

No.F.1(3)/2020-A.VI
GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE

SITUATION VACANT

Application 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 (BS-15)	01	18-28 Years	Graduate 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.	1-Merit (Punjab)
2	Stenotypist (BS-14)	08	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-	01-Merit 03-Merit (Punjab) 01-Minorities (Sindh (R)) 01-Merit (Sindh (U)) 01-Merit (KPK) 01-Merit (Balochistan)
3	Senior Proof Reader (BS-14)	02	18-25 Years	Graduate With three years experience of Proof Reading.	-do-	01-Merit (Punjab) 01-Merit (KPK)
4	Junior Proof Reader (BS-11)	01	18-25 Years	Intermediate With two years experience of Proof Reading.	-do-	01-Merit (Sindh-U)
5	Lower Division Clerk (BS-09)	33	18-25 Years	Matric with 30 W.P.M speed of Typing (Computer Literate will be preferred). 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-	06-Merit 14-Merit (Punjab) 01-Women (Punjab) 01- Minorities (Punjab) 03-Merit (Sindh (R)) 02-Merit (Sindh (U)) 03-Merit (KPK) 02-Merit (Balochistan) 01-Merit (FATA)
6	Naib Qasid (BS-01)	03	18-25 Years	Primary	-do-	Local Basis Law Offices, Karachi

Terms and Condition:-

1. The subject recruitment shall be made on criteria/mechanism defined by the Establishment Division vide their O.M No.53/1/2008-SP dated 06.05.2020 and further clarification for appointment of BPS-01 to BPS-5 vide their Notification No. F.3/2/2017-R-2 dated 11.03.2020.
2. 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.
3. Only shortlisted applicants will be called for test/interview.
4. Incomplete applications, advance copies and those received after closing date will not be entertained.
5. Candidates shall have to produce 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 any information furnished by the applicant is found fake or bogus, candidature of the particular candidate shall; stand cancelled and legal action shall be taken against the particular candidates at any stage.
6. The recruitment of Naib Qasid shall be made on local basis.

7. Applications along with copy of CNIC, 02 photographs on prescribed format shall reach to Section Officer (Admn-VI), 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.
8. The candidates are required to mention the post applied for on the right top corner for the envelope.
9. All candidates applying for the above mentioned posts (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.
10. 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 Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government.	3 years
	b Candidates belonging to Sindh (R) and Balochistan for posts 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.	05 years.

9. 2% disable, 10% Women and 5% Minorities (Non-Muslim) Quota will be observed as per rules.
10. Prescribed Quota (Provincial/Regional etc.) will be observed as per rules.
11. **Candidates already in Government Service must apply through proper channel and must provide NOC along with application form otherwise application will not be entertained and they have no right to claim.**
12. The number of vacancies can be increased or decreased. The Ministry of Law and Justice reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the appointment.
13. Only the short listed candidates will be called for test/interview.
14. The selected candidates may be posted all over Pakistan.
15. Information provided in the application form will be verified in case of offer of appointment.
16. No TA/DA will be admissible for appearing in test/interview.

(Arshad Ali Siddiqui)
Section Officer (A-VI)
Ministry of Law and Justice,
Room No. 331, 3rd Floor, Block-S,
Islamabad

MINISTRY OF LAW AND JUSTICE

APPLICATION FORM

Post Applied for _____

CNIC No. _____

Name of Applicant. _____

Father's Name. _____

Date of Birth _____

One Passport
Size Photograph is
to be pasted here
(Don't's Staple)

Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
--------	--------------------------	------	--------------------------	--------

Computer No.

(For Office Use)

Religion. _____

Residential City. _____

District & Province _____

Special Quota (if any) Women Non-Muslim Disabled

Educational Qualification. _____

Postal Address. _____

Cell No. _____

E.mail Address (If any). _____

Declaration: I certify that all information, provided by me, in this application form is true and correct to the best of my knowledge and belief.

Date. _____ Applicant Signature. _____

(Arshad Ali Siddiqui)
Section Officer (A-VI)
Tele: 051-9208522
Ministry of Law and Justice
Room No. 331, 3rd Floor, S-Block, Pak. Secretariat
Islamabad