

No. F. 1(3)/2022-Admn  
Government of Pakistan  
Ministry of Law and Justice

**SITUATION VACANT**

Applications on prescribed form are invited to fill the following posts lying vacant in the Ministry of Law and Justice and its Law Offices:-

S.#	Name of Post	No of Post (s)	Age Limit	Eligibility Criteria	Quota
1.	Assistant (BPS-15)	02	18-28 Years	i) Graduate ii) 06 weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for initial appointment after selection before completion of probationary period.	Punjab (Merit) 1 Punjab (Minorities) 1
2.	Sub-Librarian (BPS-15)	01	18-25 Years	Graduate with diploma in Library Science from a university or Bachelor of Library Science, OR, Graduate with certificate in Library Science from institution recognized and notified by the Ministry of Education plus two year experience	Merit (on contract basis for two years)
3.	Stenotypist (BPS-14)	12	18-25 Years	i Intermediate ii Minimum Speed of 80/40 w.p.m in shorthand and typing respectively iii Must be computer literate	Merit 1 Punjab (Merit) 4 Punjab (Women) 1 Punjab (Disable) 1 Sindh R (Minorities) 1 Sindh (R) Merit 1 KPK (Merit) 2 Baluchistan (Merit) 1
4.	Stenotypist (Urdu) (BPS-14)	01	18-25 Years	i Intermediate ii Minimum Speed of 80/40 w.p.m in shorthand and typing respectively. iii Must be computer literate	Punjab (Merit) 1
5.	Data Entry Operator (BPS-14)	03	18-25 Years	i. 2 <sup>nd</sup> Class or Grade "C" Bachelor's degree with Computer Science/ Statistic/ Mathematics/ Physics from a University recognized by the Higher Education Commission. ii. Minimum speed of 10,000 key depression per hours for data entry/ verification	Punjab (Merit) 1 Sindh R (Merit) 1 KPK (Merit) 1
6.	Cataloguer (BPS-12)	01	18-25 Years	Graduate with certificate in Library Science from institution recognized and notified by the Ministry of Education	KPK (Merit) 1
7.	Junior Prof Reader (BPS-11)	01	18-25 Years	i. Intermediate ii. Two years experience of proof reading	Merit
8.	UDC (BPS-11)	02	18-25 Years	i) Intermediate ii) 03 weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for initial appointment after selection before completion of probationary period.	Punjab (Merit) 1 KPK (Merit) 1
9.	Junior Computer Operator (BPS-08)	01	18-25 Years	i. Intermediate ii. Minimum speed of 8,000 key depression per hours for data entry/ verification	KPK (Merit) 1
10.	Dispatch Rider (BPS-04)	01	18-30 Years	Primary Pass valid driving licence holder and well versed with the traffic rules	Islamabad
11.	Room Bearer (BPS-01)	01	18-25 Years	Primary Pass (Local Basis)	Islamabad
12.	Chowkidar (BPS-01)	02	18-25 Years	Primary Pass (Local Basis)	Islamabad
13.	Naib Qasid (BPS-1)	42	18-25 Years	Primary Pass (Local Basis)	Islamabad, Lahore, Multan, Quetta, Sukkur, Karachi

**Terms and Condition:-**

- The subject recruitment shall be made on criteria/ mechanism defined by the Establishment Division vide their O.M No. 53/1/2008-SP dated 16<sup>th</sup> January, 2015 and amended vide O.M.No 53/1/2008-SP dated 06.05.2020.
- Selected candidates have to submit Medical Certificate as required under Rule 17 of the Civil Servant (Appointment, Promotion and Transfer) Rules, 1973 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.
- Only shortlisted applicants will be called for test/ interview
- Incomplete applications, advance copies and those received after closing date will not be entertained.
- Candidates shall have to produce original documents along with set of attested copies of the Degrees/ Certificate by HEC/ recognized Board/ Universities/ institute and other relevant documents at the time of interview. Information provided in the application form will be verified, in case any information furnished by the applicant is found fake or bogus, in any stage, candidature of the particular candidate shall stand cancelled and legal action shall be taken against the particular candidate(s) at any stage.
- Applications alongwith copy of CNIC and 01 photograph on prescribed format shall reach to Deputy Secretary (Admn), within 15 days from the date of advertisement. The application form can be downloaded from the official website [www.molaw.gov.pk](http://www.molaw.gov.pk) of Ministry of Law and Justice, Islamabad.
- The candidates are required to mention the post applied for on the right top corner of the envelope.
- 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	3 years
	b) Candidates belonging to Sindh (R) and Balochistan for post in BPS-15 and below under the Federal Government	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 02 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	5 years

- 2% disabled, 10% women and 5% Minorities (Non-Muslim) Quota will be observed as per rules.
- Prescribed Quota (Provincial/ Region etc.) will be observed as per rules.
- Candidates already in Government Service must apply through proper channel and must provide NOC alongwith application form otherwise application will not be entertained and they have no right to claim.
- The number of vacancies can be increased or decreased.
- The selected candidates can be posted at any where in Pakistan.
- No TADA will be admissible for appearing in test/ interview.

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