

**PBCC RULES 2012-2014**

**(As Amended From Time To Time) For The Employees Of The Board**

**QUALIFICATIONS AND MODE OF APPOINTMENT  
OF EMPLOYEES**

**Minimum Qualifications for Appointment as Direct Recruits<sup>1</sup>:**

S.#	Name of the Post	Mode of Appointment	Qualification
1.	Chairman/Secretary/ Controller of Examinations		To be appointed by the Controlling Authority.
2.	<sup>2</sup> Deputy Secretary/Deputy Controller of Examinations (BS-18)	80% by promotion and 20% by initial recruitment	In case of promotion: Seniority-cum-fitness with minimum three years' service in Scale 17 and 10 years' experience in case of direct recruitment will be required. <b>In case of direct recruitment: Master's degree or equivalent from recognized University with 60% marks with five years' experience of academic administration preferably in Management Information System.</b> <b>OR</b> Master's Degree or equivalent from recognized university with 45% marks and seven years' experience of academic/administration preferably in Management Information System. In case of higher qualification the condition of 60% marks will be waived off. (Age:22-40 Years)
3.	Audit Officer (BS-18)	The post may be filled in by direct recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed. <b>OR</b> An officer may be appointed by Controlling	<b>In case of direct recruitment:</b> Bachelor's Degree with S.A.S/PIPIA /CA qualifications with five years' experience in Audit/Accounts work (Age: 22-45 Years)

<sup>1</sup> Vide Board meeting held on 31-12-2012.

<sup>2</sup> Sr. Nos. 2, 5, 6, 7, 8 amended in Board meeting held on 22-05-2014.

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4. Director Physical Education Male)<sup>1</sup> (BS-17/18)
- Authority of the Boards on deputation basis on the terms and conditions as notified by the Govt. /  
The post shall be filled in through deputation.
- Master's in Health and Physical Education 2nd Division with two years' experience  
OR  
Lecturer/SS II Health and Physical Education with 2 years' experience in Government institution.  
(Age: 22-40 Years) /
5. Assistant Secretary / Assistant Controller of Examinations (BS-17)
- 75% by Promotion and  
25% by Direct Recruitment
- (i) In case of promotion: Seniority-cum-fitness with minimum three years' service as / Superintendent<sup>2</sup> and 10 years' experience in case of direct recruitment in BS-16 will be required.  
(ii) In case of direct recruitment: Master's Degree or equivalent from recognized University with 60% marks preferably in Management or Information Technology System.  
OR  
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. In case of higher qualification the condition of 60% marks will be waived off.  
(Age - 22 - 40 Years)
6. Superintendents (BS-17)
- 100% by promotion on the basis of seniority-cum-fitness from amongst the posts of Assistants with at-least 05 years service as such
7. Assistant (BS-16)
- 80% by Promotion and  
In case of promotion: seniority-cum-fitness with minimum five years' service as Senior Clerk

The post of DPE(Female) abolished vide Board meeting held on 23-06-2020.  
Vide Board meeting held on 08-06-2017.  
Vide Board meeting held on 26-05-2019.

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	20% by initial recruitment	In case of direct recruitment: B.Sc./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 Shee: Development and composing etc. (Age: 18-25 Years)
8. Senior Clerk (BS-14)	100% by Promotion as per Govt. rules	Seniority-cum-fitness with minimum five years' service as Junior Clerk.
9. Junior Clerk (BS-11)	80% by direct recruitment	In case of initial recruitment: (i) Higher Secondary School Certificate (2nd Division) from a recognized Board. (ii) A speed of 40 words per minute of typing in English or 30 words per minute in Urdu on Computer. (iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency. (Age: 18-25 years)
	20% by promotion amongst C-Class employees	In case of promotion among the C Class (BS-01 to BS-04) employees who: (a) having a Secondary School Certificate with minimum 45% marks or equivalent qualification from a recognized Board. (b) have at least 03 years' experience as such (c) have a speed of 25 words per minute in typing on computer in English or Urdu as per Govt. Letter No. SOR-III (S&GAD) 2-54/2010. However, in case of non-availability of suitable candidates for promotion the vacant posts may be filled in by initial recruitment. Note:- The condition of 45% marks will be waived off in case of higher academic qualification for initial recruitment and promotion cases. M.A/MSc with 2nd Division having five years' experience in Security Management OR Bachelor's Degree in 2nd Division and
10. Security Officer (BS-17) (Ex-Cadre Post)	The post will be filled in by initial recruitment.	

Vide Board meeting held on 26-11-2015.

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11.	Estate Officer (BS-17) (Fix Cadre Post)	By direct recruitment	seven years' experience in Security Management. OR Graduation from any Academy of Armed Forces with seven years relevant experience. (Age: 25-40 Years) (i) MA/MSc in 2nd Division with two years relevant experience. OR (ii) Bachelor's Degree in Second Division and five years' experience of office work/Estate Management. (Age: 21-35 Years)
12.	Junior Estate Officer/Care Taker (BS-14)	By selection of suitable candidate amongst the Board Employees. OR By initial recruitment	Bachelor Degree with 2nd Division from a recognized University with ten years' experience in storekeeping/ office work.
13.	Welfare Officer (BS-16)	By direct recruitment	Master's Degree in 2nd Division in Sociology or Social Work with one year experience in relevant field. (Age: 21-35 Years)
14.	Assistant Engineer Maintenance (BS-17)	By initial recruitment OR on deputation	BSc (Civil Engineering) in 2nd Division with two years' relevant experience. (Age: 21-35 Years)
15.	Research and Coordination Officer (BS-17) (Fix-Cadre Post)	By direct recruitment OR on deputation	MPhil (Education) OR MA (Education)/MEd in 1st Division with one year relevant experience. OR MA/MEd 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. (Age: 21-35 Years)
16.	Deputy Secretary Public Relation (BS-18)	By promotion from amongst the officers of the Board having prescribed qualification and	M.A/MSc Mass Communication, Psychology/Sociology/Social Work in First Division with seven years' experience in the relevant filed against post carrying BS-17. OR

Vide Board meeting held on 08-06-2017.  
Vide Board meeting held on 09-06-2017.  
Vide Board meeting held on 13-03-2015.

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|     |  | experience.<br>(In case of non-availability of a suitable candidate, the post will be filled in by direct recruitment.)  | MA/MSc Mass Communication/ Psychology/Sociology/Social Work in 2nd Division with Ten years' experience in the relevant filed against a post carrying BS-17.  |
| 17. | Public Relation Officer<br>(BS-17) (Ex-Cadre Post) | By direct recruitment OR on deputation   | MA/MSc (Journalism, Mass Communication Sociology, Psychology, Social Work) in 2nd Division.<br>(Age: 21-35 Years)  |
| 18. | Librarian'<br>(BS-17) (Ex Cadre Post)              | By promotion from Assistant Librarian having two years' service.<br>(In case of non-availability of suitable candidate post will be filled in by deputation.)  | Master's Degree in Second Division in Library Science with two years' experience in the relevant field.<br>(Age: 21-35 Years)  |
| 19. | System Analyst<br>(BS-18)                          | By promotion on the basis of seniority cum fitness from amongst the Computer Programmer BS-17 subject to qualification of M.Sc Computer Sciences / BS Computer Sciences with four years experience as such. If none is available for promotion, then by initial recruitment. | MSc Computer Sciences/BS Computer Sciences 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.<br>(Age: 21-35 Years) |
| 20. | Computer Programmer<br>(BS-17)                     | By initial recruitment 33% and by promotion 67%.<br>In promotion case only seniority cum fitness subject to  | MSc Computer Sciences/BS Computer Sciences 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.  |

The post has been abolished vide Board meeting held on 23 06-2020.  
Vide Board meeting held on 03 09 2020  
Vide Board meeting held on 29 05-2019

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Board of Intermediate &

21. Data Manager BS-17

**Qualification**

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.

Age: 21-35 years

**Mode of Appointment.**

By direct recruitment.

22. Web Developer & Manager BS-17

**Qualification**

M.Sc/BS(4-years) Computer Science or equivalent degree having three years experience of web development in ASP.NET / Database Management its security and warehousing. Programming and Managing in Visual Tools.

Age: 21-35

**Mode of Appointment.**

By direct recruitment OR By promotion from amongst the Assistant Web Developer Manger with seven years experience as such.

23. Assistant Web Developer & Manager BS-16

**Qualification**

M.Sc/BS(4-years) Computer Science or equivalent degree having one year experience of web development in ASP.NET / Database Management its security and warehousing. Programming and Managing in Visual Tools.

Age: 21-35 Years

**Mode of Appointment**

By direct recruitment.

24. Senior Data Entry Supervisor BS-17

**Qualification**

M.Sc Computer Sciences / BS (4-years) Computer Sciences or equivalent with five years experience of programming having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.

Age: 21-35 Years

**Mode of Appointment**

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By 100% promotion from amongst the Data Entry Supervisors / Junior Computer Programmer with seven years experience as such.

25. Data Entry Supervisor  
BS-16

**Qualification**  
M.Sc/BS(4-years) Computer Science or equivalent degree with 1st Division

OR

M.Sc/BS(4-years) Computer Science or equivalent degree with 2<sup>nd</sup> Division having two years relevant experience

4-35  
Age: 2-40 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.

26. Senior Data Entry Operator  
BS-14

**Qualification**  
B.Sc/B.A or equivalent 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: 18-30 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 experts. Proper opportunities of training in the field shall be extended to improve qualification.

27. Data Entry Operator  
BS-11

**Qualification**  
B.Sc/B.A with subject of computer Science or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs. 30?  
OR

F.Sc/F.A 2<sup>nd</sup> Division or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs and knowledge and skill of MS Office,

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Word Processing, Spread Sheet Development and composing etc with one year experience.

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

Age: 18-25 Years

Mode of Appointment  
By direct recruitment

28. Senior Hardware  
Technician  
BS-16

Mode of Appointment  
100% by promotion from amongst Hardware  
Technician BS-14 having at least 5 years  
experience as Hardware Technician BS-14.

29. Hardware  
Technician  
BS-14

Qualification  
DAE in Computer Technologies / Hardware from  
recognized Technical Board or equivalent.  
Preference will be given to Technicians having  
experience in relevant field in a registered  
national/ multinational firm.

Age: 18-25 years

Mode of Appointment  
The post shall be filled in by direct recruitment

30. 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.

Amended  
At Page-43-A

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.

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- bottom of the seniority list of the Superintendents.
31. Senior Stenographer (BS-16) By promotion on the basis of seniority-cum-merit from amongst the Stenographers with five years' experience as Stenographer.
32. Stenographer (BS-14) up. Grade (BS-15) The posts shall be filled in by initial recruitment
- (i) Intermediate in 2nd Division  
(ii) And a speed of at least 80 wpm in Short-hand and 40 wpm typewriting (English)  
(iii) At least 60 wpm in Urdu short-hand and 25 wpm in Urdu Type-writing.  
(iv) Having knowledge of computer will be preferred.  
(Age: 18-25 Year)
33. Manager General Press (BS-17) By promotion amongst the Offset Machine Operators having experience of 5 years. (In case of non-availability of suitable candidate, by direct recruitment.) Diploma in printing administration/ Graphic Reproduction/Photo-Lithography/Printing Technology 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: 21-35 Years)
34. Supervisor General Press (BS-16) By Promotion from Assistant Supervisor at least five years service as Assistant Supervisor General Press OR In case of non-availability of suitable candidate the post may be filled in by direct recruitment. Diploma in printing administration  
OR  
Matric having 45% marks with fifteen years' experience in the relevant field.
35. Assistant Supervisor General Press (BS-11) By Selection from within the technical staff of Board's General Press i.e. Machine Matric with ten years' experience in the relevant field.

Vide Board meeting held on 22 09-2017

Vide Board meeting held on 28 06-2018

*Verdict*


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| 36. | <b>Senior Compositor<br/>(BS-8)</b>         | By promotion from amongst the Junior Compositor with the relevant qualification and 5 years' experience within the staff of Board's General Press.<br>(In case of non-availability of suitable candidates the post will be filled in by direct recruitment.) | (Age: 18-25 Years)<br>Matric with ten years' experience in the relevant field.<br>Incumbents having computer skill will be preferred.<br>(Age: 18-25 Years) |
| 37. | <b>Mono Operator<br/>(BS-8)</b>             | By direct recruitment.   | Matric with five years' experience in the relevant field.<br>(Age: 18-30 Years)   |
| 38. | <b>Junior Compositor<br/>(BS-6)</b>         | 100% by promotion from amongst the Distributor of General OR In case of non-availability of suitable candidates the post will be filled in by direct recruitment.  | Matric with five years' experience in the relevant field.<br>(Age: 18-30 Years)   |
| 39. | <b>Machineman (Letter Press)<br/>(BS-6)</b> | By promotion from within the staff of Board's General Press with the relevant qualification and experience.<br>(In case of non-availability of suitable candidates the post will be filled in by direct recruitment.)  | Matric with two years' experience as Machine Man.<br>(Age: 18-25 Years)   |
| 40. | <b>Plate Maker / Copy Paster<br/>(BS-6)</b> | By promotion from within the staff of Board's General Press having the relevant  | Matriculation with three years' experience of plate making both deep and surface.<br>(Age: 18-25 Years)   |

Vide Board meeting held on 22-09-2017

  
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		qualification. (In case of non-availability of suitable candidates the post will be filled in by direct recruitment.	
41. Junior Caster (BS-6)		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.	Mono Quli having five years' service. (Age: 18-25 Years)
42. Embossing Machine Operator (BS-5)		By promotion from within the staff of Board's General Press having the relevant qualification/ experience. (In case of non-availability of suitable candidates the post will be filled in by direct recruitment.)	Matric with five years' experience as Embossing Machine Operator/Book Binder. (Age: 18-25 Year)
43. Sewing Machine Operator (BS-5)		By selection from amongst the Book Binders of the Board General Press	(i) Literate having knowledge and experience for operating Sewing Machine. (ii) Having 5 Years' experience in the same trade in the Board General Press. (iii) Also possessing sound knowledge of Sewing Machine's mechanism.
44. Ink-man cum Cleaner (BS-3)		By direct recruitment on the discretion of Board.	Middle Pass and three years' experience of working on automatic offset printing machine (Age: 18-25 Years)
45. Distributor (BS-3)		By direct recruitment	At least Middle Pass and three years' experience in the relevant field. (Age: 18-25 Years)
46. Mono Quli (BS-1)		By direct recruitment	Middle and one year experience in the relevant field.

Vice Board meeting held on 13-05-2011.

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- 47. Head Driver (BS-11) By promotion amongst the Drivers of BS-8 on seniority-cum-fitness. In case of non-availability by direct recruitment.
- 48. Senior Driver (BS-10) By promotion amongst Drivers of BS-6 having four years' service. (In case of non-availability by direct recruitment.)
- 49. Driver (BS-8) By promotion amongst Junior driver (BS-5) having three years' service as such. (In case of non-availability by direct recruitment.)
- 50. Junior Driver (BS-6) By promotion amongst Cleaner-cum-Driver of BS-4 having two years' service as such. In case of non-availability by direct recruitment. For initial recruitment only: (Age: 18-30 Years)
- 51. Cleaner-cum-Driver (BS-4) By promotion from Class-IV employees subject to at least LTV license. OR by direct recruitment on the basis of prescribed qualification. Middle having LTV driving license with three years' experience. (Age: 18-25 Years)
- 52. Mason (BS-7) By initial recruitment. At least middle and two years' experience in the relevant field. (Age: 18-25 Years)

✓ In Board meeting held on 06/08/2019.  
 ✓ In Board meeting held on 22/06/2017  
 ✓ In Board meeting held on 23/05/2018.

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53. Telephone Operator (BS-7)	By initial recruitment.	Matric with a certificate of Telephone Operator issued by Telephone Inspectorate or its equivalent along with one years' experience. (Age: 18-25 Years)
54. Electrician (BS-7)	By promotion from amongst Assistant Electricians.	-----
55. Assistant Electrician/Wireman (BS-5)	By promotion from Helper Electricians on seniority-cum-fitness.	-----
56. Helper Electrician (BS-1)	By direct recruitment.	Middle pass with technical knowledge of Electric work. Preference shall be given to diploma holders
57. Carpenter (BS-5)	By direct recruitment.	Literate and knowing knowledge of his job. (Age: 18-25 Years)
58. Plumber (BS-5)	By direct recruitment.	Matric with certificate of plumber issued by the Govt. Vocational Institute/equivalent. (Age: 18-25 Years)
59. Photographer (BS-7)	By direct recruitment.	Matric with certificate of photography issued by the Govt. Vocational Institute/equivalent. (Age: 18-25 Years)
60. Cyclostyle Machine Operator (BS-4)	By initial recruitment.	At least Middle Pass from a Govt./Registered School and having knowledge of handling cyclostyle Machine.
61. Photostat Machineman (BS-5)	By direct recruitment.	At least Middle Pass having knowledge of handling Photostat Machine. (Age: 18-30 Years)
62. Lift Operator (BS-2)	By initial recruitment.	Literate and having minimum one year experience as Lift Operator. (Age: 18-30 Years)
63. Cook (BS-5)	By direct recruitment.	Literate and having knowledge of the job. (Age: 18-30 Years)
64. Security Supervisor (BS-14)	By initial recruitment.	Retired Sobedar from armed services. (Age: 35-50 Years)
65. Head Security Guard (BS-07)	By promotion amongst Shift Incharge on seniority cum	

Vide Board meeting held on 08-02-2019  
Vide Board meeting held on 29-04-2019

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66.	Shift In-charge (BS-3)	fitness basis having 02-years experience as such By promotion amongst Security Guards of BS-1 having two years' service as such.	
67.	Security Guard (BS-1)	By initial recruitment.	Literate and having knowledge of the job. Ex-Military men will be preferred. (Age: 18-30 Years)
68.	Head Mali (BS-5)	By promotion from amongst Malis of BS-2 having five years' service as such.	---
69.	Mali (BS-3)	By promotion from amongst Baildar on seniority cum fitness basis having 03 years experience as such	
70.	Waterman (BS-1)	By direct recruitment.	Literate, Good Physique and sound health. (Age: 18-30 Years)
71.	Baildar (BS-1)	By direct recruitment.	Having knowledge of the job with sound health. (Age: 18-25 Years)
72.	Head Sweeper/Darogha (BS-2)	By initial recruitment.	Literate and has knowledge of the job.
73.	Sweeper (BS-1)	By initial recruitment.	Literate, having awareness of his duty. (Age: 18-30- Years)
74.	Parrash (BS-1)	By direct recruitment.	Having knowledge of the job. (Age: 18-25 Years)
75.	Ground Man (BS-1)	By direct recruitment.	Middle Pass with good physique having knowledge of job. (Age: 18-30 Years)
76.	Senior Record Lifter (BS-5)	By promotion from amongst Record Lifters of BS-4 on seniority-cum-fitness, having five years' service.	---
77.	Record Lifter (BS-4)	By promotion from amongst	---

Vid : Board meeting held on 26-06-2018  
 Vid : Board meeting held on 29-05-2016

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78.	Junior Record Lifter (BS-2)	Record Lifters of BS-2 on seniority-cum-fitness, having two years' service. By initial recruitment.	At least Middle Pass from a Government/registered school. (Age: 18-25 Years)
79.	Book Binder (BS-2)	By direct recruitment.	Middle pass with two years' experience of Book Binding. (Age: 18-25 Years)
80.	Qasid (BS-3)	By promotion from amongst Naib Qasids on seniority-cum-fitness.	----
81.	<u>Naib Qasid (BS-1)</u>	By initial recruitment.	Literate. (Age: 18-25 Years)

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**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, RAWALPINDI**

No. DSE (Admn-I) 587/21 [www.blserwp.edu.pk](http://www.blserwp.edu.pk)  
Ph. # 051/5450927  
Fax. # 051/5450915

Dated: 21/12/2021

**NOTIFICATION**

It is hereby notified for all concerned that the Board in its meeting held on 30-10-2021 vide item No.5/22 (Table Agenda) of its proceeding discussed the matter in detail and approved to adopt the PBCC rules 2012, 2014 (as amended from time to time) for the employees of the Board as per directions of the Controlling Authority (Boards).

Note: Copies of PBCC rules 2012-2014 (as amended from time to time) are attached herewith for circulation

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Deputy Secretary (Estt.)  
For Secretary

Copy to:-

1. Controller of Examination
2. Audit Officer
3. P.S. to Chairman
4. P.A. to Secretary
5. Deputy Secretary (Estt.)
6. Office Superintendent Meeting
7. All Branch Officer

*Amirjeed*  
Office Superintendent  
For Secretary

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SECRETARY  
TEL: 99200152-53  
Email: [secretarybiselahore@gmail.com](mailto:secretarybiselahore@gmail.com)

No. 3725-SE/EST  
BOARD OF INTERMEDIATE AND  
SECONDARY EDUCATION LAHORE  
(ESTABLISHMENT BRANCH)

Dated: 03<sup>rd</sup> August, 2022

To

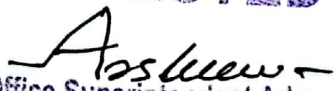
Secretary,  
Board of Intermediate and Secondary Education,  
Rawalpindi.

Subject: PROVISION OF ATTESTED COPY OF PBCC SERVICE RULES  
2012/ 2014 (AS AMENDED FROM TIME TO TIME)

I am directed to refer to your letter No. ASE(Admn-I) 647/2022 dated  
18.07.2022 on the subject cited above.

2. In this regard, the requisite information (copy of Service Rules, 2012  
approved by PBCC and adopted by BISE, Lahore for its employees of General Cadre,  
Ex-Cadre and Technical Cadre as amended from time to time) is enclosed as desired.

  
(BUSHRA BIBI)  
Secretary

**ATTESTED**  
  
Office Superintendent Admn  
Board of Intermediate &  
Secondary Education Rawalpindi