

No. F. 2(3)/2020-A.VII
Government of Pakistan
Ministry of Law and Justice

SITUATION VACANT

Applications on prescribed form are invited to fill the following posts lying vacant in the Ministry of Law and Justice and its Law Offices:-

| S.# | Name of Post | No of Post (s) | Age Limit | Eligibility Criteria | Made of Appointment | Quota |
|-----|---------------------------------|----------------|-------------|---|---|---|
| 1. | Assistant (BPS-15) | 05 | 18-28 Years | i) Graduate ii) 06 weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for initial appointment after selection before completion of probationary period. | Initial appointment through test/ interview by the Departmental Selection Committee | Merit 1 Punjab 2 Sindh (R) 1 K.P.K 1 |
| 2. | Stenotypist (BPS-14) | 26 | 18-25 Years | i Intermediate ii Minimum Speed of 80/40 w.p.m in shorthand and typing respectively. iii Must be computer literate | -do- | Merit 2 Punjab 12 Punjab (Women) 1 Sindh (U) 2 Sindh (R) 3 K.P.K 3 Balochistan 2 G.B 1 |
| 3. | Junior Proof Reader (BPS-11) | 01 | 18-25 Years | i) Intermediate ii) three years experience of Proof Reading | -do- | Punjab 1 |
| 4. | UDC (BPS-11) | 04 | 18-25 Years | i) Intermediate ii) 03 weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for initial appointment after selection before completion of probationary period. | -do- | Punjab 2 Sindh (R) 1 KPK 1 |
| 5. | LDC (BPS-09) | 08 | 18-25 Years | i) Matric ii) 30 W.P.M speed of Typing (Computer Literate will be preferred). iii) 03 weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for initial appointment after selection before completion of probationary period. | -do- | Merit 1 Punjab 4 Sindh (R) 1 Sindh (U) 1 KPK 1 |
| 6. | D.M.O (BPS-4) | 01 | 18-25 Years | i. Primary Pass ii. Knowledge of operating duplicate machine essential | -do- | Islamabad |
| 7. | Naib Qasid (BPS-1) | 24 | 18-25 Years | Primary Pass (Local Basis) | -do- | Islamabad 22 Lahore 2 |
| 8. | Computer Room Attendant (BPS-1) | 01 | 18-25 Years | i) Primary Pass ii) Experience of cleaning and maintaining computers in a computer centre preferable. | -do- | Islamabad |
| 9. | Farash (BPS-1) | 01 | 18-25 Years | Primary Pass (Local Basis) | -do- | Islamabad |

Terms and Condition:-

- The subject recruitment shall be made on criteria/ mechanism defined by the Establishment Division vide their O.M No. 53/1/2008-SP dated 16th January, 2015 and amended vide O.M.No.53/1/2008-SP, dated 06.05.2020.
- Selected candidates have to submit Medical Certificate as required under Rule 17 of the Civil Servant (Appointment, Promotion and Transfer), 1973 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.
- Only shortlisted applicants will be called for test/ interview.
- Incomplete applications, advance copies and those received after closing date will not be entertained.
- Candidates shall have to produce original documents along with set of attested copies of the Degrees/ Certificate by HEC/ recognized Board/ Universities/ institute and other relevant documents at the time of interview. Information provided in the application form will be verified, in case any information furnished by the applicant is found fake or bogus, in any stage, candidature of the particular candidate shall stand cancelled and legal action shall be taken against the particular candidate(s) at any stage.
- Applications alongwith copy of CNIC and 01 photograph on prescribed format shall reach to Section Officer (Admn-VII), within 15 days from the date of advertisement. The application form can be downloaded from the official website www.molaw.gov.pk of Ministry of Law and Justice, Islamabad.**
- The candidates are required to mention the post applied for on the right top corner of the envelope.
- All candidates applying for the above mentioned post (s) shall be entitled to general upper age relaxation of five years in the maximum age limit given above. Further relaxation will be given if admissible under the rules.
- Maximum age limit shall be relaxed in respect of candidates belonging to the following categories:-

| S.# | CATEGORY OF CANDIDATES | AGE RELAXATION ADMISSIBLE |
|------|--|---|
| i) | a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribunal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government | 3 years |
| | b) Candidates belonging to Sindh (R) and Balochistan for post in BPS-15 and below under the Federal Government | 3 years |
| ii) | Released or Retired personnel of the Armed Forces of Pakistan | 15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less. |
| iii) | Government Servants who have completed 02 years continuous Government Service on the closing date of receipt of applications. | 10 years, up to age of 55 years |
| iv) | Disabled persons for appointment to posts in BPS-15 and below. | 10 years |
| v) | Widow, son or daughter of a deceased civil servant who die in service | 5 years |

- 2% disable, 10% women and 5% Minorities (Non-Muslim) Quota will be observed as per rules.
- Prescribed Quota (Provincial/ Region etc.) will be observed as per rules.
- Candidates already in Government Service must apply through proper channel and must provide NOC alongwith application form otherwise application will not be entertained and they have no right to claim.
- The number of vacancies can be increased or decreased.
- The selected candidates may be posted all over Pakistan.
- No TA/DA will be admissible for appearing in test/ interview.

(Wajid Aziz) Section Officer (Admn)
Ministry of Law and Justice, Room No. 231 'R' Block, Pak Secretariat, Islamabad

1 mlj 1311. post

No. F. 2(3)/2020-A-VII
Government of Pakistan
Law and Justice

ID#
(OFFICAL USE ONLY)

APPLICATION FORM (FOR THE POST OF BPS 1 To 15)
(FILL IN BLOCK LETTERS)

Name of the Post:

Applicant Name:.....

Father's Name:.....

CNIC:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Paste photo
with gum

Domicile: Punjab Sindh (R) Sindh (U) KPK ICT AJK
 GB FATA Balochistan

Domicile District.....

Nationality: i) Pakistani ii) Other country (name of other country)

Gender : Male Female Others

Quota : Merit Women Disable Minorities Others

Date of Birth: DAY.....MONTH.....YEAR.....

Age (At the time of Closing date of Advertisement): Years:-.....

Age Relaxation claim: YES NO

Religion:

Postal Address.....

Contact No (Mobile):.....

Qualification:

| Qualification | Passing year | School/board | Marks |
|---------------|--------------|--------------|-------|
| | | | |

Experience: (in Government)

| Name of Department | Designation | Regular / Adhoc / Contract | Duration (Years) | Date of Retirement from Military Service(If any) |
|--------------------|-------------|----------------------------|------------------|--|
| | | | | |

TEST CENTER Islamabad Lahore Peshawar Karachi Quetta

Date: Applicant's Signature:

Wajid Aziz
Section Officer (Admn)
Ministry of Law and Justice,
Room No.231, 2nd Floor, R-Block,
Pak Secretariat, Islamabad