

CAREER OPPORTUNITIES

Pakistan Bait-ul-Mal invites applications from suitable candidates for appointments against the following posts on regular basis: **REGIONAL OFFICE-ICT**

Sr.	Posts	BPS	No. of Posts	Age (years)	Required qualification/ experience
1.	Data Entry Operator (DEO)	14	10	18-25	i. Minimum 2 nd class Bachelors degree in Computer Sciences with 2 years' experience OR Bachelors with 2 years DIT ii. 10,000 key depressions per hour data entry speed and Minimum 35 w.p.m typing speed
2.	Accounts/ Audit Clerk	11	3	18-30	i. Minimum 2 nd class intermediate in commerce / Accounts OR Intermediate (2 nd Class) with Diploma in Commerce ii. 2 years relevant experience iii. Computer literate / certificate
3.	Junior Clerk	9	8	18-30	i. Minimum 2 nd class Matric ii. Preferably computer literate iii. 3 Weeks Basic IT Training Course (including MS Office)
4.	Driver	6	3	18-35	i. Minimum Middle ii. Valid Motor Car / LTV License, well versed with traffic rules iii. Candidates having higher experience in Driving will be preferred
5.	Generator Operator/ Electrician	4	1	18-30	i. Minimum Middle with one year experience as Electrician ii. Electrician course certificate from recognized institute
6.	Dispatch Rider (DR)	4	1	18-30	i. Middle ii. Valid driving license and well versed with traffic rules
7.	Security Guard	1	3	18-30	i. Minimum Middle with experience in relevant field. Security Guard will have to pass through physical test. ii. Minimum Height: 5.3", Minimum chest:33x33x34 ^{1/2}
8.	Naib Qasid	1	12	18-30	Minimum Middle with experience in relevant field
9.	Sweeper	1	3	18-30	Minimum Primary with experience in relevant field

FIELD OFFICES

Sr.	Posts	BPS	No.of Posts/ Region Quota	Age (years)	Required qualification/ experience
1.	Office Assistant	15	Islamabad-1	18-30	i. Minimum 2 nd class Bachelors degree ii. Preferably Computer certificate iii. Typing skill (30 w.p.m)
2.	Data Entry Operator (DEO)	14	Islamabad-1 Rawalpindi-1 Attock-1 Jhelum-1	18-25	i. Minimum 2 nd class Bachelors degree in Computer Sciences with 2 years' experience OR Bachelors with 2 years DIT ii. 10,000 key depressions per hour data entry speed and Minimum 35 w.p.m typing speed
3.	Junior Clerk	9	Islamabad-1 Rawalpindi-1 Chakwal-1 Attock-1	18-30	i. Minimum 2 nd class Matric ii. Preferably computer literate iii. 3 Weeks Basic IT Training Course (including MS Office)
4.	Security Guard	1	Islamabad-1 Rawalpindi-1 Attock-1 Chakwal-1 Jhelum-1	18-30	i. Minimum Middle with experience in relevant field. Security Guard will have to pass through physical test. ii. Minimum Height: 5.3", Minimum chest:33x33x34 ^{1/2}
5.	Naib Qasid	1	Islamabad-1	18-30	Minimum Middle with experience in relevant field

General Instructions:

- i. There shall be a written test for the posts at Sr.1,2,3 (ICT Region & Field offices).
- ii. Candidates meeting the required criteria should download the application form from PBM official website www.pbm.gov.pk and submit their applications along with two recent passport size photograph and attested copies of testimonials within 15 days of publication of this advertisement to Assistant Director (Estb/HR) PBM, Regional Office-ICT.
- iii. Date, Time and Place of tests / interviews will be intimated through telephone/SMS/call letters.
- iv. Only short listed candidates shall be called for tests / interviews.
- v. Candidates will present their original documents at the time of interview.
- vi. Candidates already serving in public sector organizations are required to furnish NOC from their departments at the time of interview.
- vii. Age relaxation will be granted as per govt. rules.
- viii. The competent authority reserves the right to increase or decrease the number of positions, or to cancel or partially cancel the advertisement at any stage.
- ix. No TA/DA will be admissible to the candidates appearing for tests / interviews.
- x. No application will be considered after the due date.
- xi. Selected candidates have to submit medical certificate before joining the post.
- xii. Women, disabled and minority quota shall be applied as per rule.

(ABDUL QAYYUM)

Assistant Director (Estb/HR)

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