

**Government of Pakistan  
Ministry of Law and Justice  
Legal Aid and Justice Authority  
Islamabad  
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**SITUATION VACANT**

Applications are invited from eligible Pakistani nationals for the following vacant positions at the Head Office of the Legal Aid and Justice Authority, Islamabad, purely on contract basis:

<b>S.No.</b>	<b>Post</b>	<b>Number of Posts</b>	<b>Minimum Qualification &amp; Experience</b>	<b>Maximum Recruitment Age in Years</b>
1	Deputy Director Finance (PPS-8)	1	(i) First division or grade "B" master's degree in commerce/ economics / MBA (Finance & Accounting) or equivalent from a university recognized by HEC.  (ii) Minimum ten years' post qualification relevant experience in any reputable organization.	50 years
2	Deputy Director Legal Aid (PPS-8)	1	(i) First Division or Grade "B" L.L.B degree from a university recognized by HEC.  (ii) Minimum ten years post qualification relevant experience.	50 years
3	IT/Network Administrator (PPS-8)	1	(i) First division or grade "B" master's degree in Computer Science / IT / Communication or equivalent from a university recognized by HEC.  (ii) Minimum ten years post qualification experience in the relevant field in any reputable organization.	50 years
4	Private Secretary (PPS-7)	1	(i) First division or grade "B" master's degree or equivalent, from a university recognized by HEC.  (ii) Minimum seven years post qualification relevant experience in any reputable organization.	40 years

5	Assistant (PPS-6)	2	(i) Second class or grade "C" bachelor's degree or equivalent degree from a university recognized by HEC.  (ii) Minimum three years post qualification experience in any reputable organization.  (ii) Preference will be given to Law Graduate	35 years
6	Assistant-cum-Cashier (PPS-6)	1	(i) Second class or grade "C" MBA / M.Com / B.Com or equivalent degree from a university recognized by HEC.  (ii) Minimum three years post qualification relevant experience in any reputable organization.  (iii) Must be computer literate	35 years
7	Sub-Assistant (PPS-5)	1	(i) Intermediate  (ii) Must be computer literate and proficient in MS Office.	40 years
8	Data Entry Operator (PPS-5)	1	(i) Intermediate with typing speed 50 w.p.m.  (ii) Must be computer literate and proficient in MS Office.	40 years
9	Driver (PPS-2)	1	(i) Matric pass  (ii) Having valid LTV License	40 years
10	Office Boy (PPS-1)	1	Matric/Middle pass	35 years
11	Dispatch Rider (PPS-1)	1	(i) Matric pass  (ii) Having valid motorcycle license	30 years
12	Sweeper/Cleaner (PPS-1)	1	Literate	35 years
13	Consultant	1	(i) LLB (ii) Minimum seven years' experience of working with multi-lateral development partners in the fields of human rights and legal aid.	35 years

**Terms and Condition:**

1. All candidates are advised to apply online through National Jobs Portal link <https://www.njp.gov.pk/> within 15 days of the publication of this advertisement. No application/documents shall be entertained in hard form.
2. Only shortlisted candidates will be called for test/interview.

3. Date/time/Roll numbers/call letters shall be intimated through email. Candidates are advised to mention their email address correctly.
4. Candidates already in Government Service should apply through proper channel and must provide NOC otherwise application will not be entertained and they have no right to claim.
5. Candidates shall have to produce original documents alongwith set of attested copies of the Degrees / Certificates from board / institute / university recognized by HEC 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
6. Selected candidates shall have to submit Medical Fitness Certificate as required under Rule 14 the Legal Aid and Justice Authority (Human Resource) Rules, 2025 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.
7. The selected candidates shall be posted at the Head Office of the Legal Aid and Justice Authority, Islamabad.
8. The Authority reserves the right to cancel / withdraw / increase / decrease vacancies at any stage without assigning any reason.
9. No TA/DA will be admissible for appearing in test/interview.

**(Arshad Ali Siddiqui)**  
Section Officer (Admn/LAJA)