



House of the Federation

VACANCIES



JOIN THE SENATE SECRETARIAT TO SERVE THE NATION BY PROVIDING SUPPORT SERVICES TO THE INSTITUTION AND MEMBERS OF THE UPPER HOUSE OF THE PARLIAMENT OF PAKISTAN

Senate Secretariat is looking for professionals / experts in the field of Legislative drafting to provide optimum support to the Committees and the members. Those candidates who fulfill the prescribed qualifications and experience for the following posts may send their applications on the given proforma, complete in all respect i.e. attested photocopies of last educational qualifications, Domicile, CNIC and two latest passport size photographs to the undersigned within 15 days of the publication of this advertisement:-

Name of Post with BPS & Number of Posts	Qualification, Experience & Age Prescribed for the Post
Deputy Draftsman (BS-18) (01 Post)	<p><u>Qualification</u> 1st Class LLB/LLM with 3.4/4.0 CGPA in semester system, from HEC recognized University/Institution.</p> <p><u>Required Experience</u> Minimum 05 years experience in Judicial/Legal/Legislative drafting in Government organizations/Semi Government/Autonomous bodies OR an advocate having 05 years practice with training or experience in Judicial/Legal/Legislative Drafting.</p> <p><u>Skills & Responsibilities</u></p> <ul style="list-style-type: none">▪ Advance ability to draft legislative / legal documents.▪ Advance ability to analyze and prepare research reports, minutes and briefs on legislative / legal nature.▪ Knowledge of modern library, ICT practices and abilities to work in a team.▪ Expertise in scrutinizing laws, rules and regulations of various Ministries / Divisions of Federal Government.▪ Interpretation, analysis, prioritization and answering of research and reference queries from Senators and Senate Committees and preparation of independent research papers on topics of relevance to Parliament.▪ Assisting Senate Committees with legal knowledge and legislative drafting support during consideration of a bill. <p><u>Maximum Age Limit: 40 years.</u></p> <p><u>Quota : Merit- 01</u></p>

Assistant Draftsman (BS-17) (02 Posts)	<p><u>Qualification</u> At least 2nd Class LLB/LLM with 3.0/4.0 CGPA in semester system, from any HEC recognized University/Institution.</p> <p><u>Required Experience</u> Minimum 03 years experience in Judicial / Legal / Legislative drafting in Government organizations / Semi Government / Autonomous bodies OR an advocate having 03 years practice with training or experience in Judicial / Legal / Legislative Drafting.</p> <p><u>Skills & Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Ability to draft legislative / legal documents. ▪ Advance ability to analyze and prepare research reports, minutes and briefs on legislative / legal nature. ▪ Knowledge of modern library, ICT practices and abilities to work in a team. ▪ Scrutinizing the laws, rules and regulations of various Ministries / Divisions of Federal Government. ▪ Interpretation, analysis, prioritization and answering of research and reference queries from Senators and Senate Committees and preparation of independent research papers on topics of relevance to Parliament. ▪ Assisting Senate Committees with legal knowledge and legislative drafting support during consideration of a bill. <p><u>Maximum Age Limit: 35 years.</u></p> <p><u>Quota : Merit - 02</u></p>
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IMPORTANT INSTRUCTIONS TO NOTE:

- (i) The posts will be filled on regular basis, with a probation period of two years. However, if deemed necessary the employment will be offered initially on contract basis which may be regularized subject to satisfactory performance.
- (ii) Persons already in government service shall apply through proper channel.
- (iii) No TA/DA will be paid for the test / interview.
- (iv) Females and Minorities are especially encouraged to apply for the positions.
- (v) In the exigency of service, the number of posts can be increased or decreased, as the case may be.
- (vi) General relaxation of five years is admissible over and above the prescribed age limit for every post. The candidate shall mention the age on cut off date of application. This general relaxation of age shall be mentioned while applying for any post.
- (vii) Only shortlisted candidates will be called for test / interview.
- (viii) Candidates are advised to apply on the prescribed proforma.

(MUKHTAR AHMED KHAN)
Section Officer (HRM)
Senate Secretariat,
Parliament House, Islamabad
Ph # 051-9244769

Roll No.
(Official use)

SENATE SECRETARIAT
APPLICATION FORM FOR RECRUITMENT

Photo
(Paste Here)

Name of post applied for _____ BPS _____

1. Name (Write in capital letters).

2. Father's/Husband's Name (For female married candidates)

3. Date of Birth

- - 1 9

Age on closing date

Years

Months

4. C.N.I.C. No.

- -

5. Gender

Male

Female

6. Domicile: - _____

7. Do you possess the minimum educational qualifications as mentioned in the advertisement? Yes. No.

If yes, mention relevant qualification and higher, you possess	Year	Board /University	CGPA/Div/Grade/% age of marks

8. Do you possess relevant experience for the post as mentioned in the advertisement? If yes, mention required minimum experience and other relevant experience.

Organization	Designation	Grade	Govt. /Semi Govt. /Private	Starting Date	Ending Date	Total years

9. Postal Address (for communication): _____

10. Contact No.

Office

Res

Mobile

Declaration: - I certify that the statement made by me in this application are true, complete and correct to the best of my knowledge and belief. I have informed my Head Office/Department in writing that I am applying for this position (for candidates already in service).

Date :- _____

Signature of Applicant:- _____

Note:- Please attach attested photocopies of last educational Qualification, Domicile, CNIC and two passport size photographs. Applicants who are already in Government Service should apply through their department.