

100 JOBS IN PUBLIC SECTOR ORGANIZATION OF BALOCHISTAN FROM GRADE 18 TO 01

NO FEE REQUIRED TO APPLY

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ADVERTISEMENT APPLICATION FORM

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03108690787



Vacancy Announcement

A provincial public sector organization invites applications for the mentioned below positions from eligible permanent residents (Local/Domicile) of Balochistan possessing minimum required qualification and experience on all Balochistan basis.

S. No	Nomenclature and basic pay scale (BPS) of the post	No. of Posts	Minimum required qualification & experience
01	Deputy Director (Admin & HRM), (BPS-18).	01	(a) Master's Degree in Business Administration (HR or Administration) or Social Sciences from a recognized University. (b) Having five years of work experience, distinctly in TVET sector.
02	Deputy Director (Planning & Policy) (P&P), (BPS-18).	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having five years of work experience, distinctly in TVET sector.
03	Assistant Director (Academics), (BPS-17).	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.
04	Assistant Director (Operations), (BPS-17).	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.
05	Assistant Director (Monitoring & Evaluation) (M&E), (BPS-17)	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.
06	Assistant Director (Management Information System) (MIS), (BPS-17)	01	(a) Bachelor's Degree in Computer Science (BCS) (4 years) from a recognized University; or (b) Master's Degree at least in Second Division in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University; or (c) (i) Master's Degree in Computer Software Engineering from a recognized University; and (ii) having registration with Pakistan Engineering Council; (d) having three years of work experience, distinctly in TVET sector.
07	Assistant Director (Accounts), (BPS-17).	01	(a) Master's Degree (at least in Second Division) in Commerce or in Business Administration (BBA) (4 years) or equivalent qualification in the relevant subject from a recognized University; or (b) Degree in Chartered Accountancy (CA) from a recognized Institute of Chartered Accounts of Pakistan; or (c) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or (d) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; (e) having three years of work experience, distinctly in TVET sector.
08	Assistant Director (Industrial Coordination) (IC), (BPS-17)	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) Certification in Industrial Coordination; and (c) having three years of work experience, distinctly in TVET sector.
09	Assistant Director (Planning & Policy) (P&P), (BPS-17).	01	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.
10	Assistant Engineer, (BPS-17).	01	(c) Bachelor's Degree in Engineering or BS in Civil Engineering from a recognized University; and (d) registration as Engineer with Pakistan Engineering Council; and (e) having three years of work experience, preferably in TVET sector.
11	Assistant Private Secretary, (BPS-16).	04	(a) Bachelor's Degree from a recognized University; (b) Urdu and English typing skill with a speed of at least 40 words per minute; (c) English short hand skill with a speed of at least 100 words per minute; (d) Computer knowledge with six months certificate in computer.
12	Assistant Accounts Officer, (BPS-16).	01	(a) Bachelor's Degree (at least in Second Division) in Commerce from a recognized University; or (b) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or (c) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; or (d) Bachelor's Degree at least in Second Division in Business Administration from a recognized University.
13	Assistant, (BPS-16).	15	(a) Bachelor's Degree from HEC recognized University; and (b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.
14	Data Entry Operator, (BPS-12).	06	(a) (i) Higher Secondary School Certificate from a recognized Board; and having one year's Diploma in Computer Science or IT, from a recognized Institute; or (ii) ICS from a recognized Institute/Board; and (b) typing skill on computer with a speed of at least 30 words per minute in English and Urdu.
15	Assistant Computer Operator, (BPS-12).	16	(a) (i) Higher Secondary School Certificate from a recognized Board; and having one year's Diploma in Computer Science or IT, from a recognized Institute; or (ii) ICS from a recognized Institute/Board; and (b) typing skill on computer with a speed of at least 30 words per minute in English and Urdu.
16	Sub-Engineer, (BPS-11).	01	(a) Three years' Diploma of Associate Engineers in Civil, Mechanical and Electrical from a recognized University/Institute; (b) having two (2) years work experience in relevant field.
17	Record Keeper, (BPS-5).	03	Secondary School Certificate from recognized Board.
18	Driver, (BPS-4).	17	(a) Middle certificate; (b) possesses a valid HTV/LTV driving license issued from the Licensing Authority; and (c) having at least two years' experience as driver.
19	Dispatcher/ Dispatch Rider, (BPS-1).	03	Middle Pass Certificate.
20	Cook, (BPS-1).	01	(a) Secondary School Certificate from recognized Board; (b) Experience in Cooking.
21	Mali/ Gardner, (BPS-1).	01	(a) Secondary School Certificate from recognized Board; (b) Experience in Gardening.
22	Chowkidar/ Watchman, (BPS-1).	04	Middle Pass Certificate.
23	Naib Qasid/ Peon, (BPS-1).	18	Middle Pass Certificate.

How to apply/application procedure:

- Application form can be downloaded from <https://tinyurl.com/applicationformpobox524>
- Application form duly filled and signed shall be submitted to P.O Box No. 524, GPO Quetta along with attested copies of all educational documents, CNIC, experience certificate, local/domicile certificate and two recent passport size photographs latest by **5th August, 2023**. Incomplete or late applications will not be entertained.
- Eligibility of the candidates in terms of service/recruitment rules and the advertised conditions shall be determined after the conduct of screening/shortlisting. On detailed scrutiny of the applications if they are found ineligible, their candidatures will be cancelled irrespective of the fact whether they have appeared in the examination/test or even qualified therein. The candidates should therefore, make sure before applying that they are eligible in all respects for the post, they are applying for.
- Applicants who intend to apply on more than one post are required to submit separate application against each post.
- The upper/maximum age limit for initial recruitment is up to 43 years as granted by the Government of Balochistan for fresh candidates as well as Government Servants.
- Age will be calculated on closing date for receipt of applications.
- The candidate should submit local/domicile certificate of his/her district. A married female candidate, not already in Government Service and desires to apply on the basis of local/domicile of her husband, is required to submit the local/domicile certificate of her husband containing her name. In case of in-service candidates, the local/domicile certificate endorsed in service record of department will be accepted.
- The organization reserves the right not to fill any vacancy or to fill more or less than the number of vacancies announced.
- Vacancies will be filled on all Balochistan merit basis.
- The requisite experience means the post qualification experience gained in full-time paid job and that of the on-job training subject to its relevancy acquired after obtaining the required qualification till closing date. Experience as part time, honorary, apprentice and interneer will not be considered/counted as experience.
- Only shortlisted candidates fulfilling the minimum required criteria will be called for written test/interview.
- Applicants already working in public sector shall apply through proper channel after obtaining NOC from their department.
- Both male & female candidates are eligible to apply.
- Women/disabled/minorities quota will be observed as per Government Rules.
- No TA/DA will be admissible to the shortlisted candidates for test/interview.

AB No.20/19-07-2023

DIRECTOR
P.O. Box No.524, GPO, Quetta

PO-BOX-No.524 GPO Quetta
Job Application Form

Picture 1

Paste your recent passport size color photograph not older than 6 Months having blue background **with gum**

تصویر لازماً منسلک کریں بصورت دیگر فارم عمل میں نہیں لایا جائیگا۔

Eligibility Criteria:

A. Is your Age according to the desired Post at the date of this application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is your Qualification according to the required post?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your reply is "Yes" to A & B above, only then please proceed further. Otherwise you are not eligible to apply

01. Applied for the Post of _____

Personal Information:

Use CAPITAL letters and leave spaces between words. - درخواست فارم کو بڑے حروف کے ساتھ پُر کرتے ہوئے الفاظ کے درمیان فاصلہ چھوڑیں۔

02. Name in Full: _____

03. Father's Name: _____

04. Candidate CNIC #: _____ - _____ - _____
Write your own CNIC No. امیدوار اپنا ذاتی قومی شناختی کارڈ لازماً درج کرے بصورت دیگر درخواست فارم عمل میں نہیں لایا جائیگا۔

05. Gender: Male Female Mandatory

06. Date of Birth: _____ D D - _____ M M - _____ Y Y Y Y
Write your Correct Date of Birth otherwise you will be rejected

07. Postal Address: _____

Local/ Domicile District: _____

08. Mobile: _____ - _____
DO NOT give your portable mobile number (which is converted from one network to another) so that SMS delivery is ensured.

09. Are you a Disabled Person? Yes No
If yes, please attach Disability Certificate

10. Religion: Muslim Non Muslim

11. Are you Govt. Employee having 2 years Continuous Service and applying through proper channel? Yes No
In case of Yes, please attach NOC from the concerned department.

03. Academic Information: (Please attach copies of your academic certificates)

S.no	Degree Title	Major Subjects	Passing Year	Obtained Marks/ CGPA	Total Marks/CGPA	Board/University/Institute
1						
2						
3						
4						
5						

03. Professional Experience: (Please attach copies of experience certificates)

S.no	Department/Organization	Designation	Starting Date	Ending Date	Total Duration
1					
2					
3					
4					
5					

Undertaking By The Applicant:

<p>I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions and I have filled up the application form as per instructions. In case of any information contained herein is found at any stage is to be missing untrue, false or forged, my candidature shall be canceled at any stage (even after employment, if so revealed later). And I shall be liable to legal action.</p> <p>Date: _____ Candidate Signature: _____</p>	<p>Picture 2 Paste your recent passport size color photograph not older than 6 Months having blue background with Stapler تصویر لازماً منسلک کریں بصورت دیگر فارم عمل میں نہیں لایا جائیگا۔</p>
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GENERAL INSTRUCTIONS/INFORMATION:

- Please fill the application form properly with complete and correct information.
- Please do not leave any field blank, otherwise your application will not be considered.
- Application form duly filled and signed shall be submitted to P. O Box.No.524, GPO Quetta.
- Incomplete or late application will not be entertained.
- Attach attested copies of CNIC, All Educational Documents, Local/Domicile Certificate, Experience Certificates (where applicable, NOC (for in service candidates) and 2 Passport Size Photographs.

Please study thoroughly detailed Instructions and Terms & Conditions on advertisement and application form

Please Send Application Forms to:
P.O Box No. 524, GPO Quetta

Online BPSC Test

**Assistant
Preparation Via
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& official Website**

**Registration
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- Assignments
- Mock Tests
- Question Ans
- Session
- Current Affairs
- On Daily Basis
- Individual
Guideline
- Career

For Registration Opportunities

Contact



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website &
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Fee &
Flaxible Time
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Read the
Topic
Any Time you
get free



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