



## **LAHORE HIGH COURT, LAHORE**

### **SITUATION VACANT**

### **ADVERTISEMENT No.07/2017**

### **APPLY ONLINE ONLY**

### **APPLICATIONS OTHER THAN ONLINE APPLICATIONS WILL NOT BE ACCEPTED.**

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

<b>Sr. #</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Qualification</b>	<b>Job Description</b>
<b>1.</b>	<b>Accounts Officer (BS-18)</b>  <b>Job Code: G-61</b>	<b>01</b>  (At Principal Seat)	<p><b>Qualification:</b></p> <p>(i) ACMA or ACCA <b>Or</b> (ii) Master's Degree in Commerce or Business Administration (Finance/Accounting) <b>Or</b> (iii) Chartered Accountant (CA) (Modules A to F)</p> <p>With 1<sup>st</sup> Division or minimum 3.0 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p><b>Age Limit:</b>30-35 years on the Closing Date.</p> <p><b>Experience</b></p> <p>05 years post qualification experience in the relevant field.</p> <p><b>Preference</b> may be given to the candidates who are well-versed with computer,</p>	<p>(i) To conduct and assist in the matters of internal audit physical verification etc. in respect of Lahore High Court and its allied benches, Sessions Courts and Civil Courts.</p> <p>(ii) To examine Audit Inspection Reports in respect of Principal Seat and allied benches i.e Rawalpindi, Bahawalpur and Multan Benches, Session Courts, Civil Courts and put up for submission of annotation.</p> <p>(iii) To check the annotation as to whether the same is fit for discussion in Special Departmental Accounts Committee/ Departmental Accounts Committee meetings.</p> <p>(iv) To arrange SDAC/DAC meetings for settlement of ordinary as well as advance paras.</p> <p>(v) To get the compliance of SDAC/DAC directives from the respective formations.</p> <p>(vi) To put up the matters of</p>

			<p>having knowledge of advanced principles and practices of Financial and Public Accounts.</p>	<p>regularization of audit observation and to seek Ex-post facto sanction.</p> <p>(vii) To maintain the accounts of Provincial Judicial Development Fund (PJDF).</p> <p>(viii) To submit the monthly progress report about settlement of audit paras to the Finance Department.</p> <p>(ix) To maintain the accounts of said Discretionary grant.</p> <p>(x) To process the matters relating to the Discretionary grant of Hon'ble Chief Justice.</p> <p>(xi) To make pre-audit of T.A/DA bills of Hon'ble Judges as well as officers and officials of Establishment of this Court.</p> <p>(xii) To examine the T.A/DA bills of retiring as well as under transfer Judicial Officers.</p> <p>(xiii) To maintain Cash Books and Bank Reconciliation</p> <p>(xiv) Any other assignment given by the competent Authority</p>
2.	<p><b>Treasury Officer (BS-18)</b></p> <p><b>Job Code:</b> G-62</p>	<p><b>01</b> (At Principal Seat)</p>	<p><b>Qualification:</b></p> <p>(i) Master's Degree in Business Administration (Finance/Accounting) / Commerce</p> <p><b>Or</b></p> <p>(ii) B.B.A (Accounts &amp; Finance)</p> <p>With 1<sup>st</sup> Division or minimum 3.0 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/ Institute recognized by HEC.</p> <p><b>Age Limit:</b> 30-35 years on the Closing Date.</p> <p><b>Experience</b></p> <p>05 years post qualification</p>	<p>(i) Making all Payments of retired Judges.</p> <p>(ii) Preparation of drafts &amp; pay orders.</p> <p>(iii) Reconciliation of receipts</p> <p>(iv) Maintenance of A.G Cheque Register.</p> <p>(v) Maintenance of Daily Receipt Register.</p> <p>(vi) All State Bank matters.</p> <p>(vii) Collection of receipts from copy and urgent branches and its deposit in SBP.</p> <p>(viii) Maintenance of imprest Register.</p> <p>(ix) Maintenance of Payment Register and cash book, to streamline the process.</p> <p>(x) Posting of all entries of bills relating to Hon'ble Judges, Hon'ble Retired Judges, all Contractors, all Medical Bills, TA/DA,</p>

		<p>experience in the relevant field.</p> <p><b>Preference</b> may be given to the candidates who are well-versed with computer, having knowledge of advanced principles and practices of financial and Public Accounts</p>	<p>leave encashment, arrears or any payment under any head etc.</p> <p>(xi) Posting of all receipts in the shape of ICA,RFA, Copy Counter, Security, Fine etc into Cashbook.</p> <p>(xii) Posting of all cheque into cash books according to cheque Register maintained for the purpose.</p> <p>(xiii) Reconcile the cheque memo with cheque Register in case of any ambiguity.</p> <p>(xiv) Issuing of receipt of ICAs, RFAs, Copy Counter etc.</p> <p>(xv) Proper record keeping of all financial transactions and production of the same before the higher authorities as and when required.</p> <p>(xvi) Any other assignment given by the competent Authority</p>
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**Instructions:**

1. Applicants are required to submit ONLINE Applications ONLY. Online Job Portal is available at the LHC website([www.jobs.lhc.gov.pk](http://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 13.11.2017(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.