



# Govt of State Azad Jammu & Kashmir

## VACANCIES ON CONTRACT / FIXED PAY BASIS

Pakistan Bait-ul-Mal invites applications from suitable candidates for appointments against the following contract positions on fixed pay for a period of one year, extendable on the basis of performance and continuation of the project in Pakistan Sweet Home (PSH) as per PSH Policy:

Sr. No.	Designation	Pay per month	Gender	Nos	Age	Qualification and Experience
1.	Assistant Warden	Rs.25,000	Male	2	30-45	i. Graduation ii. Relevant Experience preferable
2.	Caretaker	Rs. 25,000 Middle to Intermediate Rs. 28,000 for Graduation	Female / Male	3	30-55	Middle or Matric or Intermediate or Graduation
3.	Accounts Clerk / Record Keeper	Rs. 26,000	Male / Female	1	25-40	i. I.Com (2 <sup>nd</sup> division) or equivalent ii. Higher qualification referable iii. Relevant experience will be preferred iv. Computer literacy will be preferred
4.	Driver	Rs.25,000	Male	1	18-35	i. Middle ii. Holding LTV license. iii. HTW will be preferred
5.	Dispatch Rider	Rs.25,000	Male	1	18-35	i. Middle ii. Holding LTV license.
6.	Laundryman / woman	Rs.25,000	Male / Female	1	25-40	Middle with Relevant experience
7.	Security Guard	Rs.25,000	Male	2	25-50	i. Middle with Relevant experience ii. Retired personnel of armed forced / police etc will be preferred
8.	Sweeper	Rs.25,000	Male / Female	1	25-40	Middle with Relevant experience
<b>Total Positions:</b>				<b>12</b>		

**General Instructions:**

- i. Candidates meeting the required criteria should download the application form from PBM official website [www.pbm.gov.pk](http://www.pbm.gov.pk) and submit their applications along with two recent passport size photograph and attested copies of testimonials within 10 days of publication of this advertisement to Assistant Director, PBM District Office Muzaffarabad.
- ii. Date, time and place of interviews will be intimated through telephone/SMS/call letters.
- iii. Only short listed candidates shall be called for interviews.
- iv. Candidates will present their original documents at the time of interview.
- v. The competent authority reserves the right to increase or decrease the number of positions or to cancel the advertisement at any stage.
- vi. No TA/DA will be admissible to the candidates appearing for the interview.
- vii. No application will be considered after the due date.
- viii. Selected candidates have to submit medical certificate before joining the post.
- ix. These appointments do not confer the right to regularization at any stage, and are liable to be terminated any time on one months notice from either side.

**ZAHOOR AHMAD**  
**Assistant Director**

**Pakistan Bait-ul-Mal, District Office Muzaffarabad**  
**Garipan Domail Syedan Near Al-Mustafai Masjid Muzaffarabad**  
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