

**No.F.1(3)/2016-A.VI**  
**GOVERNMENT OF PAKISTAN**  
**LAW AND JUSTICE DIVISION**

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**SITUATION VACANT**

Applications are invited for the posts as per details given below in the Law and Justice Division and Central Law Offices at various cities of Pakistan: -

S.#	NAME OF POST	NO. OF POST	AGE LIMIT	ELIGIBILITY CRITERIA	MODE OF APPOINTMENT	REGIONAL QUOTA
1.	Assistant (BPS-15)	05	18-28 Years	Graduate 6 Weeks Basic IT Training Course (including MS Office) conducted by NITB is mandatory for initial appointment after selection before completion of probationary period	Initial appointment through screening test by Testing Agency and test/ interview after screening test by Departmental Selection Committee	01 Merit 02 Punjab 01 Punjab (Women) 01 GB/FATA
2.	Stenotypist (BPS-14)	40	18-25 Years	(i) Intermediate (ii) A minimum speed of 80/40 w.p.m. in shorthand and typing respectively (iii) Must be computer literate	-do-	01 Merit 13 Punjab 02 Punjab (Women) 01 Punjab (Minorities) 08 ICT 04 Sindh (R) 01 Sindh (U) 01 Sindh (U) (Women) 03 KPK 01 KPK (Minorities) 02 Baluchistan 01 Baluchistan (Women) 01 GB/FATA 01 A.J.K
3.	Stenotypist (Urdu) (BPS-14)	01	18-25 Years	(i) Intermediate + (ii) A minimum speed of 80/40 w.p.m. in shorthand and typing respectively (iii) Must be computer literate	-do-	01 Punjab
4.	Translator (BPS-14)	01	18-25 Years	Master's Degree in English or Urdu or Bachelors' degree with Urdu as an elective subject	-do-	01 Merit
5.	Cataloguer (BPS-12)	01	18-25 Years	Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	-do-	01 Punjab
6.	Senior Proof Reader (BPS-11)	01	18-25 Years	Graduate. experience of proof reading desirable.	-do-	01 GB/FATA
7.	Upper Division Clerk (BPS-11)	05	18-25 Years	Intermediate 3 Weeks Basic IT Training Course (including MS Office) conducted by NITB is mandatory for initial appointment after selection before completion of probationary period	-do-	02 Punjab 01 Punjab (Minorities) 01 KPK (Women) 01 Baluchistan

S.#	NAME OF POST	NO. OF POST	AGE LIMIT	ELIGIBILITY CRITERIA	MODE OF APPOINTMENT	REGIONAL QUOTA
8.	Lower Division Clerk (BPS-09)	45	18-25 Years	Matric with 30 w.p.m. speed of typing (computer literate will be preferred)  3 Weeks Basic IT Training Course (including MS Office) conducted by NITB is mandatory for initial appointment after selection before completion of probationary period	Initial appointment through screening test by Testing Agency and test / interview after screening test by Departmental Selection Committee	02 Merit 14 Punjab 03 Punjab (Women) 01 Punjab (Minorities) 06 ICT 04 Sindh (R) 01 Sindh (R) (Women) 01 Sindh (R) (Minorities) 02 Sindh (U) 01 Sindh (U) (Minorities) 04 KPK 01 KPK (Women) 01 KPK (Minorities) 01 Baluchistan 01 GB/FATA 01 GB/FATA (Women) 01 AJK (Women)
9.	Junior Computer Operator (BPS-08)	02	18-25 Years	(i) Intermediate (ii) Maximum speed of 10,000 key depressions per hour for data entry/ verification. (iii) Certificate in Desktop Publishing using Quark Express, MS Word and Page Maker on PCs and Macintosh Computers. (iv) Persons having experience in the relevant field shall be preferred.	-do-	01 Punjab 01 Baluchistan
10.	Junior Proof Reader (BPS-07)	06	18-25 Years	Matric, experience of proof reading desirable.	-do-	02 Punjab 01 Punjab (Women) 01 Sindh (R) 01 KPK 01 AJK
<b>TOTAL:</b>		<b>107</b>				

### **Important Instructions/ Information:**

- Candidates who have previously applied in response to this Ministry's advertisement dated 11.12.2016 are not required to submit fresh applications. Their previous candidature is already intact for their eligibility/suitability against above mentioned posts.
- Applications on prescribed form should reach NTS within 15 days from the date of advertisement.
- Incomplete applications, advance copies and those received after closing date will not be entertained.
- Candidates will have to produce original certificates at the time of test/interview (no documents/certificates are required to be attached with application form).
- All candidates applying for the above mentioned post (s) shall be entitled to general upper age relaxation of five years in the maximum age limit given above. Further relaxation will be given if admissible under the rules.
- Maximum age limit shall be relaxed in respect of candidates belonging to the following categories:-

S.#	CATEGORY OF CANDIDATES	AGE RELAXATION ADMISSIBLE
i)	a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government. b) Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below under the Federal Government.	3 years  3 years
ii)	Released or Retired personnel of the Armed Forces of Pakistan	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.

iii)	Government servants who have completed 2 years continuous Government service on the closing date of receipt of applications.	10 years, up to age of 55 years.
iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years
v)	Widow, son or daughter of a deceased civil servant who die in service.	05 years

7. Prescribed quota (provincial/Regional etc) will be observed as per rules.
8. 2 % disable quota will be observed as per rules.
9. No TA/DA will be admissible for appearing in test/interview.
10. Candidates already in Government Service should apply through proper channel.
11. The number of vacancies can be increased or decreased.
12. Only the short listed candidates will be called for test/interview.
13. The selected candidates may be posted allover Pakistan.

**How to Apply:**

- Please download the Application Form and the Deposit Slip from NTS website: [www.nts.org.pk](http://www.nts.org.pk), fill up both properly, pay the prescribed test fee in any of the country-wide online branches of ABL, UBL, HBL or MCB and get receipt from the bank.
- Send the Application Form duly filled along with the receipt (original paid-up copy of the Deposit Slip) to: **NTS Headquarters, Plot No.96, Street No.4, Sector H-8/1, Islamabad** within **15 days** of publication date of this advertisement.
- For further information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call 051-8444441.

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