Registered

Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL
Sector H-8/4 Islamabad (Tel No. 051-4863212) establishment.ho@pbm.gov.pk
****

PBM/Estb/ Islamabad the August 2026

Mr.
S/o
Address

Subject: **EMPLOYMENT ON CONTRACT BASIS**

Reference: Your application on the subject noted above.

2. You are hereby offered the post of ———— (BPS———) in Pakistan Bait-ul-Mal (PBM) on contract basis on following terms and conditions:

i.	Post	
ii.	Pay Scale	BPS- ( )
iii.	Period of Contract	Two Years – extendable, subject to satisfactory performance.
iv.	Pension	The services rendered under the present contract shall not qualify for pension or gratuity.
v.	Allowances/ Fringe Benefits	As admissible to corresponding PBM/ Federal Government employees from time to time.
vi.	Leave	As admissible under Federal Government / PBM Regulations from time to time.
vii.	Medical Facilities	As admissible to the Employees of PBM from time to time.
viii.	Conduct	In consonance with the Rules / Regulations made or deemed to be made or instructions issued by Federal Government / PBM, from time to time.
ix.	Travelling Allowance	Travelling allowance on journeys will be admissible as it is admissible to other PBM employees of the corresponding pay scales under the rules.
x.	Group Insurance and G.P Fund	You will not be required to contribute to Group Insurance and G.P Fund.
xi.	Seniority	You will not have any seniority and will not be placed on any regular gradation list of the cadre in which the post for the time being held by you is included. This contract will not confer upon you the right of regularization of services.
xii.	Termination/ Extension of Contract	The appointment shall be liable to termination on one month's notice or pay in lieu thereof, on either side, without assigning any reason.
xiii.	Place of Posting	You will be required to serve PBM anywhere in Pakistan.
xiv.	Other Matters	In respect of other matters not specified in this letter, you will be governed by the Rules/ Regulations as applicable to PBM/ Federal Government employees.
xv.	Medical fitness	You shall be required to submit medical fitness certificate by an Authorized Medical Attendant.

xvi.	Certificate of good conduct/ character	You shall be required to submit certificate of good conduct and character issued by Principal / Academic Officer of Academic Institution last attended and also issued by an Officer in BPS-17 or above, not being your relative.
xvii.	Declaration of non-conviction by the court of Law etc.	You shall be required to submit a declaration that you have not previously been convicted by any court of Law of an offence involving moral turpitude, or dismissed or removed or compulsorily retired from service of the Federal/ Prov. Govt. or a Local Body, as a result of disciplinary action against you.
xviii.	Declaration of assets	You shall be required to submit declaration of your assets at the time of appointment.

3. If the terms and conditions of appointment mentioned above are acceptable to you, please submit your joining/ willingness report supported with certificates/ declarations required in Para 2 (xv. to xviii) to the undersigned within a week (after receipt of this letter), failing which this offer will stand cancelled.

( )
Assistant Director (Estb-I)

Copy to:

i.

Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL
(An ISO 9001:2015 Certified Public Sector Organization)
Sector H-8/4 Islamabad (Tel No. 051-4863212) establishment.ho@pbm.gov.pk

PBM/Estb/DW/19/ Islamabad the December 2025

Mr. _____ (CNIC: _____)
S/o _____,
R/o _____,
_____

Subject: **APPOINTMENT ON CONTINGENT BASIS**

Reference: your application on the subject.

2. Managing Director has approved your appointment on contingent basis @ Rs. _____/- per month as _____, _____Branch, _____ Office w.e.f. _____.

3. **This appointment is on contingent basis and does not confer any right for regularization of services or permanent appointment.**

4. This employment is for one year with effect from the date of issuance of letter and can be terminated at any time by giving 15 days notice from either side.

5. The appointment is based on work charge basis and no payment will be made for the period you remain absent from duty.

6. If the above offer is acceptable, you may submit joining report in Estb Branch, accordingly.

(_____)
Assistant Director (Estb)

C.C.

i. _____ (with the request to provide performance report of applicant with his salary claim)
ii. _____
iii. _____
iv. File