GOVERNMENT OF PAKISTAN
PAKISTAN BAIT UL MAL (PBM)

URAAN PAKISTAN

Vacancy Announcement - Balochistan Quota

Applications are invited from Pakistani nationals having Balochistan domicile for the following temporary positions in Pakistan Bait ul Mal for Balochistan Region through walk-in interview functioning under the Federal Government M/o Poverty Alleviation and Social Safety:

Table - 1

Temporary positions for Balochistan Province (likely to be regular under Contributory Pension Scheme - CPS)

S.No	Posts	BPS	No. of posts	Age (Years)	Required qualification / experience	Remarks
1	Assistant Private Secretary	16	1	20-30	i. Minimum 2nd Class Bachelor Degree with 100 w.p.m in Shorthand and 50 w.p.m speed in typing ii. Candidates having Diploma in Commerce and Certificate in Computer will be preferred.	Balochistan merit basis
2	Accounts / Audit Assistant	16	1	18-30	i. Minimum 2nd Class B.Com/ BBA or equivalent ii. 3 years relevant experience. iii. Computer literate / certification.	Balochistan merit basis
3	Office Assistant	15	4	18-25	i. Minimum 2nd Class Bachelor Degree with 3 years experience. ii. Preferably Computer certification. Iii. Typing skill (30 w.p.m) iv. 6 week basic IT training course including MS Office	Balochistan merit basis
4	Hardware Engineer	15	1	18-25	i. Minimum 2nd Class Bachelor Degree CS/SC/IT OR 3 years Diploma of Associate Engineering in Computer Hardware. ii. 3 years experience in relevant field.	Balochistan merit basis
5	Data Entry Operator	14	16	18-25	i. Minimum 2nd Class Bachelor Degree in Computer Sciences with 2 years experience. ii. 10,000 Key depressions per Hrs data entry speed and minimum 35 w.p.m typing speed.	Balochistan merit basis
6	Accounts / Audit Clerk	11	2	18-30	i. Minimum 2nd Class Intermediate in Commerce / Accounts or Intermediate 2nd class with Diploma in Commerce ii. 2 years relevant experience. iii. Computer literate / certification.	Balochistan merit basis
7	Junior Clerk	11	14	18-30	i. Minimum 2nd class Matric ii. Preferably Computer literate iii. 3 week basic IT course including MS Office.	Balochistan merit basis
8	Dispatch Rider (Male)	4	2	18-30	i. Minimum Middle ii. Valid driving license and well versed with traffice rules	Quetta

Table - 2

Local Based District Wise Temporary posts for PBM initiative (Women Empowerment Centre-WEC)

1	Project Incharge (Female)	16	16	18-30	i. Minimum 2nd class Master degree from and computer literate ii. 1 year Vocational Diploma.	3xQuetta, 1x each for Bolan, Gwadar, Kalat, Kharan, Khuzdar, Lasbela, Loralai, Mastung, Noshki, Pishin, Panjgoor, Sibi and Turbat
2	Accounts Assistant (Male/ Female)	16	15	18-30	i. Minimum 2nd Class B.Com/ BBA or equivalent ii. 3 years relevant experience. iii. Computer literate / certification.	3xQuetta, 1x each for Bolan, Gwadar, Kalat, Kharan, Khuzdar, Lasbela, Loralai, Mastung, Noshki, Pishin, Panjgoor and Sibi
3	Computer Instructor (Female)	15	8	18-30	i. Minimum 2nd Class Bachelor Degree in Computer Sciences with 2 years experience.	2xQuetta, 1x each for Bolan, Gwadar, Kalat, Kharan, Lasbela and Loralai
4	Field Assistant (Male)	11	15	18-30	i. Minimum 2nd Class Bachelor Degree with 3 years experience. ii. Preferably computer certification. iii. Typing skill (30 w.p.m) iv. 6 week basic IT training course including MS Office	3xQuetta, 1x each for Bolan, Gwadar, Kalat, Kharan, Khuzdar, Lasbela, Loralai, Mastung, Noshki, Pishin, Panjgoor and Sibi
5	Instructor (Female)	11	10	18-30	Minimum Matric with 03 years Vocational Diploma in (cutting / tailoring / sewing / emboridery from Govt Institute and computer literate. Preference will be given to higher qualification	2 x each for Kalat, Lasbela, and Loralai, 1x each for Bolan, Noshki, Panjgoor and Barkhan

S.No	Posts	BPS	No. of posts	Age (Years)	Required qualification / experience	Remarks
Table - 3						
Local Based District Wise Temporary posts for PBM initiative (School for Rehabilitation for Child Labour - SRCL)						
1	Teacher Incharge (Female)	16	13	18-30	At least 2nd class BS/M.A - M.Ed degree alongwith 02 years teaching experience and computer literate	3xQuetta, 2 x Gwadar, 2 x Lasbela, 1 each x Jaffarabad, Khuzdar, Noshki, Pishin, Sibi and Turbat
2	Teacher (Female)	15/ 11	7	18-30	i. BPS-15: M.A/MSc, B.A/BSc-B.Ed 2nd Class and computer literate ii. BPS-11: B.A/BSc, F.A/FSc 2nd Class and computer literate	2 x Gwadar, 3 x Lasbela, 1 each x Noshki and Sibi

HOW TO APPLY AND GENERAL INSTRUCTIONS

No.	Instructions
1	The interested/eligible candidates who meet the above-mentioned criteria are required to apply online through the prescribed application form on the National Job Portal (NJP) at https://njp.gov.pk. Hard copies of applications and documents will not be accepted.
2	Only shortlisted candidates shall be called for interviews (No Entry test/written test).
3	**Candidates shall appear for a interview at designated locations of Balochistan on dates to be announced later, as per the directions of the Establishment Division vide O.M. No. 2/5/2026-BEFC/001 dated 22-10-2026 and 27-10-2026.**
4	**Upper age relaxation of 5 years instead of existing 3 years in addition to 5 years general age relaxation.**
5	**Quotas for women, minorities and persons with disabilities will be observed as notified by the Federal Government. However, where suitable eligible candidates are not available against these reserved quotas, the remaining vacancies will be filled on open merit from amongst the eligible candidates of Balochistan.**
6	The vacancies mentioned at Sr. No. 8 of Table-1 and in Tables 2 and 3 are preferably to be filled on a local basis. Further details regarding these vacancies are available on the PBM official website (**www.pbm.gov.pk**).
7	Candidates applying for the vacancies at Sr. No. 8 of Table-1 and in Tables 2 and 3 must hold the domicile/local certificate of the relevant district and shall apply against the post reserved for that particular area/district of Balochistan.
8	Candidates are advised to fill in the entire application form carefully and to ensure correct entries of personal particulars, i.e. name of post, CNIC No., domicile/local certificate, educational qualification, religion, gender, nature of disability (if any), date of birth, functional phone number and email address.
9	Transgender persons may also apply according to their self-perceived gender identity, as mentioned on their CNIC, in accordance with the provisions of the Transgender Persons (Protection of Rights) Act, 2018.
10	Candidates applying for more than one position shall submit a separate online application form for each position.
11	Age shall be calculated up to the last date of submission of application forms.
12	Government employees shall apply through proper channel.
13	At the time of final selection, candidates will be required to provide a medical fitness certificate from an authorized Medical Officer of a Government hospital.
14	If the domicile/local certificate or educational documents are found to be fake/bogus, or cannot be verified, the appointment will be terminated at any stage.
15	The character, antecedents and other documents of selected candidates shall be verified. In case of any incorrect/false information or criminal record, the selection shall stand withdrawn/cancelled. Besides, legal/departmental proceedings shall also be initiated against the candidate.
16	Original documents shall be checked at the time of interview. Candidates applying against the minority or disability quota shall produce the relevant certificate/documentary proof.
17	Candidates shall provide attested copies of their educational testimonials, duly verified by HEC/the concerned Board, at the time of interview. Candidates possessing higher qualifications, along with the other requirements, will be preferred for each post.
18	PBM reserves the right to increase/decrease the number of posts or to cancel/withdraw the recruitment process at any stage for any administrative reason.
19	No TA/DA will be admissible for the interview.
20	**Candidates must apply within 15 days of the publication of this advertisement. No application will be considered after 15 days.**
21	The services of employees under the initiatives (WEC and SRCL, mentioned in Tables 2 and 3) will be governed by their respective policies.
22	PBM is an equal opportunity employer and encourages candidates of all genders, and those belonging to marginalized segments of society, to apply.

DEPUTY DIRECTOR (ESTB/HR)
PAKISTAN BAIT UL MAL
HEAD OFFICE, ISLAMABAD