

No.F. 29(5)/2016-Admn.V
Government of Pakistan
Ministry of Law and Justice

SITUATIONS VACANT

Applications are invited for the posts as per detail given below in the Special Courts/Tribunals across the country under the administrative control of Law and Justice Division on Regional Quota basis:-

| Sr.No | NAME OF POSTS | NO. OF POSTS | AGE LIMIT | ELIGIBILITY CRITERIA | MODE OF APPOINTMENT | Regional Quota |
|-------|-------------------------------|--------------|-----------|---|--|---------------------------------|
| 1 | Stenotypist (BPS.14) | 02 | 18-25 | (i)Intermediate (ii)A minimum speed of 80/40 w.p.m. in shorthand and typing respectively (iii)Must be computer literate | Initial appointment through screening test by Testing Agency and test/interview after screening test by Departmental Selection Committee | 01 Punjab 01 ICT |
| 2 | Reader (BPS-14) | 13 | 18-25 | Graduate | -do- | 06 ICT 05 Punjab 02 Sindh |
| 3 | Upper Division Clerk (BPS-11) | 7 | 18-25 | Intermediate 3 Weeks Basic IT Training Course (including MS Office) will be conducted by NITB after selection before completion of probation period. | -do- | 03 ICT 04 Punjab |
| 4 | Lower Division Clerk (BPS-09) | 9 | 18-25 | Matric with 30 w.p.m. speed of typing (computer literate will be preferred). 3 Weeks Basic IT Training Course (including MS Office) will be conducted by NITB after selection before completion of probation period. | -do- | 09 Punjab |

Important instructions/Information:-

- i. Candidates who have previously applied in response to this Division advertisements dated 11-12-2016 are not required to submit a fresh applications. Their previous candidature is already intact for their eligibility/suitability against above mentioned posts.
- ii. Applications on prescribed form should reach NTS within 15 days from the date of advertisement.
- iii. The reserved quota for women, minorities and disable will be observed as per prescribed rules.
- iv. Incomplete applications, advance copies and those received after closing date will not be entertained.
- v. Candidates will have to produce original certificates at the time of test/interview (no documents/certificates are required to be attached with application form).
- vi. All candidates applying for the above mentioned post (s) shall be entitled to an upper age relaxation of five years in the maximum age limit given above.
- vii. Regional quota will be observed as per rules.
- viii. No TA/DA will be admissible for appearing in test/interview.

M. J. Khan

- ix. Candidates already in Government Service should apply through proper channel.
x. The Number of vacancies can be increased or decreased.
xi. Only the short listed candidates will be called for test/interview.
xii. The selected candidates may be posted in the province of Punjab, Sindh and Islamabad Capital Territory (ICT) where posts exist.

How to Apply:

- Please download the Application form and the Deposit Slip from the NTS Website: www.nts.org.pk fill up both properly, pay the prescribed test fee in any of the country-wide online branches of ABL, HBL or MCB, and get receipt from the bank.
- Send the filled-up Application form along with the receipt (original paid-up copy of the Deposit Slip) to NTS Headquarters, within 15 days of publication date of this advertisement.
- For further information, please visit www.nts.org.pk or call 051-8444441

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