

LAHORE HIGH COURT, LAHORE

SITUATION VACANT

Advertisement No. 01 /2015

FOR GAZETTED OFFICERS (BS-16 TO 18)

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:-

Sr. No.	Name of the post	No of posts	Qualification	Job Description
1.	Protocol Officer (BS-18) Job Code No.G-27	01 (At Rawal pindi Bench of this Court)	Qualification: Graduation (with minimum 2 nd division) from any University/ Institute 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/ IT Skills. Age: Maximum 35 Years on the Closing Date.	i) To organize, arrange and facilitate official meetings, functions and engagements ensuring proper etiquettes and protocol. ii) To facilitate the travel of Hon'ble Judges and Officers of this Court, inland and abroad. iii) To secure visas/tickets and other traveling documents and the ability to work closely with the Foreign Office and foreign Embassies.
2.	Assistant Registrar (I.T-Development) (BS-18) Job Code No. G-28 / Assistant Registrar (Web Master) (BS-18) Job Code No.G-29	2+2 (Principal Seat)	Qualification: Masters in Computer Science/IT or Bachelor of Computer Science/IT (4 years Honors) (with 1 st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. Experience: i) At least 5 years post qualification experience of developing software applications in a reputed Software company/Organization ii) Having developed at least two production	i) Capable of producing detailed specifications and writing the programme codes. ii) Reviewing existing systems. iii) Presenting ideas for system improvements including cost proposals. iv) Working closely with analysts, designers and staff. v) Debug the product in controlled and real situations before implementation. vi) Preparation of training manuals for users. vii) Maintaining the systems in live environments. viii) Any other task entrusted by the authority.

			<p>scale applications with proper documentation. (Such applications may require demonstration).</p> <p>Preferred Skills:</p> <ul style="list-style-type: none"> i) Programming experience in following Technologies i.e. Oracle Developer, Dot NET, C++, PHP, C#/VB.Net, MySQL, SQL Server (Android/IOS developers will be preferred.) ii) High proficiency in complex SQL queries and PL-SQL procedures/functions/packages. iii) Experience of Client-Server & Web based application development. iv) Web Server management & maintenance (IIS & APACHE). v) Experience in an Agile/Scrum development process vi) Layout/Design: Understanding of HTML5, CSS, XML Java script technologies <p>Age: Maximum 35 Years on the Closing Date.</p>	
3.	<p>Assistant Registrar (IT- DBA) (BS-18) Job Code No.G-30</p>	<p>02 (Principal Seat)</p>	<p>Qualification:</p> <ul style="list-style-type: none"> i) Masters in Computer Science/IT or Bachelor of Computer Science/IT (4 years Honors) (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/ Institute recognized by HEC. ii) DBA Certification (Preferably Oracle 11g, MS SQL Server) <p>Experience:</p> <ul style="list-style-type: none"> i) At least 05 years post qualification experience of designing/developing multiple RDBMS/ORDBMS on large systems with at least 3 years hands-on experience in Database administration in reputed Organization/Software Company. ii) Having developed/ 	<ul style="list-style-type: none"> i) To create and maintain all databases required for development, testing, education and production usage. ii) To ensure the capacity planning required to create and maintain the databases. iii) To work closely with system administration staff because computers often have applications or tools on them in addition to the Databases. iv) To perform ongoing tuning of the database instances. v) To plan and implement the backup and recovery of the database. vi) To implement and enforce security for all Databases. vii) To provide technical support to application development teams. This is usually in the form of a help desk. The DBA is the point of contact to vendor for licensing and support.

			<p>designed at least two production scale databases with proper documentation.</p> <p>Preferred Skills:</p> <p>iii) High proficiency in complex SQL queries and PL-SQL procedures/functions/packages.</p> <p>iv) Database modeling, design, schema creation & Management.</p> <p>v) Backup, Recovery, Performance Management & Tuning.</p> <p>vi) Ensuring Data Integrity, Security and availability.</p> <p>vii) Storage Management Technologies.</p> <p>viii) Database Migration/up-gradation and Integration.</p> <p>ix) Databases experience (Latest version): Oracle, MS SQL Server, MySQL or any other latest industrial scale database.</p> <p>x) Platforms: Windows and Linux.</p> <p>xi) Must have extensive experience in (preferably oracle) logical and physical database structure management, maintenance, growth estimation, reading/analyzing Logs, Hints, Joins, Wait Events, Statistics, Histograms etc.</p> <p>xii) Hands on experience in distributed database.</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	<p>viii) To enforce the database constraints to ensure integrity of the database.</p> <p>ix) To administer all database objects, including tables, clusters, indexes, views, sequences, packages and procedures.</p> <p>x) Any other task entrusted by the authority.</p>
4.	<p>Assistant Registrar (Quality Assurance) (BS-18)</p> <p>Job Code No. G-31</p>	02 (Principal Seat)	<p>Qualification: Masters in Computer Science/IT or Bachelor of Computer Science/IT (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>Experience:</p> <p>i) At least 05 years in Software QA/Testing, Software Reviews & Auditing.</p> <p>ii) Having complete testing of at least two production scale</p>	<p>i) To create comprehensive and well-structured test plans and test cases.</p> <p>ii) To estimate, prioritize, plan, and coordinate testing activities.</p> <p>iii) To design, develop and execute automation scripts using open source tools.</p> <p>iv) To perform thorough Unit, Integration, Smoke & Regression testing.</p> <p>v) Any other task entrusted by the authority.</p>

			<p>applications with proper documentation.</p> <p>Preferred Skills:</p> <ul style="list-style-type: none"> i) Hands on experience in load & stress testing. ii) Have strong Software Engineering concepts. iii) Strong understanding of testing methodologies. iv) Ability to devise appropriate test strategy and performing test planning. v) Ability to document, analyse and communicate test results. Proficiency in Software Quality. <p>Age:</p> <p>Maximum 35 Years on the Closing Date.</p>	
5.	<p>Assistant Registrar (System) (BS-18)</p> <p>Job Code No.G-32</p>	<p>01 (Principal Seat)</p>	<p>Qualification:</p> <ul style="list-style-type: none"> i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. MCSE/MCITP certified will be preferred. ii) Experience: iii) At least 05 years post qualification experience in Designing, Installing, and Configurations of Servers, Data Center over LAN /WAN, Internet/Intranet Systems in reputed organization. iv) Knowledge of installation, configurations and troubleshooting of Servers (with DR Site) in virtualized environment (preferably in VMware) with SAN that Includes DNS, DHCP, Active Directory, Mail Server, Web Server, WSUS Server, Antivirus Server & Proxy Server in Windows/Linux environment. 	<ul style="list-style-type: none"> i) To design, organize and install IT System, Data Center over Internet/Intranet. ii) To plan, coordinate, and implement system security measures. iii) To install and configure Servers in virtualized environment with SAN (that includes DNS, DHCP, Active Directory, Mail Server, Web Server, Proxy Server) in Windows/Linux environment. iv) To manage all kinds of Server documentation/checklists. v) Any other task entrusted by the authority.

			<p>Age: Maximum 35 Years on the Closing Date.</p>	
6.	<p>Assistant Registrar (Network) (BS-18) Job Code No.G-33</p>	01 (Principal Seat)	<p>Qualification: i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/Computer Engineering/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. ii) CCNA/CCNP/CCSP certified will be preferred.</p> <p>Experience: iii) At least 05 years post qualification experience in designing, organizing, installing, and supporting large scale network infrastructure of at least 200 Nodes including Fiber Optic environment, implementing security policies on Server/Data Centre including DR Site. iv) Also having knowledge about installation, configurations of Network devices (preferably CISCO) like Router, Firewall, Switches, Wireless Access Point, VPNs and LAN infrastructure.</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	<p>i) To design, organize, install, and support large network infrastructure including Fiber Optic environment. ii) To design, install and configure LANs, WANs, and network segments. iii) To plan, coordinate, and implement network security measures. iv) To install and configure Network Devices like Router, Firewall switches, Wireless Access Point VPNs connectivity of remote locations, Video Conferencing Equipment and LAN infrastructure. v) To manage all kinds of Network documentation/checklist. vi) Any other task entrusted by the authority.</p>
7.	<p>Assistant Registrar (Services) (BS-18) Job Code No.G-34</p>	02 (Principal Seat)	<p>Qualification: Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>Experience: At least 05 years post qualification experience regarding support & services in the field of Computer Hardware, Network and Software in</p>	<p>i) To handle the complaints and queries raised by the different department, simultaneously. ii) To manage the team as a leader in the provision of support and services with allocating the tasks to the staff in appropriate procedures and ensuring their performances accordingly. iii) To conduct computer training according to the departmental needs and assessment by collecting information pertaining to work procedures, work flow, and reports. iv) To supervise the services log/records and system</p>

			<p>an efficient and effective manner as a team lead of atleast 40 members.</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	<p>generated reports done by the support and services staff.</p> <p>v) Any other task entrusted by the authority.</p>
8.	<p>Assistant Registrar (BS-18) (General position)</p> <p>Job Code No.G-35</p>	<p>03</p> <p>2 at Principal Seat, 01 at Rawal pindi Bench of this Court</p>	<p>Qualification: Graduation (minimum 2nd Division) from any University recognized by HEC.</p> <p>Experience: i) Atleast 05 year experience in the relevant field at a reputed organization ii) Sufficiently equipped with computer/ IT Skills.</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	<p>i) To supervise and control all affairs of the Branch under his control.</p> <p>ii) To maintain the discipline and punctuality in the Branch.</p> <p>iii) To write self-contained notes while submitting cases to the higher officers.</p> <p>iv) To put up draft replies, summaries, working papers for approval of higher authority.</p> <p>v) To carry out all orders and jobs whether written or verbal, assigned by the Hon'ble Chief Justice/Hon'ble Judges, Registrar or authority concerned.</p> <p>vi) To ensure the compliance of the Orders/Judgments passed by the Hon'ble Courts.</p> <p>vii) To comply with the directions/minutes of the Committees.</p> <p>viii) To maintain the record of the matters pending or disposed of.</p> <p>ix) To prepare agenda of meetings.</p> <p>i) To attend the lawyers and litigant public with care.</p>
9.	<p>Assistant Registrar (Statistics) (BS-18)</p> <p>Job Code No.G-36</p>	<p>01 (Principal Seat)</p>	<p>Qualification: i) M.Sc. in Statistic or B.Sc. Statistics (4 Years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/ Institute recognized by HEC. AND ii) Diploma in Computer Science/IT.</p> <p>Experience: Minimum 05 years post qualification experience of preparation of customized statistical reports based on data by using latest statistical tools. Apply statistical analysis for forecasting and policy development in reputed</p>	<p>i) To analyze the requirements of and trends of data.</p> <p>ii) To apply statistical methodology to complex data.</p> <p>iii) To use statistics to make forecasts and provide projected figures</p> <p>iv) To present information in a variety of formats like graphs, charts, video etc.</p> <p>v) To convey complex information to people who may not be specialists in office.</p> <p>vi) To present results to senior authorities.</p> <p>vii) To advise policymakers on key decisions based on results;</p>

			organization. Age: Maximum 35 Years on the Closing Date.	viii) To carry out research as part of a team; ix) To design reports based on data; x) Any other task entrusted by the authority.
10.	Personal Assistant (BS-17) Job Code No.G-37	24 (Principal Seat)	Qualification. i) Graduation (minimum 2nd Division) from any University/Institute recognized by HEC. ii) Shorthand/Typing Speed 110/50 w.p.m. iii) Sufficiently equipped with computer/IT Skills. Experience: At least 05 year in a reputed organization. Age: Maximum 30 Years on the Closing Date.	i) To sit in the Court and to take dictation of orders/ judgments from the Hon'ble Judges in court or in chamber and to transcript the same neatly & correctly and present the same in the chamber of their lordships for reading, vetting and signature. ii) To perform all the duties already assigned to the Private Secretary in his absence. iii) To perform any other duty assigned by the Hon'ble Judge/Officer. iv) To perform miscellaneous work etc.
11.	Supervisor IT (Hardware) (BS-17) Job Code No.G-38	01 (Principal Seat)	Qualification: Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. Experience: At least 3 years' post qualification experience as team lead in Hardware Field. Age: Maximum 35 Years on the Closing Date.	i) To supervise the tasks regarding installation of System, Laptops, Printers, Scanners, UPS etc. ii) To look after the repair of System, Laptops, Printers, Scanners and other computer hardware equipment. iii) To supervise the tasks of Hardware Technician and Hardware Associate. iv) To manage the Hardware complaints of Hon'ble Courts, Office and Branches with the coordination of Services Section. v) Any other task entrusted by the authority.
12.	Supervisor IT (System) (BS-17) Job Code No.G-39	01 (Principal Seat)	Qualification: i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. ii) Microsoft Certification	i) To install and configure Servers, SAN. ii) To deploy Server policies and patches. iii) To deploy Server in virtualized environment. iv) To manage following servers rolls (Domain Controller, DNS, DHCP, Proxy Server, Mail Server, Antivirus Server. v) To supervise the tasks of Server Technician and Server Associate. vi) Any other task entrusted by

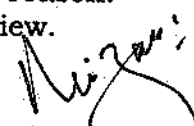
			<p>will be preferred.</p> <p>Experience: At least 3 years' post qualification experience as team lead on Microsoft/Linux based Server Administration with SAN in Virtualized environment (preferably in VMware).</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	the authority.
13.	<p>Supervisor IT (Network) (BS-17) Job Code No.G-40</p>	01 (Principal Seat)	<p>Qualification:</p> <p>i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>ii) CISCO level Certification will be preferred.</p> <p>Experience: At least 3 years' post qualification experience as team lead and working on CISCO Devices like Router, Firewall/ASA, Layer 3/2 Switches and WLAN controller.</p> <p>Age: Maximum 35 Years on the Closing Date.</p>	<p>i) To design, deploy Network (LAN, WLAN, WAN) infrastructure.</p> <p>ii) To install, configure and to manage Firewall/ASA, Router and Switches.</p> <p>iii) To prepare and deploy Network & Security policies over LAN/WLAN and WAN.</p> <p>iv) To supervise the tasks of Network Technician and Network Associate.</p> <p>v) Any other task entrusted by the authority.</p>
14.	<p>Network Technician (BS-16) Job Code No.G-41</p>	06 (Principal Seat)	<p>Qualification:</p> <p>i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>ii) CCNA certification will be preferred.</p> <p>Experience: At least 02 years post qualification experience in Installation & Configurations of Networks (LAN & WAN).</p> <p>Age: Maximum 30 Years on the Closing Date.</p>	<p>i) To make network installation, maintenance/upgradation and configurations.</p> <p>ii) To resolve issues relating to troubleshooting LAN and WAN networking.</p> <p>iii) To make documentation of network infrastructure, procedures and configurations.</p> <p>iv) Any other task entrusted by authority.</p>

15.	<p>Hardware Technician (BS-16)</p> <p>Job Code No.G-42</p>	07 (Principal Seat)	<p>Qualification:</p> <p>i) Masters in Computer Science/I.T/Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>ii) DCH/DCHM from recognized Institute will be preferred.</p> <p>Experience: At least 02 years post qualification experience regarding installation, configurations and troubleshooting, repair & maintenance of Computer Hardware Equipment.</p> <p>Age: Maximum 30 Years on the Closing Date.</p>	<p>i) To examine, diagnose and maintain troubleshooting of computer hardware.</p> <p>ii) To make in-house repair and replacement of parts of faulty equipment/ workable solution.</p> <p>iii) To install and configure computer equipment including device drivers, system software and application software etc. and troubleshooting of hardware compatibility issues to make it operational.</p> <p>iv) To make periodic service of computer equipment.</p> <p>v) To maintain records/log of repair and replacement equipment. Provide assistance to formulate hardware policies to minimize hardware complaints.</p> <p>vi) To handle all data recovery tasks and troubleshooting of HDD using appropriate tools.</p> <p>vii) Any other task entrusted by the authority.</p>
16.	<p>Server Technician (BS-16)</p> <p>Job Code No.G-43</p>	02 (Principal Seat)	<p>Qualification:</p> <p>i) Masters in Computer Science/I.T or Bachelor of Computer Science/I.T (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.</p> <p>ii) MCSE/MCITP certified will be preferred.</p> <p>Experience:</p> <p>i) At least 02 years post qualification experience of installation configurations and troubleshooting of Server and applying security patches in reputed organization.</p> <p>ii) Hands on experience of Virtualization (preferably in VMWare) of Servers with SAN including DHCP, DNS, Active Directory, Mail Server, Web Server, WSUS Server, Antivirus Server, and Proxy Servers in Windows/Linux environment to support large LAN with DR Site.</p>	<p>i) To install and configure troubleshooting of Servers, SAN, DHCP, DNS, Active Directory, Mail Server, Web Server and Proxy Servers in Windows/Linux environment</p> <p>ii) To manage all kind of Servers.</p> <p>iii) Any other task entrusted by the authority.</p>

			Age: Maximum 30 Years on the Closing Date.	
17.	Software Technician Writer (BS-16) Job Code No.G-44	02 (Principal Seat)	Qualification: i) Masters in Computer Science/IT or Bachelor of Computer Science/IT (4 years Honors) with 1 st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/ Institute recognized by HEC. ii) Excellent in English writing skill. Experience: At least 02 years post qualification experience as a Technical writing of Software documentation, software quality assurance in reputed organization. Age: Maximum 30 Years on the Closing Date.	i) To assist technical staff to make user friendly software. ii) To organize and write user manual for Software. Use photographs, drawings, diagrams, animation, and charts that increase users' understanding. iii) To select appropriate medium for message or audience, such as manuals or online videos. iv) To standardize content across platforms and media. v) To gather usability feedback from users, designers, and developers. vi) To revise user manuals with new versions of software. vii) Any other task entrusted by the authority.

Instructions:

1. Applicants are required to submit ONLINE Applications ONLY. Application Form is available on the LHC website (www.jobs.lhc.gov.pk)
2. No Age Relaxation shall be permissible to anyone on any ground whatsoever.
3. **Deadline:** Application form shall not be entertained after 11:59 pm on **21.09.2015 (CLOSING DATE)**
4. The ONLINE APPLICATION FORM must be **filled completely** otherwise the application will not be entertained. No change shall be permitted after submission of Online Application. **No application will be entertained without depositing application fee.**
5. The Applicant shall deposit a **non-refundable** application fee of Rs.1000/- for each post in **a/c No.0527549781001128** at MCB, Lahore High Court, Branch, Lahore. Online deposit can be made from any branch of MCB in Punjab.
6. HARD COPY of ONLINE Application Form is not required to be submitted.
7. Only shortlisted applicants will be called for Interview. Criterion for shortlisting shall be determined by the Authority.
8. Qualifying/pass marks in the interview shall be determined by the Authority.
9. Preference shall be given to the applicants domiciled in surrounding Divisions for the vacant posts at the Benches of the Lahore High Court.
10. 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 prosecuted in accordance with law.
11. 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.
12. The Court reserves the right to increase or decrease the number of posts and also the right to reject any application without assigning any reason.
13. No TA/DA will be admissible to the applicants for test/interview.


(SYED RIAZ ALI ZAIDI)
ADDITIONAL REGISTRAR (HR)
LAHORE HIGH COURT,
LAHORE