



LAHORE HIGH COURT, LAHORE

SITUATION VACANT

Advertisement No. 01/2018

APPLY ONLINE ONLY

APPLICATIONS SUBMITTED THROUGH OTHER THAN ONLINE MODE WILL NOT BE ACCEPTED

Applications are invited from suitable candidates, **domiciled in Punjab**, for the following vacant posts in the Lahore High Court, Lahore:-

Sr.#	Job Title	No. of posts	Qualification
1.	Caretaker (BS-16) Job Code: G-04	11 (Bahawalpur= 01 Multan= 02 Rawalpindi= 04)	<u>Qualification:</u> Graduation (with minimum 2 nd Division i.e. 45% marks) from any University/Institute recognized by HEC. <u>Experience:</u> i) At-least five year in the relevant field. ii) Sufficiently equipped with computer/IT skills <u>Age:</u> Maximum 35 years on the closing date.
2.	Assistant Protocol Officer (BS-16) Job Code: G-45	06 (Bahawalpur= 01 Multan= 01 Rawalpindi= 01)	<u>Qualification:</u> Graduation (with minimum 2 nd Division i.e 45% marks) from any University/Institute recognized by HEC. <u>Experience:</u> i). Ten years ii). Sufficiently equipped with computer/I.T skills <u>Age:</u> Maximum 40 years on the closing date.
3.	Senior Auditor (BS-14) Job Code: NG-64	06	<u>Qualification:</u> BBA in Finance/Accounting/Economics (with minimum 2 nd Division i.e 45% marks or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) or equivalent from a University recognized by HEC OR B.A/B.Com (2 nd Division) with; i. ICMA one year Post Graduate

			<p>Certificate or;</p> <p>ii. CA (Foundation) or;</p> <p>iii. ACCA (knowledge level qualified)</p> <p>Experience: Five year post qualification in the relevant filed.</p> <p>Age: Maximum 35 years on the closing date</p>
4.	<p>Junior Auditor (BS-11)</p> <p>Job Code: NG-65</p>	12	<p>Qualification:</p> <p>i. B.Com (2nd Division i.e 45% marks) from HEC recognized University.</p> <p>ii. Computer literate with Typing Speed of 30 w.p.m.</p> <p>Experience: Three year (post qualification) in the relevant field.</p> <p>Age: 25-30 years on the closing date</p>
5.	<p>Cashier (BS-14)</p> <p>Job Code: NG-55</p>	<p>01 (Rawalpindi)</p>	<p>Qualification:</p> <p>i) B.Com/BBA in Accounting and Finance (with minimum 2nd Division i.e 45% marks or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University recognized by HEC.</p> <p>ii) Sufficiently equipped with computer/ IT skills.</p> <p>Experience: Two year post qualification</p> <p>Age: 25-30 years on the closing date.</p>
6.	<p>Telephone Operator (BS-14)</p> <p>Job Code: NG-56</p>	<p>04 (Rawalpindi=03)</p>	<p>Qualification:</p> <p>i). Intermediate (2nd Division) i.e 45% marks.</p> <p>ii). Three year Diploma in Telecommunication (DAE) from the Institute recognized by the Punjab Board of Technical Education.</p> <p>iii). Sufficiently equipped with computer/ IT skills.</p> <p>Experience: Two year in any reputed Organization</p> <p>Age: 22-28 years on the closing date.</p>

7.	<p>Telephone Technician (BS-12)</p> <p>Job Code: NG-57</p>	02	<p>Qualification:</p> <p>i). Intermediate (2nd Division i.e 45% marks) from any recognized Board.</p> <p>ii). Three year Diploma in Electronics (DAE) from the Institute recognized by the Punjab Board of Technical Education.</p> <p>iii). Sufficiently equipped with computer/IT skills.</p> <p>Experience: Five year in relevant field</p> <p>Age: 20-28 years on the closing date.</p>
8.	<p>Web Associate (BS-13)</p> <p>Job Code: NG-07</p>	01	<p>Qualification:</p> <p>Graduation in Computer Science/I.T (with 1st Division i.e 60% marks & above or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC.</p> <p>Experience: One year's post qualification experience in Dreamweaver, HTML, CSS5, ASP, NET (C#/VB Net) and SQL Server, PHP/MYSQL.</p> <p>Age: Maximum 30 years on the closing date.</p>
9.	<p>Data Entry Operator (BS-13)</p> <p>Job Code: NG-06</p>	35	<p>Qualification:</p> <p>i) Intermediate or equivalent with minimum 2nd Division i.e 45% marks from any recognized Board.</p> <p>ii) Typing Speed 40 w.p.m.</p> <p>iii) Diploma in I.T shall be preferred.</p> <p>Age: Maximum 30 years on the closing date.</p>
10.	<p>Junior Clerk (BS-11)</p> <p>Job Code: NG-03</p>	<p>125</p> <p>Open Merit =46 -----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=25 -----</p> <p>20% posts reserved for the Class-IV employees of Lahore High Court=25</p>	<p>Qualification:</p> <p>i). Intermediate (with minimum 2nd Division i.e 45% marks) from a recognized Board.</p> <p>ii). Typing Speed: 25 w.p.m.</p> <p>iii). Proficient in Microsoft Office or any other compatible office application. Such skills shall be tested through proficiency test.</p> <p>Age: Maximum 30 years on the closing date.</p>

		<p>----- 5% posts for the minorities = 6 ----- 3% posts for the persons with disability = 4 ----- 15% posts for the Women Quota=19)</p>	
11.	Store Keeper (BS-11) Job Code: NG-48	04 (Rawalpindi= 01)	Qualification: Intermediate (2nd Division i.e 45 marks) from a recognized Board Experience: Five year in any reputed Organization Age: 25-30 years on the closing date.
12.	Sub-Engineer (Civil-LHC) (BS-11) Job Code: NG-50	01	Qualification: Three years' Diploma of Associate Engineering in Civil from any recognized Board of Technical Education Experience: At least five year in the relevant field. Age: 25 to 30 years on the closing date
13.	Sub-Engineer (Electrical-LHC) (BS-11) Job Code: NG-49	01	Qualification: Three years' Diploma of Associate Engineering in Electrical from any recognized Board of Technical Education Experience: At least five year in the relevant field. Age: 25 to 30 years on the closing date
14.	Auto Mechanic (BS-09) Job Code: NG-15	01	Qualification: i) Matric (2nd Division i.e 45% Marks). ii) Diploma in Auto Mechanic from Punjab Board of Technical Education. iii) LTV Driving License. Experience: Five year in any reputed Automobile Workshop. Age: Maximum 30 years on the closing date.

<p>15.</p>	<p>A.C Mechanic (BS-09)</p> <p>Job Code: NG-61</p>	<p>02</p>	<p><u>Qualification:</u></p> <p>Three years' Diploma in HVAC from a recognized institute.</p> <p><u>Experience:</u></p> <p>i). At-least seven year in the relevant field.</p> <p>ii) Must have wide knowledge and skills of troubleshooting/repairing of different kinds of Air-conditioners and Cooling, Heating Systems.</p> <p>iii). Ability to detect malfunctions.</p> <p><u>Age Limit:</u> Maximum 30 years on the closing date.</p>
<p>16.</p>	<p>Technical Operator (BPS-09)</p> <p>Job Code: NG-47</p>	<p>02</p>	<p><u>Qualification:</u></p> <p>i. Intermediate (2nd Division i.e 45% marks)</p> <p>ii. DAE in Electronics from recognized Board/ Institution.</p> <p>iii. Certification in Networking/Software/CCNA/ Computer for Installation/ Repair/ Maintenance of Security Gadgets such as CCTV/Walkthrough Gates/Hand Scanners etc.</p> <p><u>Experience:</u> Ten year as Technical Operator/Technician with any security related Department/Company</p> <p><u>Age:</u> Maximum 35 years on the closing date</p>
<p>17.</p>	<p>Cook (BS-07)</p> <p>Job Code: NG-18</p>	<p>15</p> <p>(Rawalpindi=06 Multan=04 Bahawalpur=02)</p>	<p><u>Qualification:</u></p> <p>Minimum Middle Pass/special course/diploma/certification from any recognized institute.</p> <p><u>Experience:</u> Five year in any renowned Organization/ Continental Hotel/Restaurant.</p> <p><u>Age:</u> Maximum 35 years on the closing date.</p>

<p>18.</p>	<p>Driver (BS-05)</p> <p>Job Code: NG-21</p>	<p>09</p>	<p>Qualification:</p> <p>i) Matric (2nd Division i.e 45% marks). ii) Must possess valid LTV License</p> <p>Experience: Five year.</p> <p>Age: Maximum 35 years on the closing date.</p>
<p>19.</p>	<p>Daftri (BS-05)</p> <p>Job Code: NG-20</p>	<p>11</p> <p>(Rawalpindi=05) ----- Open Merit =06 -----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=02 -----</p> <p>5% posts for the Minorities Quota= 01 -----</p> <p>15% posts for Women Quota=02</p>	<p>Qualification:</p> <p>Matric with 2nd Division i.e 45% marks from any recognized Board.</p> <p>Experience: Five year in any reputed Library/Law Firm/Publishing House.</p> <p>Age: Maximum 30 years on the closing date.</p>
<p>20.</p>	<p>Book Binder (BS-05)</p> <p>Job Code: NG-67</p>	<p>01</p> <p>(For Bahawalpur)</p>	<p>Qualification:</p> <p>Matric with 2nd Division i.e 45% marks from any recognized Board.</p> <p>Experience: Three year in binding work in any reputed Publishing House/Organization/Library.</p> <p>Age: Maximum 30 years on the closing date.</p>
<p>21.</p>	<p>Helper (BS-05)</p> <p>Job Code: NG-22</p>	<p>01</p>	<p>Qualification: Minimum Middle Pass.</p> <p>Age: 20-30 years on the closing date with sound health & physique to handle tough & laborious jobs.</p>
<p>22.</p>	<p>Naib Qasid (BS-03)</p> <p>Job Code: NG-23</p>	<p>51</p> <p>(Rawalpindi=09 Multan=01 Bahawalpur=08) ----- Open Merit = 28 -----</p> <p>20% posts reserved for the children of</p>	<p>Qualification:</p> <p>Minimum Middle Pass.</p> <p>Age: Maximum 20-25 years on the closing date.</p>

		<p>retired/working employees of Lahore High Court=10</p> <p>-----</p> <p>5% posts for the Minorities Quota=03</p> <p>-----</p> <p>3% posts for persons with Disability =02</p> <p>-----</p> <p>15% posts for the Women Quota =08</p>	
23.	<p>Bearer/ Waiter (BS-03)</p> <p>Job Code: NG-68</p>	<p>10</p> <p>(Rawalpindi=06, Multan=01 Bahawalpur=03)</p> <p>-----</p> <p>Open Merit =05</p> <p>-----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=02</p> <p>-----</p> <p>5% posts for Minorities Quota=01</p> <p>-----</p> <p>15% posts for the Women Quota =02</p>	<p><u>Qualification:</u></p> <p>Minimum Middle Pass/special course/diploma/certification from any recognized institute.</p> <p><u>Experience:</u></p> <p>Five year in any reputed Organization / Hotel / Restaurant / Hostel etc.</p> <p><u>Age:</u></p> <p>Maximum 30 years on the closing date.</p>
24.	<p>Sweeper/ Sanitary Worker (BS-03)</p> <p>Job Code: NG-69</p>	<p>16</p> <p>(Rawalpindi=10, Multan=01 Bahawalpur=02)</p> <p>-----</p> <p>Open Merit =10</p> <p>-----</p> <p>20% posts reserved for the children of retired/working</p>	<p><u>Qualification:</u></p> <p>Minimum Middle Pass.</p> <p><u>Age:</u></p> <p>20-25 years on the closing date with sound health & physique.</p>

		<p>employees of Lahore High Court=03</p> <p>-----</p> <p>5% posts for Minorities Quota = 01</p> <p>-----</p> <p>15% posts for the Women Quota =02</p>	
25.	<p>Farash/Farash Man (BS-03)</p> <p>Job Code: NG-26</p>	<p>07</p> <p>(Rawalpindi=02 Multan=02)</p> <p>-----</p> <p>Open Merit =05</p> <p>-----</p> <p>20% posts reserved for Children of retired/working employees of Lahore High Court=01</p> <p>-----</p> <p>15% posts for the Women Quota =01</p>	<p>Qualification:</p> <p>Minimum Middle Pass.</p> <p>Age: 20-25 years on the closing date with sound health & physique.</p>
26.	<p>Washer Man (BS-03)</p> <p>Job Code: NG-58</p>	<p>03</p> <p>(Rawalpindi)</p> <p>-----</p> <p>Open Merit =01</p> <p>-----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=01</p> <p>-----</p> <p>15% posts for the Women Quota=01</p>	<p>Qualification:</p> <p>Minimum Middle Pass.</p> <p>Experience:</p> <p>i). Minimum one year in a reputed Laundry. ii). Skills in sofa/carpet cleaning will be considered as an additional qualification. iii). Must possess basic knowledge of Laundry Machineries, fabric contents.</p> <p>Age: 18-25 years on the closing date.</p>

<p>27.</p>	<p>Dust Loader/Dusting Coolie (BS-03)</p> <p>Job Code: NG-25</p>	<p>04</p> <p>(Rawalpindi=02 Multan=01)</p> <p>-----</p> <p>Open Merit =02</p> <p>-----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=01</p> <p>-----</p> <p>15% posts for the Women Quota =01</p>	<p>Qualification:</p> <p>Minimum Middle Pass.</p> <p>Age: 22-25 year on the closing date with sound health & physique and willing to do tough jobs.</p>
<p>28.</p>	<p>Mali (BS-03)</p> <p>Job Code: NG-24</p>	<p>05</p> <p>(Multan=02 Bahawalpur=03)</p> <p>-----</p> <p>Open Merit =03</p> <p>-----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=01</p> <p>-----</p> <p>15% posts for the Women Quota =01</p>	<p>Qualification:</p> <p>Minimum Middle Pass.</p> <p>Experience:</p> <p>i). Minimum three years' in any reputed Organization. ii). Self-motivated, enthusiastic, fit and capable of doing heavy work in all weather conditions.</p> <p>Age: Maximum 30 years on the closing date.</p>
<p>29.</p>	<p>Chowkidar/ Watchman (BS-03)</p> <p>Job Code: NG-66</p>	<p>04</p> <p>(Rawalpindi=01 Bahawalpur=02)</p> <p>-----</p> <p>Open Merit =02</p> <p>-----</p> <p>20% posts reserved for the children of retired/working employees of Lahore High Court=01</p> <p>-----</p> <p>15% posts for the Women Quota =01</p>	<p>Qualification: Minimum Middle Pass.</p> <p>Age: Maximum 30 years on the closing date with sound health and physique. The candidate should be physically fit and must fulfill the minimum criteria as prescribed for the post of Police Constable</p>

Instructions:

1. Applicants are required to submit **ONLINE** Applications ONLY. Online Job Portal with Job Descriptions is available at the LHC website (www.jobs.lhc.gov.pk). No need to submit HARD COPY OF ONLINE Application.
2. The candidates must read carefully the Job Descriptions mentioned against each category of post before applying online.
3. **Disabled Quota:** The candidates applying against the **Disabled Quota** shall have to provide the **Disability Certificate/Job Fitness Certificate** issued by the **District Assessment Board** as required under section 12 of Disabled Persons (Employment & Rehabilitation) Ordinance, 1981.
4. No Age Relaxation shall be permissible to anyone on any ground whatsoever.
5. **Deadline:** Application Form shall not be entertained after 11:59 p.m. on **11.06.2018 (CLOSING DATE)**.
6. To avoid frustration, candidates are advised in their own interest to make sure before applying that they are physically fit, healthy, active, energetic, willing to work for long hours with good interpersonal skills and fulfill all the requirements of the rules and selection criteria (relating to the relevant post).
7. The ONLINE APPLICATION FORM must be **completely filled** with utmost care to furnish the correct details. No application shall be entertained to edit any content or information in online application. Incomplete application will be rejected forthwith.
8. i. The applicants for every post mentioned at **Sr. No. 01 to 03 & 05 to 06** shall deposit a **non-refundable** processing fee of **Rs.1000/-** and **Rs.500/-** for every post at **Sr. No.04 & 07 to 29**, separately, in **A/c #(0527549781001128)**. Online deposit can be made in any branch of MCB in Punjab **by filling following information on the Deposit Slip: -**

- a. **Name of the Candidate**
- b. **CNIC of the Candidate**
- c. **Job Title**
- d. **Job Code**

- ii. No application will be entertained without depositing application fee.
- iii. Candidates applying for more than one post will have to submit separate processing fee for each post.
- iv. Mentioning of deposit slip number with alphabet **(Y- 000000)** in the online application form is mandatory. Duplicate use of one deposit slip for any other post shall be considered cheating resulting into outright rejection of all applications of any such candidate.
- v. Candidate will only be allowed to appear in the test/interview on production of original deposit slip falling which he will lose his right for the same. Original receipt will be retained by the LHC for record.

9. *Candidates are required to provide postal address and valid/functional personal mobile phone number and e-mail ID.*
10. *The application shall be rejected in case any necessary information is found incorrect, false, forged or withheld during detailed scrutiny of the original documents presented before the test/interview and the applicant will also be prosecuted in accordance with law.*
11. *Only shortlisted applicants will be called for Test/Interview, provisionally, criterion whereof shall be determined by the Authority. Such applicants shall have to submit attested copies of all the documents before the test/interview.*
12. *Qualifying/pass marks in the Test and Interview shall be determined by the Authority. The Authority reserves the right to grant relaxation in experience for a particular post keeping in view worth of the organization.*
13. *In-Service candidates are required to submit their applications **Through Proper Channel** alongwith duly signed/stamped NOC issued by their respective Administrative Departments showing date, month and year of their induction in service.*
14. *The Lahore High Court reserves the right to cancel/withdraw any part of the advertisement, without any prior notice and to increase/decrease the number of posts/reject any or all applications without assigning any reason.*
15. *Test may be conducted at the Principal Seat/Bahawalpur, Multan & Rawalpindi Benches at the discretion of the Authority.*
16. *No TA/DA will be admissible to the applicants called for Test and Interview.*

(MUHAMMAD ASGHAR)
ADDITIONAL REGISTRAR (HR)
LAHORE HIGH COURT, LAHORE.