

No.F.1(3)/2017 A.VI (B)
GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE

Islamabad, the 26th September, 2019

SITUATION VACANT

Applications 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	MODE OF APPOINTMENT	QUOTA
1.	Sub-Librarian (BPS-15)	01	18-25	Graduate with diploma in Library Science from a university or Bachelor of Library Science or Graduate with certificate in Library Science from institutions recognized and notified by the Ministry of Education plus two years experience	Initial appointment through screening test by Testing Agency and test/ interview after screening test by Departmental Selection Committee	Punjab
2.	Assistant (BPS-15)	03	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	-do-	01 Punjab 01 Sindh (R) 01 Khyber Pakhtunkhwa
3.	Stenotypist (BPS-14)	11	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 05 Punjab 01 Punjab (Women) 01 Sindh (R) 01 Sindh (U) 01 Khyber Pakhtunkhwa 01 GB/FATA
4.	Data Entry Operator (BPS-12)	01	18-25 Years	(i) Bachelor's Degree Physics/Mathematics/Statistics/Economics from a recognized university. (ii) Minimum speed of 10,000 key depression per hour for Data Entry	-do-	01 Punjab
5.	Lower Division Clerk (BPS-09)	21	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	-do-	01 Merit 09 Punjab 01 Punjab (Minorities) 02 Sindh (R) 02 Sindh (U) 02 Khyber Pakhtunkhwa 02 Balochistan 01 Balochistan (Minorities) 01 GB/FATA
TOTAL:		37				

- Applicants shall apply directly on NCBMS College and Testing Services (Pvt) Limited website: www.ncbms.edu.pk. After applying for the posts, applicants are advised to regularly check the NCBMS College and Testing Services (Pvt.) Limited website mentioned above for important announcement (procedure for Roll No. Slip/Screening Test Schedule/Result etc related to recruitment against said posts.
- Incomplete applications, advance copies and those received after closing date will not be entertained.

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3. Applicants shall present his/her original documents along with set of attested copies of the Degrees/Certificate by HEC/recognized Board/Universities/Institutes and other relevant documents at the time of interview. In case any information furnished by the applicant is found fake or bogus, candidature of the particular candidate shall stand cancelled and legal action shall be taken against the particular candidate at any stage.
4. The candidates are required to mention the post applied for on the right top corner of the envelope.
5. 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.
6. 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. Disable quota 2 % will be observed as per rules.
8. Prescribed quota (provincial/Regional etc) 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 and must provide NOC alongwith application form otherwise application will not be entertained and they have no right to claim moreover, advance copies will not be admissible.**
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 all over Pakistan.
14. Information provided in the application form will be verified in case of offer of appointment.

How to Apply:

- Interested candidates shall apply for the posts online through official website of **NCBMS College & Testing Services (Pvt.) Ltd.** **Web: www.ncbms.edu.pk (Ph: 051-2272636-8)**, and submit the hard copy of the duly completed form to the P.O Box No. 1064, GPO Islamabad, by post within (15) days of publication of this advertisement.
- Please submit your test fee through prescribed deposit slip on any online branch of designated Banks.
- Deposited amount is non-refundable / non-transferable.

Section Officer (A-VI)
Ministry of Law and Justice
Islamabad