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Jobs at Lahore High court | Lahore Jobs | Punjab Jobs | Lahore Jobs

Description

Lahore High court Invites applications from Pakistani Nationals for the following Positions.

Responsibilities

- For Vacancies Details, please see below job advertisement

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **December 20, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts

Hiring organization

Lahore High court

Employment Type

Full-time

Industry

Lahore High Court

Job Location

High Court, Lahore, Punjab, Pakistan

Date posted

December 6, 2021

Valid through

20.12.2021

LAHORE HIGH COURT, LAHORE ADVERTISEMENT 01/2021/RSE			NO. OF POSTS		ELIGIBILITY CRITERIA	
S#	JOB TITLE	NO. OF POSTS	NO. OF POSTS	NO. OF POSTS	NO. OF POSTS	ELIGIBILITY CRITERIA
1.	Personal Assistant (BS-17)	13	13	13	13	Qualification: (i) Graduation (minimum 2nd Division) from any University/Institute recognized by HEC. (ii) Typing Speed of 1500 w.p.m. (iii) Special Person Quota (SPQ) (iv) Confirmation in Microsoft Office and In-page. Experience: At least 01 year post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
2.	Steno-grapher (BS-17)	08	08	08	08	Qualification: (i) Graduation (minimum 2nd Division) from any University/Institute recognized by HEC. (ii) Short-hand/Typing Speed of 1000 w.p.m. (iii) Confirmation in Microsoft Office and In-page. Experience: At least 01 year post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
3.	Supervisor IT (BS-17)	02	02	02	02	Qualification: (i) Graduation (minimum 2nd Division) from any University/Institute recognized by HEC. (ii) Master in Computer Science (IT) Electrical Engineering or Bachelor of Computer Science (IT) (iii) Short-hand/Typing Speed of 1500 w.p.m. (iv) Confirmation in Microsoft Office and In-page. Experience: At least 03 years post-qualification experience as team leader in the relevant field. Age: 20-30 years on the closing date.
4.	Assistant Manager Cultural (BS-17)	01	01	01	01	Qualification: (i) Graduation (minimum 2nd Division) from any University/Institute recognized by HEC. (ii) Diploma in Hotel Management OR Diploma in Hospitality Management. Experience: 3 years post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
5.	Admin. Office Coordinator (BS-17)	13	13	13	13	Qualification: (i) Graduation (minimum 2nd Division i.e. 45% marks) from any University/Institute recognized by HEC. (ii) Certificate in Management. Experience: Preference will be given to the candidates possessing practical knowledge/experience of MS Office, In-page and internet usage. Age: 20-30 years on the closing date.
6.	Assistant Librarian (BS-17)	02	02	02	02	Qualification: (i) Bachelor in Library & Information Science from HEC recognized University with minimum CGPA 3.0 (ii) 1st Division AND (iii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 01 year post-qualification experience in relevant field in well reputed organization. Preferred Key Skills: Leadership, Management on MS, KONA, VIRTUA, US, MARIC, AACR2 / RDA, EDDC, LC, etc. Age: 20-30 years on the closing date.
7.	Library Assistant (BS-16)	02	02	02	02	Qualification: (i) Bachelor of Library & Information Science (BS-16) with 1st Division. (ii) Preference will be given to a candidate holding degree of Master in Library & Information Science with minimum CGPA 3.0 (iii) 1st Division from HEC recognized University AND (iii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 02 years post-qualification experience in relevant field in well reputed organization. Preferred Key Skills: The candidate should know the use of LIS system cataloging and classification tools according to modern techniques. Age: 20-30 years on the closing date.
8.	Assistant IT (BS-16)	07	07	07	07	Qualification: (i) B.Sc. in Computer Science (IT) Electrical Engineering with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (ii) Certificate in Management (1st Division) from HEC recognized University. Experience: 02 years post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
9.	Controller (BS-16)	01	01	01	01	Qualification: (i) Graduation (minimum 2nd Division i.e. 45% marks) from any University/Institute recognized by HEC. (ii) At least three years experience in the relevant field. (iii) Successfully equipped with Computer IT skills. Age: 20-30 years on the closing date.
10.	Software Technician (BS-16)	01	01	01	01	Qualification: (i) B.Sc. in Computer Science (IT) or Bachelor of Computer Science (IT) (ii) 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (iii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 02 years post-qualification experience as a Technical writing of Software Documentation software quality assurance in reputed organization. Age: 20-30 years on the closing date.
11.	Hardware Technician (BS-16)	04	04	04	04	Qualification: (i) B.Sc. in Computer Science (IT) Electrical Engineering or Bachelor of Computer Science (IT) (ii) 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (iii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 02 years post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
12.	Network Technician (BS-16)	03	03	03	03	Qualification: (i) B.Sc. in Computer Science (IT) Electrical Engineering or Bachelor of Computer Science (IT) (ii) 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (iii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 02 years post-qualification experience in Installation & Configurations of Network (LAN/WAN). Age: 20-30 years on the closing date.
13.	Technical Advisor (BS-16)	01	01	01	01	Qualification: (i) B.Sc. in Electronics Engineering or B.Tech. Electronics (2nd Division) from any University/Institute recognized by HEC. (ii) Certificate in Management (1st Division) from HEC recognized University. Experience: 05 years as Technical Advisor from any security related Department/Company. Age: 20-30 years on the closing date.
14.	Drive Entry Operator (BS-14)	45	45	45	45	Qualification: (i) Intermediate or equivalent with minimum 2nd Division i.e. 45% marks from any recognized Board. (ii) Typing Speed of 40 w.p.m. (iii) Special Person Quota (SPQ) (iv) Confirmation in MS Office. Experience: 15-30 years on the closing date.
15.	Office Coordinator (BS-14)	21	21	21	21	Qualification: (i) Intermediate or equivalent with minimum 2nd Division i.e. 45% marks from a recognized Board. (ii) Typing Speed of 25 w.p.m. (iii) Proficient in Microsoft Office or any other compatible office application. The proficiency shall be judged through practical test. (iv) Special Person Quota (SPQ) (v) Confirmation in MS Office. Experience: 15-30 years on the closing date.
16.	Multimedia Operator (BS-13)	03	03	03	03	Qualification: (i) BS with 2nd Division from any recognized Board. (ii) Diploma in Graphic Design. Experience: At least 01 year post-qualification experience of installation, Configuration and Troubleshooting of Multimedia/Video Conferencing Equipments. Age: 20-30 years on the closing date.
17.	Network Associate (BS-13)	06	06	06	06	Qualification: (i) Graduation in Computer Science (IT) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (ii) Certificate in Management (1st Division) from HEC recognized University. Experience: At least 01 year post-qualification experience in Networking and System Troubleshooting with hands experience on Cisco Routers and CCNA will be preferred. Age: 20-30 years on the closing date.
18.	Software Associate (BS-13)	03	03	03	03	Qualification: (i) Graduation in Computer Science (IT) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (ii) Certificate in Management (1st Division) from HEC recognized University. Experience: 01 year post-qualification in ASP.NET (C#VB) and SQL Server, Oracle, PHP/MySQL. Age: 20-30 years on the closing date.
19.	Graphic Designer (BS-13)	02	02	02	02	Qualification: (i) Graduation in Computer Science (IT) with 1st Division by HEC recognized institute OR (ii) F.A. or equivalent with Diploma in Graphic Design (01 year). (iii) Certificate in Software (20 months) Photoshop, Adobe Illustrator, Excel and MS Word. Experience: At least 02 year post-qualification experience in relevant field. Age: 20-30 years on the closing date.
20.	Composer (English) (BS-13)	04	04	04	04	Qualification: (i) Intermediate or equivalent with one year Diploma in Graphic Design / Computer IT. (ii) F.A. or equivalent with Diploma in Graphic Design (01 year). (iii) F.w.p. Typing Speed of 25 w.p.m. Experience: 01 year post-qualification experience in composing Urdu (English). Age: 20-30 years on the closing date.
21.	Hardware Associate (BS-13)	10	10	10	10	Qualification: (i) Graduation in Computer Science (IT) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. (ii) Diploma in IT will be given preference. Experience: At least 01 year post-qualification in relevant field. Age: 20-30 years on the closing date.
22.	Telephone Technician (BS-12)	03	03	03	03	Qualification: (i) Three years DAE in Electronics / Telecommunication from the Institute recognized by the Punjab Board of Technical Education. (ii) Successfully equipped with Computer/IT skills. Experience: Five years experience in the relevant field. Age: 20-30 years on the closing date.
23.	Junior Auditor (BS-11)	04	04	04	04	Qualification: (i) 1st Class (2nd Division i.e. 45% marks) from HEC recognized University. (ii) Computer literate with Typing Speed of 30 w.p.m. Experience: Three year post-qualification experience in the relevant field. Age: 20-30 years on the closing date.
24.	Electrician (BS-11)	04	04	04	04	Qualification: (i) Male with 2nd Division i.e. 45% marks. (ii) One year Diploma in relevant field from any recognized Technical Institute preferably from Govt. Institute. Experience: 03 years post-qualification in relevant field in reputed organization. Age: 20-30 years on the closing date.
25.	Mechanic (BS-09)	01	01	01	01	Qualification: (i) Male with 2nd Division i.e. 45% marks with Diploma in Auto Mechanic from Punjab Board of Technical Education. (ii) 100% TV driving license. Experience: Five years experience in any reputed Automobile Workshop. Age: 20-30 years on the closing date.
26.	Calligrapher (BS-09)	01	01	01	01	Qualification: (i) F.A. or equivalent with a command on Calligraphy. (ii) Category Certificate in Hand and Nasta'liq from any recognized institute or a letter from any recognized Urdu. (iii) Terms Service of 6 years Urdu. Experience: Five years post-qualification experience of calligraphy both in Nasta'liq and Nasta'liq. Age: 20-30 years on the closing date.
27.	Technical Operator (BS-09)	01	01	01	01	Qualification: (i) Three years DAE in Electronics from recognized Board/Institute. (ii) Certificate in Networking / Software / CCNA / Computer for Installation / Repair / Maintenance of security Cameras such as CCTV, IP Webcam, Gates, Hand/Scanners etc. Experience: 05 years as Technical Operator / Technician with any security related Department/Company. Age: 20-30 years on the closing date.
28.	Cook (BS-07)	11	11	11	11	Qualification: (i) 03 years experience in cooking of Pakistan as well as Chinese, European and Indian dishes. Experience: 20-30 years on the closing date.
29.	Driver (BS-07)	14	14	14	14	Qualification: (i) 100% TV driving license. Experience: 05 years experience in driving of LV driving. Age: 20-30 years on the closing date.
30.	Library Assistant (BS-07)	03	03	03	03	Qualification: (i) Intermediate or equivalent from recognized Board. Experience: 10-30 years on the closing date.
31.	Mechanic Operator (BS-07)	02	02	02	02	Qualification: (i) Male. Experience: 03 years as Photostat Machine Operator. Age: 20-30 years on the closing date. The candidate must possess practical knowledge and the proficiency shall be judged through practical test.
32.	Book Binder (BS-05)	01	01	01	01	Qualification: (i) Male. Experience: 03 years in binding work in any reputed Publishing House / Organization / Library. Age: 20-30 years on the closing date. The candidate must possess practical knowledge and the proficiency shall be judged through practical test.
33.	Beeper / Watcher (BS-04)	01	01	01	01	Qualification: (i) Male. Experience: 05 years experience in the relevant field. Age: 20-30 years on the closing date. The candidate must possess practical knowledge and the proficiency shall be judged through practical test.
34.	Frank (BS-03)	01	01	01	01	Qualification: (i) Male. Experience: Three years experience in the relevant field. Age: 20-30 years on the closing date.
35.	Chowkidar / Watchman (BS-03)	02	02	02	02	Qualification: (i) Male. Experience: 15-30 years on the closing date.
36.	Mail (BS-03)	01	01	01	01	Qualification: (i) Male. Experience: One year experience in the relevant field. Age: 20-30 years on the closing date. The candidate must possess practical knowledge and the proficiency shall be judged through practical test.
37.	Sewer / Sanitary Worker (BS-03)	03	03	03	03	Qualification: (i) Male. Experience: 15-30 years.

INSTRUCTIONS: (READ THE INSTRUCTIONS CAREFULLY)

- Application is required to submit ONLINE applications ONLY. Online Job Portal with Syllabus and Job Description of posts is available at the LHC official website (<https://lhc.gov.pk/jobs>). No need to submit HARD COPY OF ONLINE Application.
- Age relaxation will be permitted to in-service Government employees under the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976.
- Call-off Date: Online Application Form shall not be entertained after 11:59 p.m. on 28.12.2021.
- Re-verification: candidates are advised that they are required to make a solemn declaration that they are physically fit, healthy, active, energetic, willing to work long hours with good interpersonal skills and MBBS (all the requirements of the rules and selection criteria relating to the relevant post).
- The ONLINE APPLICATION FORM must be completely filled with utmost care and comply the correct details. No application shall be entertained to edit any correction or information in online application after its submission. Incomplete application will be rejected forthwith.
- The application shall deposit a non-refundable processing fee of Rs.1500/- for posts in BS-03 to BS-08, Rs.1000/- for posts in BS-10 to BS-15 and Rs. 2000/- for posts in BS-16 & above in A/c # (RTS503241001134) titled "Human Resource District Judiciary" in any branch of MCB Bank by filling following information on the Deposit Slip:
 - Name of the Candidate
 - CNIC of the Candidate
 - Job Title
 - Job Code
 - Male Number
- No application will be entertained without depositing application fee.
- Mentioning of deposit slip number in the online application form is mandatory. Duplicate use of one deposit slip for any other post shall amount to cheating resulting in null and void of all applications of any such candidate.
- Candidates will only be allowed to appear in the test/ interview or production of original deposit slip bearing which the fee will be used to their right for the same. Original receipt will be returned to the LHC request.
- Special persons (Disabled) and employees of Lahore High Court shall be exempted from payment of application processing fee.
- Candidates are required to provide postal address and e-mail/functional personal mobile phone number and e-mail ID.
- The application shall be rejected in case the required information is found incorrect, false, forged or withheld during scrutiny of the original documents presented at the time of interview and the applicant also be prosecuted in accordance with law.
- In-Service Government employees can submit their online applications after submission of application to their Competent Authorities for grant of NDC / Departmental Performance Certificate (DPC) copy of which will have to be provided along with online application if they will have to submit the said NDC / DPC duly signed / stamped by the Authorized Officer (deputy, month and year of their inclusion in service at the time of interview otherwise they will not be interviewed).
- Interview Tests for posts in BS-03 to BS-07 will be conducted at the Principal Seat of Lahore High Court at Lahore.
- All the candidates including those who will apply against quota posts shall have to secure 40% marks in written MCQs test to qualify for interview.
- In case of concealment of facts, false information or misstatement made by any candidate in any document a found, the Lahore High Court reserves its right to cancel the candidature at any stage, even after appointment. Such concealment/misstatement shall lead to criminal proceedings against the said candidate.
- Test may be conducted at the Principal Seat of Lahore High Court at Lahore and at allied Benches at Bahawalpur, Multan & Rawalpindi at the discretion of the Judiciary.
- The Lahore High Court reserves the right to short list those candidates who qualify written MCQs test for the purpose of interview keeping in view the number of posts, cannot withdraw any part of the advertisement without any prior notice and to increase / decrease the number of posts or reject any or all applications without assigning any reason.
- No TA/DA will be available to the applicants called for Test and Interview.

(IRFAN AHMAD SAEED)
REGISTRAR
LAHORE HIGH COURT, LAHORE