LAHORE HIGH COURT, LAHORE

ADVERTISEMENT 03/2026/R&E

APPLICATIONS SUBMITTED ONLINE WILL ONLY BE ACCEPTED
FEE THROUGH ONLINE APPS IS NOT ALLOWED

*Applications are invited by this Court from eligible candidates, **domiciled in Punjab**, for the following vacant post: -*

SR. #	JOB TITLE	NO. OF POSTS	ELIGIBILITY CRITERIA
1.	***PERSONAL ASSISTANT*** *(BS-18)* ***Job Code:*** *G-128*	*Open Merit* — *45* *Minority Quota* — *03* *Special Person Quota* — *02* ***Total*** — ***50***	***Qualification:*** *i) Graduation (minimum 2nd Division) from any University/Institute recognized by H.E.C.* *ii) Shorthand/Typing Speed 110/50 w.p.m.* *iii) Certification in Microsoft Office (proficiency in Urdu and English)* ***Experience:*** *Preferably at least 03 years in a reputed organization.* ****Age:*** *30-40 years on the closing date.*

INSTRUCTIONS: *(READ THE INSTRUCTIONS CAREFULLY)*

1. *Applicants are required to submit **ONLINE** Applications ONLY.*
2. *Online Job Portal with Job Description and syllabus (if any) of the posts is available at the LHC official website **(https://lhc.gov.pk/jobs).** No need to submit HARD COPY OF ONLINE Application.*
3. ***No age-relaxation shall be permissible to anyone on any ground, whatever the case may be.***
4. ***Cutoff date:** Online Application Form shall not be entertained after 11:59 p.m. on **20.04.2026** **(CLOSING DATE).***
5. *To avoid frustration, candidates are advised in their own interest to make sure before applying that they are physically fit, healthy having no infectious/ skin diseases etc., active, energetic, willing to work for long hours with good interpersonal skills and fulfill all the requirements of the rules and selection criteria.*
6. *The ONLINE APPLICATION FORM must be **completely filled** with utmost care and furnish the correct details.*
7. *All the applicants are supposed to be careful and vigilant while submitting their online application form for the said post. No rectification would be allowed after submission of the online*

application form. If any error/mistake is made by any candidate while filling the columns of online application form, it would be at his own risk and cost. Failure to comply with these instructions will lead to the cancellation of candidature of the applicant.

8. *The applicants shall deposit a* ***non-refundable*** *processing fee of* ***Rs.3000/-*** *in Account #* ***0527549781001128*** *titled* ***"Human Resource LHC, LHR/Cash Flow Management Account"*** *in any branch of* ***MCB Bank*** *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
    e. Mobile Number

    i. *No application will be entertained without depositing application fee.*
    ii. *Mentioning of deposit slip number in the online application form is mandatory. Duplicate use of one deposit slip shall amount to cheating resulting into outright rejection of all applications of such candidates.*
    iii. ***The applicants are instructed to deposit the fee through MCB bank deposit slip only.*** *Payment of fee through any other mediums/modes i.e., through online banking apps, jazz cash, easy paisa etc. are not acceptable.*
    iv. *Candidate will only be allowed to appear in the test/interview on production of original MCB bank deposit slip failing which he will lose his right for the same. If required/needed the original receipt will be retained by the LHC for record.*
    v. *Special abled persons shall be exempted from payment of application processing fee.*

9. *Candidates are required to provide complete and valid postal address and valid/functional personal mobile phone number and e-mail ID. Candidates are advised to keep their provided mobile phone number and e-mail active in order to get important updates.*
10. *The photographs to be uploaded on the online job portal shall be on the following format:*

    Background: *Light blue, white or off white;*

    i. *Candidates need to be looking directly to the camera;*
    ii. *The tilted face/pose is not allowed;*
    iii. *The features of face need to be clearly visible for identification purpose;*
    iv. *Female candidates should also upload photos without covering face for the identification and security purpose;*

11. *The Candidates applying against the* ***Disabled Quota*** *shall have to provide the* ***Disability Certificate/Job Fitness Certificate issued by District Assessment Board*** *as required under section 12 of Disabled Persons (Employment & Rehabilitation) Ordinance, 1981.*

    i. *Only those Special abled persons shall be considered eligible for the jobs reserved for Special abled persons who have been declared disabled but fit for the Job applied by the Assessment Board.*

ii. *The special abled persons desirous of getting employment shall provide* ***Disability Assessment/Job Fitness Certificate*** *issued by district assessment board as and when required by this Court.*

12. *Candidates are required to provide* ***Character Certificate*** *duly issued by the concerned DPO of their respective district* ***at the time of interview*** *failing to do the same shall result in the cancellation of candidature.*
13. *The application shall be rejected in case the required information is found incorrect, false, forged or withheld during scrutiny of the original documents presented at the time of test/interview and the applicant will also be prosecuted in accordance with law.*
14. *In-Service Government employees can submit their online applications after submission of application to their Competent Authorities for grant of NOC/Departmental Permission Certificate (DPC). They will have to submit the said NOC/DPC duly signed/stamped by the Authorized Officer showing date, month and year of their induction in service at the time of interview. If any candidate fails to adhere to the aforesaid directions his candidature shall be cancelled at any stage even after the recruitment.*
15. *If any concealment of facts, false information or misstatement made by any candidate in any document is found; the Lahore High Court reserves its right to cancel the candidature at any stage, even after appointment. Such concealment/misstatement shall also lead to criminal proceedings against the said candidate.*
16. *The Lahore High Court reserves the right to short list the candidates for the purpose of interview keeping in view the number of posts, cancel/withdraw any part of the advertisement without any prior notice and to increase/decrease the number of posts or reject any or all applications without assigning any reason.*
17. *Candidates shall be required to transcribe/Type the same dictation provided for the shorthand test.*
18. *No TA/DA will be admissible to the applicants called for Test and Interview.*
19. *The applicants are hereby directed as under: -*
    i. *All the correspondence must be made exclusively in writing (hard copy) form, addressed to the Registrar, Lahore High Court, Lahore.*
    ii. *No. other channel, medium, or mode of communication (including email, fax, WhatsApp or verbal representation) shall be acceptable/entertained.*

(AMJAD IQBAL RANJHA)
REGISTRAR
LAHORE HIGH COURT, LAHORE