



**LAHORE HIGH COURT, LAHORE**

**SITUATION VACANT**

**ADVERTISEMENT NO. 06 /2017**

**FOR GAZETTED POST**

**APPLY ONLINE ONLY**

**(APPLICATIONS OTHER THAN ONLINE APPLICATIONS WILL NOT BE ACCEPTED)**

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

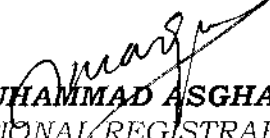
<b>Sr. No.</b>	<b>Name of the post</b>	<b>No of posts</b>	<b>Qualification</b>	<b>Job Description</b>
01.	Deputy Registrar (Food & Beverages) BS-19  <b>Job Code: G-63-17</b>	<b>01</b> (Principal Seat)	<b>Qualification:</b> i). Graduation (At least 2 <sup>nd</sup> class) ii). Diploma or related qualification in Hospitality  <b>Experience:</b> Minimum 05-years' experience in institutional catering  <b>Age:</b> 25-40 years on the Closing Date.	i) Over all responsible for the food service area and kitchen ii) Checking of all the necessities according to reservation and expected customers. iii) Scheduling of staff members iv) To keep the record of credit sale and do the billing v) To forward and keep a record of employee leaves vi) To make sure smooth running of operation vii) To make sure that all operation of dining area will be done as per policy viii) To check raised PRs for Daily requirement ix) To ensure that proper production reports from various section of the kitchen are made and forwarded to concerning authorities x) Maintaining inventory list of all equipment

				<p>and items in PDC</p> <p>xi) Forwarding requirements of food and beverage items to procurement and ensuring receiving of supplies according to quality and quantity</p> <p>xii) To implement discipline and control</p> <p>xiii) Managing food cost controls effectively</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 11.11.2017 (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 applicants applying against post mentioned at Sr. No. 01 shall deposit a non-refundable processing fee of **Rs.1500/-**, in **a/c #0527549781001128**. Deposit can be made from any online 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.