter No.SO(Boards)12-2/2012(P-I) dated: 21-05-2014:-

S. No.	Name of Post	Service Rules, 2012	Amendment in Service Rules, 2012
01	Deputy Secretary/ Deputy Controller of Examinations (BS-18)	<p><u>Qualification</u></p> <p>Master's Degree or equivalent with minimum 60% marks with five years experience of academic/administration preferably in Management Information System.</p> <p>OR</p> <p>Master's Degree or equivalent with minimum 45% marks with seven years experience of academic/administration preferably in Management Information System.</p> <p>Ten additional marks will be given to the candidates possessing qualification of M.Sc computer science/ BS computer science (4-years)/ MBA (IT) from the institution recognized by HEC.</p> <p>Age 21-35 years.</p> <p><u>Mode of Appointment</u></p> <p>The post of Deputy Secretary/Deputy Controller may be filled in by direct recruitment or by promotion in the ratio of 50:50</p> <p>In case of appointment against promotion quota, the said post should be filled in by promotion from amongst Assistant Secretaries/Assistant</p>	<p>In promotion case only seniority-cum-fitness with minimum three years service in Scale No.17 and 10 years experience in case of direct recruitment in BS-17 will be required.</p> <p><u>Qualification in case of Direct recruitment</u></p> <p>Master's Degree or equivalent from recognized University with 60% marks with five (5) years experience of academic administration preferably in Management Information System</p> <p>OR</p> <p>Master's Degree or equivalent from recognized university with 45% marks and Seven (7) years experience of academic/administration preferably in Management Information System.</p> <p>In case of higher qualification the condition of 60% marks will be waived off.</p> <p>Age 22-40 years.</p> <p><u>Mode of appointment.</u></p> <p>The post shall be filled in 80% by promotion and 20% by initial recruitment.</p>

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		<p>Controllers on the basis of seniority-cum-merit with minimum five years service in Scale No.17 and minimum qualification of Graduation.</p> <p>Note: Provided that restriction of qualification of Graduation will not be applicable to the existing officers for five years from the date of promulgation of these rules.</p>	
02	Assistant Secretary/ Assistant Controller of Examinations (BS-17)	<p><u>Qualification</u></p> <p>Master's Degree or equivalent with minimum 60% marks with one year experience of academic/ administration preferably in Management Information System OR Master's Degree or equivalent with minimum 45% marks with three years experience of academic/ administration.</p> <p>Ten additional marks will be given to the candidates possessing qualification of MSc / BS (4- years) in computer science / MBA (IT) from the institutions recognized by HEC.</p> <p>Age 21-30 years.</p> <p><u>Mode of Appointment</u></p> <p>33% of total posts of Assistant Secretary /Assistant Controller of Examinations shall be filled in by direct recruitment on the basis of merit and qualification as prescribed. Whereas 67% of the posts in the cadre will be filled in by promotion from the next lower grade on the basis of seniority-cum-merit subject to qualification of Graduation and seven years experience as Superintendent.</p> <p>Note: Provided that restriction of qualification of Graduation will not be applicable to the existing officers for five years from the date of promulgation of</p>	<p>i) In promotion case only seniority-cum-fitness with minimum three years service in Scale No.16 and 10 years experience in case of direct recruitment in BS-16 will be required.</p> <p>ii) In case of Direct recruitment Master's Degree or equivalent from recognized University with 60% marks preferably in Management or Information Technology System.</p> <p>OR</p> <p>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.</p> <p>In case of higher qualification the condition of 60% marks will be waived off.</p> <p><u>Mode of appointment.</u></p> <p>The post shall be filled in 75% by promotion and 25% by initial recruitment.</p>

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03	Superintendent BS-16	<p>these rules.</p> <p>Qualification</p> <p>i) Master's Degree with minimum 45% marks or</p> <p>ii) Bachelor's Degree with minimum 60% marks with two years experience OR</p> <p>iii) Bachelor's Degree with minimum 45% marks with 5 years experience of office work.</p> <p>In case of initial appointment against the post, ten additional marks will be given to the candidates possessing qualification of M.Sc computer / B.S computer Sciences / MBA (I.T) from the institutions recognized by HEC to promote the cause of automation and computerization.</p> <p>Age 21-30 years</p> <p>Mode of Appointment.</p> <p>100% by promotion amongst the Assistant.</p> <p>Note: The restriction of qualification of Graduation, in the cases of promotions, will not be applicable to the existing officials for five years from the date of promulgation of these rules.</p>	<p>In promotion case only seniority-cum-fitness with minimum five years service in Scale No.14 will be required.</p> <p>Qualification:-</p> <p>Master Degree or equivalent from recognized University in second division with 2 years experience or</p> <p>Bachelor Degree from recognized University with 1st division with 3 years experience. Bachelor degree from recognized University with 2nd Div. with 5 years experience.</p> <p>Age 21-30 years.</p> <p>Mode of appointment.</p> <p>The post shall be filled in 80% by promotion and 20% through direct recruitment.</p>
04	Assistant (BS-14)	<p>Qualification</p> <p>BSc/B.A or equivalent with minimum 45% marks with typing speed of 40 wpm on computer, key depression of 8000/hrs, having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc.</p> <p>Age 18-25 years.</p> <p>Mode of Appointment</p> <p>20% of the posts of Assistant shall be filled in by direct recruitment on the basis of merit and qualification as mentioned above. Whereas 80% of the posts in the cadre will be</p>	<p>i) In promotion case only seniority-cum-fitness with minimum five years service as Senior Clerk.</p> <p>ii) In case of direct recruitment, BSc/ 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.</p> <p>Age 18-25</p> <p>Mode of appointment.</p> <p>The post shall be filled in 20% by initial recruitment and 80% by Promotion.</p>

		<p>filled in by promotion from the next lower grade on the basis of seniority cum-merit subject to qualification of graduation with at least twelve years experience as Senior Clerk/Junior Clerk.</p> <p>Note:- Provided that in promotion cases, the restriction of qualification of Graduation will not be applicable to the existing officials for five years from the date of promulgation of these rules.</p>	
05	Senior Clerk (BS-9)	<p><u>Qualification</u></p> <p>i) Ten years experience as Junior Clerk and knowledge of computer (MS Office) with speed 40 wpm.</p> <p>OR</p> <p>ii) Intermediate/Diploma in Commerce or equivalent with minimum 45% marks and three years experience of office work and having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc. with typing speed 40 wpm.</p> <p>Age 18-25 years.</p> <p><u>Mode of Appointment</u></p> <p>100% of the posts in the cadre will be filled in by promotion from amongst the Junior clerks on the basis of seniority-cum-merit subject to qualification of Intermediate/ equivalent with at least ten years experience as Junior Clerk.</p> <p>Provided that if persons with the requisite qualifications and merit are not available from within the office, the posts may be filled in by direct recruitment.</p> <p>Note:- Provided that in promotion cases, the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.</p>	<p>In promotion case only seniority-cum-fitness with minimum five years service as Junior Clerk.</p> <p><u>Mode of appointment.</u></p> <p>The post shall be filled in 100% by Promotion as per Govt. rule.</p>

06	Junior Clerk (BS-7)	<p>Qualification</p> <p>Matriculation with minimum 45% marks with typing speed of 40 words per minute in English or 30 wpm in Urdu along with having knowledge and skill of MS Office, Word processing, Spread Sheet Development and composing etc; Age 18-25 years.</p> <p>Mode of Appointment</p> <p>i) 80% by direct recruitment. ii) 20% by promotion on the basis of seniority- cum- fitness from amongst the employees of all categories from (BS-1 to 4) with qualification of Matriculation with minimum 45% marks or equivalent and knowledge of computer (MS Office) with typing speed of 25 wpm in English and Urdu. Note:- In case of non availability of suitable candidates for promotion, the vacant posts may be filled in by direct recruitment.</p>	<p>i) In case of initial recruitment Matriculation with minimum 45% marks or equivalent from recognized Board and knowledge of computer (MS Office) with typing speed of 40 wpm in English OR 30 wpm in Urdu on computer.</p> <p>ii) In case of promotion amongst the C-Class (BS-1 to 4) Employees who:- a) Having a Secondary School Certificate with minimum 45% marks or equivalent qualification from a recognized Board. b) Have at least 3 years experience as such. c) Have a speed of 25 words per minutes in typing on computer in English OR Urdu as per Govt. Letter No.SOR-III(S&GAD)2-54/2010. Note:- The condition of 45% marks will be waived off in case of higher academic qualification in case of higher academic qualification in case of both direct recruitment and promotion cases.</p> <p>Mode of appointment. The post shall be filled in 80% direct recruitment and 20% by promotion amongst C-Class employees</p>
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Note :- This notification shall take effect from the date of its adoption i.e.25-06-2014.

SECRETARY

Endst: No. 903 /Estt:

Dated: 31-8 /2016.

A copy is submitted to the following for information and necessary action:-

- 01 All Officers.
- 02 All Superintendents.
- 03 P.S. to Chairman.
- 04 P.A. to Secretary.
- 05 P.A. to C.E.
- 06 Order Book.

Assistant Secretary (Establishment)
for Secretary

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VEHICLES RULES, 2012

NOTIFICATION

Dated 19-2-2013

No 196 / Admn. In exercise of the powers conferred by section 21(iv) of the Punjab Boards of Intermediate & Secondary Education Act 1976, the B.I.S.E. DERA GHAZI KHAN is pleased to make the following rules:

3.1 Short title and commencement-

- (1) These rules may be called Board of Intermediate & Secondary Education DERA GHAZI KHAN Vehicles Rules, 2012.
- (2) These rules come into force at once.

3.2. These rules may be called 'Board of Intermediate and Secondary Education Dera Ghazi Khan Motor Vehicles Rules, 2012.

3.3. In these rules, the term:

- (1) 'Vehicle' means all types of motor vehicles used as transport by the staff of the Board for official duties.
- (2) 'Competent Authority' means the Chairman, Board of Intermediate and Secondary Education, Dera Ghazi Khan
- (3) 'Officer Incharge' means an officer appointed by the competent authority responsible for the proper maintenance and utilization of the transport in accordance with these rules.
- (4) 'Duty or Official Business' mean journeys between office and any other place of duty and vice versa.
- (5) 'Board' means the Board of Intermediate and Secondary Education, Dera Ghazi Khan

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- (6) M.V.E. means motor vehicle examiner posted by the Govt.
- (7) "Driver" means a person having a valid driving license and authorized by the competent authority to drive vehicles.
- (8) "Form" means a form appended to these rules.
- (9) "Repair" means any work required to keep the vehicle in running position.
- 3.4. (1) Each vehicle, immediately after its purchase, shall be registered in the name of the Secretary, Board of Intermediate and Secondary Education, D. G. Khan, with the Taxation authorities, as required by the Government Rules in force.
- (2) Vehicles shall always be driven by authorized licensed person. No person other than authorized one shall handle the vehicles except for testing with the permission of the officer in-charge.
- (3) Small semi-circular board shall be fixed above the front and rear number plates of the vehicles with the inscriptions 'BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, D. G. KHAN', as required under the rules.
- (4) On the front and the back, the number plates of the vehicles as required under the rules will be fixed.
- 3.5. Vehicles shall be used by the employees of the Board for official business only except as otherwise permitted by the competent authority or his nominee.
- 3.6. (1) Vehicles may be provided for use of official guests of the Board, if permitted by the competent authority or his nominee on a whole or part-time basis free of cost.
- (2) Members and Officers/officials of the Board may use vehicles on private account, once in a month and or on the discretion of competent authority or the officer authorized

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by the Chairman, on payment of rates as specified by the Board from time to time for different vehicles.

(3) The chairman may permit the use of vehicles by any Govt. Official / VIP free of cost.

(4) Journeys to and from Airport/Railway Station/Bus Stand etc. undertaken by the members of the Board/ Committee/Guests of the Board when coming to attend the meetings of the Board/Committee will be treated as official.

3.7. The competent authority may permit the borrowing of vehicle, free of charge, for employees of the Board in case of emergency arising out of accident, serious diseases or death of an employee or his dependents.

3.8. For any journey made in contravention of these rules, mileage shall be recovered from the employee concerned at double the rate mentioned in rule 5(2) above.

3.9. The details and purpose of the journeys shall be stated specifically in the requisition form; provided that in case the vehicle is used by the Chairman, it will not be necessary to record the details of journeys and instead the words 'under service to Chairman' shall be recorded. The P.S. to Chairman or any other officers as directed by the Chairman shall sign the Log Book of the Vehicles used by the Chairman.

3.10. An officer / official requiring the Board's vehicle shall complete the requisition form before the vehicle leaves the office premises.

No vehicle will be allowed for journey unless requisition form has been signed by the authorized officer. The details and purpose of the journeys shall be stated specifically in the requisition form.

Provided that in case of the Chairman, no such requisition would be required.

3.11. (1) The Officer Incharge will be competent to sanction the service, repairs and replacement of unserviceable parts of vehicles valued up to Rs.500/- and repairs, servicing or replacement of parts beyond this amount shall require the sanction of the competent authority.

(2) The Officer Incharge may, with the approval of the Authority, incur expenditure on repair, purchase and replacement of parts to the extent of Rs.2,500/- without

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referring it to the Transport Committee; provided that the charges and rates of such job conform to the market.

- (3) For expenditure on repairs, purchase and replacement of parts of vehicle involving amounts from Rs.2,500/- to Rs.25,000/-, a Committee of three officers, to be nominated by the Chairman, shall get such jobs executed after obtaining report from Workshop Mechanic.
- (4) The Committee, as provided in the sub-rule (3) of rule 10, shall be competent to get the repair work of vehicles executed without obtaining quotations in case the amount of expenditure does not exceed Rs.5,000/-. However, it shall be mandatory to obtain at least three quotations (by hand) for any job exceeding Rs.5,000/-.
- (5) In case of expenditure exceeding Rs.25,000/- and for the jobs detailed hereunder, a technical representative of the Board shall assist Transport Committee:
 - i) Overhauling of Engine
 - ii) Replacement of Gear Box and Steering Assembly
 - iii) Denting & Painting of Body;
 - iv) Replacement of Tires.

3.12. The officer authorized by the Chairman shall be competent to sanction journeys on official business or for private use within City of Headquarter. The vehicle would not move out of the City of Headquarter without the prior permission of the Chairman or the officer authorized.
Provided that Chairman may authorize any officer to sanction official journeys out of the Headquarter City.

3.13. The Officer Incharge shall take necessary steps to ensure that the vehicles in his charge are not misused or neglected by the Driver/s and that the petrol is not wasted. In order to have a general watch, he shall scrutinize the requisite forms at least fortnightly to see that all journeys made were properly authorized. This opportunity shall also be taken by the Officer Incharge to see that avoidable

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journeys are not made by the vehicles. On each occasion, he shall record the following certificate under his full signature:

"I have examined all the entries since this register was last checked and have no observation to make except the following:

Signature _____
Designation _____
Date _____

3.14.

A bill shall be prepared in respect of private trip/s on the last working day of the month and passed on to the Establishment Section for recovery from the concerned officer. A certificate shall be recorded after the final entry for the month that the registers have been examined and necessary bills prepared. Where sufficient indication of the nature of the trip has not been given or officer concerned has not signed the requisition forms or filled the particulars properly, it will be assumed that the trip was a private one and recovery at the rates laid down under rule 5(2) above will be made from the officer concerned. All recoveries for use of vehicles on private account will be made at the end of the month through the salary bill of the official concerned. Recovery on account of private use of vehicle by the members of the Board/Committee shall be effected through their T.A. claims.

Recoveries on account of private use of vehicles shall not be normally delayed beyond one month and the Officer Incharge shall be personally responsible for scrutinizing the requisition forms at the close of each month to see that all recoveries on account of private use of vehicles have been made. Delays in recoveries will have to be clearly explained by the Establishment Section.

3.15.

Audit of accounts relating to vehicles shall be conducted periodically by the Audit Officer of the Board.

3.16.

The Driver of each vehicle shall strictly observe the following instructions:

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- (1) He shall be responsible for the proper upkeep and cleanliness of the vehicle, petrol consumption and careful driving and caution against accidents.
- (2) He shall get entries recorded in the requisition form before an officer leaves the vehicle, except where the officer is not required to make them personally.
- (3) He shall be responsible for damage to the vehicle caused by his negligence.
- (4) The Driver shall be personally responsible in case he is penalized for disregarding the driving and traffic regulations and speed limits in different areas.
- (5) Vehicles shall not be left un-attended, un-locked or in a dangerous position.
- (6) Should any officer refuse to cooperate in the observance of these rules, the Driver shall not argue with him but carry out the orders of that officer and report the incident to the Officer Incharge or the competent authority or his nominee.
- (7) Any contravention of the above instructions shall be considered as an offence and disciplinary action shall be taken against the Driver.
- (8) No driver will drive the vehicle unless he is in proper uniform with cap.
- (9) The driver will refrain from smoking during duty.
- (10) If speedometer of any vehicle stops working while on duty, the driver of the vehicle should immediately record, with the help of officer / official traveling in the said vehicle, the speedometer reading in the Log book along with time, date and place where the meter stopped working. The driver, on returning to the Headquarter, report the matter to the officer in-charge for immediate necessary action.
- (11) The driver will take every possible step to minimize the consumption of POL.

Note:- The above instructions will be translated in Urdu and hand over the same to all the driver for strict compliance.



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3.17. (1) **Specification**

Details should be copied from the registration book of the vehicle on the form prescribed (Annexure-A) and placed in the history sheet register as well as log book of the vehicle.

(2) **REQUISITION FORM**

The requisition forms given at Annexure "B" will be filled in by the requisitioning officer and signed by the authorized officer. It will be considered as movement order for the vehicle, without which the vehicle will not move out of the office premises during the conduct of examination. The order to use the vehicle on file will be considered authorization/permission for whole exams. No separate requisition will be needed.

(3) **LOG BOOK**

A bound book or register shall be maintained in the form shown at Annexure "C" where in day-to-day entries regarding journeys shall be made from the requisition forms. The entries showing journey by the vehicle shall be signed by the official / officer using the vehicle.

(4) **RECORD OF MILEAGE**

An Fuel consumption certificate for each vehicle shall be got from Motor Vehicle Examiner or any officer authorized by the Chairman. Average consumption of fuel Kilometers per liter shall be worked out on the basis of the results entered in the LOG BOOK on the last day of each month in the form given at Annexure "D". This summary will be signed by the concerned driver and verified by the Officer In-charge.

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(5) **REPAIRS OF VEHICLES.**

All the vehicles shall be got repaired according to the purchase rules of BISE D. G. KHAN. For this purpose purchase committee as prescribed in the purchase rules will be called as vehicle repair committee. The details of all kinds of repairs, recharging of batteries etc. as well as normal servicing of the vehicles shall be entered in the relevant register (called History Sheet of the vehicle). The entries of this register will be signed by the Officer In-charge.

(6) **POL ACCOUNT REGISTER**

POL Account shall be maintained in the relevant register. The entries of this register will be compared with the log books of concerned vehicles by the Officer In-charge at the end of every month.

(7) **RECORD OF THE VEHICLE/TOOLS/EQUIPMENT**

Entry of all types of tools / equipments and spare parts of a vehicle shall be made in the relevant register.

(8) **RECORD OF TYRES AND TUBES**

Tires/ Tubes may be replaced after 50000 kilometers. If any tire / tube comes defective before the prescribed limit, shall be replaced with the prior permission of the Chairman. Record of tires and tubes and other consumable articles etc. (apart from POL) connected with the vehicle shall be entered in the relevant register of each vehicle.

3.18. **FITNESS CERTIFICATE:**

A fitness certificate will be got after every six months / as required by the Govt. of the Punjab. Such certificate will be obtained from the Motor Vehicle Examiner.

3.19. **RENEWAL OF TOKEN**

Token of every vehicles shall be renewed every year by paying all necessary dues with the Motor Registering Authority / as required by the Govt. of the Punjab.



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3.20. **SERVICE**

Every Vehicle will be got serviced after 1600 Kilometers travelling. Required items such as engine oil, filters, kerosene oil, grease and washing of vehicle will be issued accordingly.

3.21. **SEALING OF SPEEDOMETER**

Speedometer cable of every vehicle at both the ends shall be sealed by the Officer In-charge personally and inspect the same periodically for his satisfaction. In case of broken seals Officer In-charge will take strict action against the concerned driver.

3.22. **GARAGING OF VEHICLE.**

Soon after the official duty is over, the official transport shall be garaged in Board campus. No officer, except Chairmah, shall take official vehicle to his residence for garage.

3.23. **INSURANCE / VEHICLE BANK ACCOUNT FUND.**

Every vehicle of the Board will be got insured with the Insurance Company by paying annual insurance premium or a bank account captioned as Vehicle Insurance Fund will be maintained with the approval of Board. The amounts equal to insurance premium will be transferred to the said fund. Expenditure for repairs (in case of accident only) of vehicles will be met out of this fund. In case of shortage of funds the excessive expenditure will be incurred from general fund of the Board.

3.24. **REPLACEMENT OF VEHICLE.**

Vehicle may be replaced in the light of rules / instructions of Govt. of the Punjab.

3.25. **APPOINTMENT OF DRIVERS.**

(1) Drivers for the Board's vehicles shall be appointed as per provisions of BISE D.G.Khan Service (Appointment and conditions of service) rules 2012.

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(2) If an official of any other category having driving license, is required to perform duties as driver in his own pay & scale, on completion of one year of satisfactory service will be promoted as Driver.

(3) Every driver will be required to undergo on the official cost of Board every year from the authorized medical officer and fitness certificate will be communicated to the Deputy / Assistant Secretary/ Establishment / Admin. In case of failure concern Branch may stop the salary of concerned drivers until such certificate is received.

(4) In case of vacant posts of drivers, the Chairman may appoint drivers on daily wages basis on the following terms and conditions.

i) The period of appointment will be on the discretion of the Chairman.

ii) The driver will be engaged in the prescribed pay scale and rate of daily wages will be fixed on the following formula.

$(\text{Initial of the Pay Scale} + \text{Usual Allowances}) \div 30 = \text{One days Wages OR rates determined by District Coordination Officer for skilled persons, which ever is beneficial for the driver.}$

iii) The person must hold at least LTV/ License

iv) The driver will be paid Daily Allowance of the relevant scale of the post if he is required for duty other than the Headquarter.

v) He will be allowed late sitting allowance on the basis of minimum of the pay scale of the post on the recommendation of the Officer In-charge.

vi) The driver will be paid daily wages if he is engaged on the gazetted holidays.

CHAIRMAN

BOARD OF INTERMEDIATE & SECONDARY EDUCATION
DERA GHAZI KHAN.

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