

SECRETARY, HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF THE PUNJAB
PROFORMA FOR THE POST OF SECRETARY BISE
BAHAWALPUR/D.G. KHAN/FAISALABAD/GUJRANWALA /MULTAN/
RAWALPINDI/SAHIWAL/SARGODHA

Photo

Name: _____ Father's Name: _____ CNIC: _____ Mobile No: _____

E-mail: _____ Mailing Address: _____ Cadre/Group: _____

Designation	Place of Posting	Date of Birth (as per CNIC) (attach copy of CNIC)	Service Left on Closing Date (Y-M-D)	Date of entry in Govt. Service	District of Domicile (copy of Domicile)	Qualification with Division / CGPA	Additional Qualification	Service rendered in BISE, if any
						Matric	M.Phil / MS	
						Intermediate	Ph.D	
						Graduation	Others	
						Master		

		EXPERIENCE								Order of Preference in numerical (1,2,3,4,5,6,7,8,9)	
Administrative					Other (if any)						
Sr. No.	Designation alongwith Department	From	To	Period (Y-M-D)	Sr. No.	Designation alongwith Department	From	To	Period (Y-M-D)		
											Bahawalpur
											D.G Khan
											Faisalabad
											Gujranwala
											Lahore
											Multan
											Rawalpindi
											Sahiwal
											Sargodha
					Total Administrative Experience (Y-M-D):						
					Total Service (Y-M-D):						

Instructions:

- Please provide correct information. In case of fake and false information, application will be rejected and action shall be initiated as per law.
- Administrative and other Experience should not overlap—Separate sheets can be used if required. More than 1 year administrative experience will be preferred with award of 01 additional mark per year maximum to 6 marks. Moreover, Higher qualification shall be awarded 2 marks for M.Phil and 3 marks for P.hD.
- Applicants are directed to submit **04 sets** of this proforma along with applications complete in all respect at O/o Secretary, Higher Education Department (Receipt & Issue Branch), Higher Education Department, Old DPI Building, New Anarkali, Lahore before the closing date of application i.e. _____ before 05:00 PM (No Application will be entertained after the due date & time).
- The schedule/updates of selection process will be uploaded, time to time, on HED website (<https://hed.punjab.gov.pk>) including schedule of Grievance Redressal Committee and Search Committee for interviews.
- The top candidates, in order of merit, to be decided by the Search Committee, will be called for interviews.
- For any further query, please contact SO(Boards), Higher Education Department (042-99214430, soboards@gmail.com) at Old DPI Building, New Anarkali, Lahore.
- All appointments shall be made in accordance with choice of preference and merit.

Name & Signature