



LAHORE HIGH COURT, LAHORE

SITUATION VACANT

ADVERTISEMENT NO.03 /G-45/2017

APPLY ONLINE ONLY

APPLICATIONS OTHER THAN ONLINE APPLICATIONS WILL NOT BE ACCEPTED.


Applications are invited from suitable candidates, domiciled in Punjab, for the post of Assistant Protocol Officer (BS-16) in the Lahore High Court, Bahawalpur Bench: -

Sr. #	Name of Post	No. of Posts	Qualification	Job Description
1.	Assistant Protocol Officer (BS-16) Salary Rs. 56,500/- P.M (approximately) Job Code No. G-45-17	1	Qualification: Graduation (with minimum 2 nd Division) from any University/ Institution recognized by HEC. Additional Qualification: Active, energetic, willing to work for long hours with excellent interpersonal skills. Experience: i). At least 10 years' experience in the relevant field ii). Sufficiently equipped with computer/I.T Skills Age: 25 to 35 years on closing date	i) To assist in planning, organizing, arranging and facilitating official meetings, functions and engagements ensuring proper etiquettes of protocol ii) To assist and facilitate the travel of Hon'ble Judges and Officers of this Court, inland and abroad iii) To assist in securing visa/tickets and other travelling documents and the ability to work closely with the foreign office and Foreign Embassies iv) To receive, accompany and process permits for visiting delegations/High Court guests for their travel in and around in the country v) To receive and see off Hon'ble Judges, delegations and High Court guests as and when needed vi) Maintain strong communication and coordination with the caretaker of the rest houses at Principal Seat and Benches vii) Any other task assigned by the authority

Instructions:

1. Applicants are required to submit ONLINE Applications ONLY. Online Job Portal is available at the LHC website (www.jobs.lhc.gov.pk).
2. No Age Relaxation shall be permissible to anyone on any ground whatsoever, except employees of Lahore High Court.

3. Deadline: Application form shall not be entertained after 11:59 p.m. on 2-6-2017 (CLOSING DATE).
4. The ONLINE APPLICATION FORM must be filled in completely with utmost care to furnish the correct details while filling in the online application. Candidate can edit the information before submission. Once the form is submitted, it can't be edited and no change shall be permitted and no application/request for changing /addition of details in the application form against the applied posts will be entertained. Incomplete application will be rejected immediately. No application will be entertained without depositing application fee.
5. The Applicant shall deposit a non-refundable processing fee of Rs.1000/- for each post in a/c #0527549781001128. Online deposit can be made from any branch of MCB in Punjab by filling following information in the Deposit Slip: -
 - i. Name of the Candidate
 - ii. CNIC of the Candidate
 - iii. Job Title
 - iv. Job Code
6. Fee once paid against the post applied for will not be refunded in any case and shall not be held reserved for any other recruitment.
7. HARD COPY OF ONLINE Application Form is not required to be submitted.
8. Only shortlisted applicants will be called for Test and Interview. Criterion for shortlisting shall be determined by the Authority. Short-listed Applicants will be required to submit attested copies of all documents at the time of interview.
9. No candidate will be admitted to the Test and Interview without showing the original bank deposit slip and valid CNIC.
10. Candidates should have a valid personal e-mail ID, postal address and mobile number. It should be kept active during the entire recruitment process. (Make sure that e-mail sent to this mailbox is not redirected to your junk / spam folder).
11. Qualifying/pass marks in the Test and Interview shall be determined by the Authority.
12. The original documents will be checked before Interview and in case of any incorrect, false, forged or withheld information, the application shall be rejected and the applicant will be prosecuted in accordance with law.
13. In-Service candidates are required to submit NOC from their respective Administrative Departments showing date, month and year of their induction in service duly signed and stamped by the issuing authority along-with the service history, at the time of Interview.
14. The Court reserves the right to increase or decrease the number of posts and also the right to reject any or all application(s) without assigning any reason.
15. No TA/DA will be admissible to the applicants called for Test and Interview.


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