



LAHORE HIGH COURT, LAHORE

SITUATION VACANT
Advertisement No. 04/G/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 Additional Registrar (Exams) BS-20, on contract basis initially for a period of 02-years extendable up-to 05 years, in the Lahore High Court, Lahore:-

Sr. No.	Name of the post	No of posts	Qualification	Job Description
1.	Additional Registrar (Exams) BS-20. Job Code: G-51	01 (Principal Seat)	Qualification: Master's in Public Administration (minimum 2 nd Div) from any university recognized by HEC Experience: i). At least 20 years' experience holding post in BS-19 and above in the field of recruitment and examination ii). Preferably equipped with Computer/I.T Skills and Technologies used by the Recruitment/Examination Agencies, etc.	(i) To prepare and announce in advance the calendar of examinations; (ii) To initiate the cases regarding nomination of Paper Setters / Head Examiners / Sub Examiners/paper checker/ Invigilators (iii) To arrange printing of question papers, answer sheets and ensure their secrecy; (iv) To arrange examination center for conducting examination (v) To issue Roll Numbers Slips and to prepare Attendance Chart of the candidates (vi) To arrange result and its uploading on the official website (vii) to review from time to time, the results and forward reports thereon to Authority. (viii) To recommend disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations (ix) Any other work assigned by the competent 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. **Deadline:** Application form shall not be entertained after 11:59 p.m. on **12.06.2017 (CLOSING DATE)**.
3. 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.**
4. The Applicant shall deposit a non-refundable processing fee of Rs.2000/- in **a/c #0527549781001128**. Online deposit can be made from any branch of MCB in Punjab by filling following information in the Deposit Slip: -
 - a) Name of the Candidate
 - b) CNIC of the Candidate
 - c) Job Title
 - d) Job Code
5. 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.
6. HARD COPY OF ONLINE Application Form is not required to be submitted.
7. 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.
8. No candidate will be admitted to the Test and Interview without showing the original bank deposit slip and valid CNIC.
9. 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).
10. Qualifying/pass marks in the Test and Interview shall be determined by the Authority.
11. 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.
12. 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.
13. The Court reserves the right to reject any or all application(s) without assigning any reason.
14. No TA/DA will be admissible to the applicants called for Test and Interview.


(REGISTRAR)

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