

CANCELLATION NOTICE

The advertisement for the Position of Secretary, Pakistan Model Educational Institutions Foundation (PMEIF) published on 25.01.2026 is hereby cancelled/
withdrawn with immediate effect

FRESH ADVERTISEMET/ RE-ADVERTISEMENT SITUATION VACANT

The services of a Secretary for the PMEIF (Pakistan Model Educational Institutions Foundation) are required on a contractual basis for a duration of three years. Applications are hereby invited from qualified candidates, who meet the following criteria:

QUALIFICATIONS

- A second-class Master's degree or an equivalent qualification, recognized by the Higher Education Commission (HEC), in a field related to Business Administration, Public Administration, or Social Sciences, with a minimum of five (05) years of experience in a public sector organization; or
- A second-class Bachelor's degree in Law from an accredited university, recognized by the HEC, with a minimum of five (05) years of experience in administration, monitoring, or law enforcement in a public sector organization.

EXPERIENCE

- Subject to the qualifications, a minimum of ten (10) years of overall experience in management, administration, monitoring, or law enforcement within either the public or private sector.
- The candidate must meet the following additional criteria:
 - Be a citizen of Pakistan.
 - Have no legal declaration as a defaulter regarding loan repayment as per a court of law.
 - Not have been convicted of any offence involving moral turpitude.
 - Not have been declared insolvent or bankrupt by a court of law.
 - Have no involvement in any case that may result in moral turpitude.
 - Not have exceeded the age of sixty-two (62) years on the closing date for the submission of applications.

PAY PACKAGE

- The Secretary, PMEIF, will receive a lump sum salary package of Rs. 280,000/- per month, with an annual increment of Rs. 5,000/-. The package is negotiable in case of higher qualifications or experience.
- The Secretary, PMEIF, will be entitled to other allowances, privileges, and perks as applicable to government servants appointed to positions equivalent to BPS-19 on a contract basis.
- The pay scale and terms of service will be subject to the prevailing regulations of the Board.

TERMS & CONDITIONS

- The appointment will be made solely on the basis of merit, experience, and qualifications.
- The appointment will be subject to the approval of the Competent Authority and the successful completion of a probationary period.
- The contract may be terminated by the Authority with one month's notice or payment of one month's salary in lieu of notice.
- The appointment is purely contractual for a term of three years.
- Upon completion of the term or upon reaching the age of sixty-five years, whichever comes first, the Secretary (PMEIF) shall immediately cease to hold office.

MODE OF APPLICATION

- Applications must be submitted to the address provided below, along with a detailed curriculum vitae, two photographs, copies of educational certificates, and supporting documents **within 15 days of publication**.
- The applications should be addressed to the Secretary (PMEIF), Evacuee Trust Property Board, 09 Court Street, Lahore.
- Application performa is available at website etpb.gov.pk**
- Candidates who applied against the previous advertisement dated 25.01.2026 must apply afresh.

CONTACT DETAILS

For any inquiries, please contact Mr. Muhammad Zeeshan Ramzan, Administrative Officer (PMEIF) at the following phone number: 042-99213158, or via email at pmeif.contact@gmail.com

(M. Zeeshan Ramzan) Administrative Officer (PMEIF)
Evacuee Trust Property Board,
09 Court Street, Lahore. Phone No: 042-99213158

APPLICATION FORM

1. Name of Post (applied for): _____

2. Name of Candidate: _____

3. Fathers/Husband Name: _____

Photograph

4. Date of Birth: _____ 5. Gender: _____ 6. Domicile: _____

7. CNIC No. _____ 8. Cell No: _____ 9. Religion: _____

10. Education/Qualifications

S. No	DEGREE/EXAMINATION	YEAR OF PASSING	UNIVERSITY/ BOARD	CLASS/ DIVISION	SPECIALIZATION (IF ANY)

11. Professional Qualification (certificate)

S. No	DEGREE/EXAMINATION	YEAR OF PASSING	UNIVERSITY/ BOARD	CLASS/ DIVISION	SPECIALIZATION (IF ANY)

12. Experience

S.No	NAME OF INSTITUTIONS /ORGANIZATION	DESIGNATION	DURATION	REGULAR/ TEMPORARY

13. Address

a. Postal Address: _____

b. Permanent Address: _____

Certificate: It is certified that the above mentioned information is true to the best of my knowledge.

Dated: