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Ministry of Law & Justice Jobs | Govt of Pakistan Jobs | Islamabad Jobs

Description

Ministry of Law & Justice 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 **January 04, 2022**. 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

Ministry of Law & Justice

Employment Type

Full-time

Industry

Government of Pakistan

Job Location

Pak Secretariat, Islamabad, ICT, Pakistan

Date posted

December 20, 2021

Valid through

04.01.2022

**GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE**

SITUATIONS VACANT

Applications are invited from citizens of Pakistan for recruitment against the following posts lying vacant in the Federal Special Courts/Tribunals across the country working under the administrative control of Law and Justice Division on Regional Quota basis holding the domiciles of the region as mentioned against each (ICT/Punjab/Sindh/KPK/Baluchistan):-

S. No.	Name of Post	No. of Posts	Age Limit	Qualification	Place of posting
1.	*Assistant (BPS-15)	01	18-28	Graduate	ICT = 01
2.	Stenotypist (BPS-14)	23	18-25	(i) Intermediate. (ii) Minimum speed of 80/40 w.p.m in shorthand/typing respectively. (iii) Must be computer literate	ICT = 05 Punjab = 08 Sindh = 09 KPK = 01 (Quota for Persons with Disabilities)
3.	Reader (BPS-14)	07	18-25	Graduate	ICT = 01 Punjab = 02 Sindh = 04
4.	Nazir (BPS-11)	05	18-25	Intermediate	ICT = 02 Punjab = 01 Sindh = 02
5.	* UDC (BPS-11)	12	18-25	Intermediate	ICT = 04 Punjab = 05 Sindh = 02 KPK = 01
6.	* LDC (BPS-09)	09	18-25	Matric with minimum typing speed of 30 w.p.m.	ICT = 02 Punjab = 05 Sindh = 01 Baluchistan = 01
7.	Driver (BPS-04)	10	18-30	(i) Primary Pass. (ii) Valid driving license holder and well versed with the traffic rules.	ICT = 08 Lahore = 01 Peshawar = 01
8.	Dispatch Rider (BPS-04)	01	18-30	(i) Primary Pass. (ii) Valid driving license holder and well versed with the traffic rules.	ICT = 01
9.	Naib Qasid (BPS-01)	17	18-25	Primary Pass (Local basis)	ICT = 07 Lahore = 04 Peshawar = 04 Quetta = 02
10.	Chowkidar (BPS-01)	16	18-25	Primary Pass (Local basis)	ICT = 07 Lahore = 06 Rawalpindi = 01 Peshawar = 01 Abbottabad = 01
11.	Farash (BPS-01)	04	18-25	Primary Pass (Local basis)	ICT = 03 Lahore = 01
12.	Mali (BPS-01)	01	18-25	Primary Pass (Local basis)	ICT = 01
13.	Cook (BPS-01)	01	18-25	Primary Pass (Local basis)	ICT = 01
14.	Room Bearer (BPS-01)	01	18-25	Primary Pass (Local basis)	ICT = 01
15.	Sweeper (BPS-01)	12	18-25	Primary Pass (Local basis)	ICT = 05 Lahore = 03 (one post reserved for women) Gujranwala = 01 Hyderabad = 01 Sukkur = 01 Peshawar = 01
Total		120			

Important instructions/information:-

- Incomplete application forms and those received after closing date will not be entertained.
- Applicants shall present their original documents along with set of attested copies of the Degrees / Certificate by HEC / recognized Board / Universities / Institutes and other relevant documents at the time of interview. In case of any false or forged information provided, the Organization reserves the right to cancel the candidature of any applicant at any stage and to initiate legal action against the applicant as per rules.
- Age relaxation will be admissible as per Rules/Federal Government policy.
- All recruitment shall be made in accordance with the policies circulated by Federal government from time to time.
- Regional quota will be observed as per rules.
- No TA/DA will be admissible for appearing in test/interview.
- Candidates already in Government Service must apply through proper channel.
- Ministry of Law and Justice reserves the right to increase/decrease the number of posts at any stage, subject to their availability.
- Only those candidates who fulfill the eligibility criteria will be called for test/interview.
- The selected candidates can be posted all over Pakistan.
- No change of centre will be allowed.

*Note: For the post of Assistant at S.No. 1 six (06) weeks and for the posts of UDC and LDC at S. No. 5 & 6 above three (03) Weeks Basic IT Training Course (including MS Office) will be conducted by NITB after selection before completion of probation period).

How to Apply:

Interested candidates may apply on the prescribed application form available on the website of M/o Law and Justice, Islamabad i.e. www.molaw.gov.pk and duly filled in form can be sent through courier within 15 days from the date of publication of advertisement to the Section Officer (Admn-V), Ministry of Law and Justice Room No.333, R-Block, Pak Secretariat, Islamabad.

PHD/11/12/21

**(Faisal Malik)
Section Officer (Admn-V)
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