



LAHORE HIGH COURT, LAHORE

SITUATION VACANT

Advertisement No. 01/2019

FOR NON-GAZETTED STAFF (BS 03 TO 07)

APPLY ONLINE ONLY

APPLICATIONS RECEIVED THROUGH OTHER THAN ONLINE MODE WILL NOT BE ACCEPTED

Applications are invited from suitable candidates, **domiciled in Punjab**, for the following posts in the Lahore High Court, Lahore:-

| Sr.# | Job Title and Job Code | No of posts | Qualification |
|-------------|---|---|--|
| 1. | Cook (BS-07) Job Code: NG-18 | 08 (02 for Rawalpindi and 01 for Bahawalpur Benches) | Qualification: Minimum Matric with 2nd Division i.e. 45% marks from any recognized Board. Experience: 05 year service as cook in renowned organization/ continental hotel. Age: Maximum 35 Years on the Closing Date. |
| 2. | Driver (BS-07) Job Code: NG-21 | 02 | Qualification: i) Minimum Matric 2 nd Division. ii) Valid LTV license Experience: 05 year as a Driver. Age: Maximum 35 Years on the Closing Date. |
| 3. | Court Attendant/Daftri (BS-05) Job Code: NG-20 | 02 | Qualification: Minimum Matric with 2nd Division i.e. 45% marks from any recognized Board. Experience: Job in any Library or having worked with any Advocate as Clerk will be considered as added qualification. Age: Maximum 30 Years on the Closing Date. |
| 4. | Cook Tandoorchi (BS-05) Job Code: NG-70 | 02 | Qualification: Minimum Middle. Experience: 05 year service as Cook Tandoorchi in renowned organization/continental hotel. Skills: <ul style="list-style-type: none">• Baking of rotti• Different type of naans• Time management |

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| | | | <p>Age: Maximum 35 Years on the Closing Date.</p> |
| 5. | <p>Helper Cook (BS-05)</p> <p>Job Code: NG-71</p> | 03 | <p>Qualification: Minimum Middle.</p> <p>Experience: 01 year service as Helper Cook in renowned organization/ continental hotel.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Baking • Cooking • Team management • Time management • Customer service <p>Age: Maximum 35 Years on the Closing Date.</p> |
| 6. | <p>Helper Tandoorchi (BS-05)</p> <p>Job Code: NG-72</p> | 02 | <p>Qualification: Minimum Middle.</p> <p>Experience: 01 year service as Helper Tandoorchi in renowned organization/ continental hotel.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Baking of rotti & naan • Time management • Dough mixing <p>Age: Maximum 35 Years on the Closing Date.</p> |
| 7. | <p>Bearer/ Waiter (BS-03)</p> <p>Job Code: NG-68</p> | 05 (05 Seats for Rawalpindi Bench) | <p>Qualification: Minimum Middle.</p> <p>Experience: 05 year service as Bearer/ Waiter in renowned organization/ continental hotel.</p> <p>Age: Maximum 30 Years on the Closing Date.</p> |
| 8. | <p>Bearer/ Dish Washer (BS-03)</p> <p>Job Code: NG-73</p> | 02 | <p>Qualification: Minimum Middle.</p> <p>Experience: 01 year service as Bearer/ Dish Washer in renowned organization/ continental hotel.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Cleaning of different utensils, pots & pans • Time management • Operation of automatic dishwashing machine. <p>Age: Maximum 35 Years on the Closing Date.</p> |
| 9. | <p>Bearer/ Service or Counter Staff (BS-03)</p> <p>Job Code: NG-74</p> | 05 | <p>Qualification: Minimum Matric with 2nd Division i.e. 45% marks from any recognized Board.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Customer service • Time management • Operating of Tea & Coffee |

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| | | | <p>machine</p> <p>Experience: 03 year service as Bearer/Service or Counter Staff in renowned organization/ continental hotel.</p> <p>Age: Maximum 35 Years on the Closing Date.</p> |
| 10. | <p>Denter-cum-Painter (BS-03)</p> <p>Job Code: NG-75</p> | 01 | <p>Qualification: Minimum Middle.</p> <p>Experience: 05 year service as Denter/Painter in a well-known workshop.</p> <p>Age: 25-35 Years on the Closing Date</p> |
| 11. | <p>Mali (BS-03)</p> <p>Job Code: NG-24</p> | <p>07</p> <p>(02 for Multan, 02 for Rawalpindi and 03 for Bahawalpur Benches)</p> | <p>Qualification: Minimum Middle.</p> <p>Experience</p> <p>i). Minimum of three years gardening experience.</p> <p>ii). Self-motivated, Enthusiastic, Fit and capable of heavy work and able to work in all weather conditions.</p> <p>Age: Maximum 30 Years on the Closing Date.</p> |
| 12. | <p>Sweeper/ Sanitary Worker (BS-03)</p> <p>Job Code: NG-69</p> | <p>09</p> <p>(05 for Rawalpindi and 01 for Bahawalpur Benches)</p> <p>-----</p> <p>Open Merit= 06</p> <p>-----</p> <p>20% Posts reserved for the children of working/retired employees of Lahore High Court= 02</p> <p>-----</p> <p>15% posts for the women Quota= 01</p> | <p>Qualification: Minimum Middle.</p> <p>Age: 20- 25 Years on the Closing Date.</p> |
| 13. | <p>Farash/Farash Man (BS-03)</p> <p>Job Code: NG-26</p> | <p>03</p> <p>(01 for Rawalpindi Bench)</p> | <p>Qualification: Minimum Middle</p> <p>Age: Maximum 20-25 years on the Closing Date</p> |
| 14. | <p>Waterman (BS-03)</p> <p>Job Code: NG-76</p> | 01 | <p>Qualification: Minimum Middle.</p> <p>Age: 20-35 Years on the Closing Date.</p> |
| 15. | <p>Dusting Coolie/ Dust Loader (BS-03)</p> <p>Job Code: NG-25</p> | <p>01</p> <p>(For Rawalpindi Bench)</p> | <p>Qualification: Minimum Middle.</p> <p>Age: 22-25 Years on the Closing Date.</p> |
| 16. | <p>Chowkidar/ Watchman (BS-03)</p> | <p>04</p> <p>(01 for Rawalpindi</p> | <p>Qualification: Minimum Middle.</p> |

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| | Job Code: NG-66 | and 02 for Bahawalpur Benches ----- Open Merit= 02 ----- 20% Posts reserved for the children of working/retired employees of Lahore High Court= 01 ----- 15% posts for the women Quota= 01 | Age: Maximum 30 Years on the Closing Date. Height: For male candidates it should be at least 5' Feet and 7" Inches and for female candidates it should be at least 5' Feet and 2" Inches. Chest Size: At least 33" x 34 ½ "Inches"(for male candidates only). |
| 17. | Washerman (BS-03) Job Code: NG-58 | 03 (For Rawalpindi Bench) | Qualification: Minimum Middle. Experience i). Minimum one year in a reputed Laundry. ii). Skills in sofa/ carpet cleaning will be considered as an additional qualification. iii). Must possess basic knowledge of Laundry Machines, fabric contents. Age: 18-25 Years on the Closing Date |

Instructions:

1. Applicants are required to submit **ONLINE Applications ONLY**. Online Job Portal is available at the LHC website (**www.jobs.lhc.gov.pk**).
2. The candidates are directed to read the Job Description mentioned against each cadre before applying online. The Job Description is available at the LHC website (**www.jobs.lhc.gov.pk**).
3. No Age Relaxation shall be permissible to anyone on any ground whatsoever.
4. **Deadline:** Application form shall not be entertained after 11:59 p.m. on **27.05.2019 (CLOSING DATE)**.
5. To avoid frustration, candidates are advised in their own interest to make sure before applying that they are physically fit, healthy and fulfill all the requirements of the rules and selection criteria (relating to the relevant post) as advertised before closing date.
6. The **ONLINE APPLICATION FORM** must be **filled in completely** with utmost care to furnish the correct details. Candidate can edit the information before submission. Once the form is submitted, it can't be edited; no change shall be permitted and no application/request for changing /addition of details in the application form against the applied posts will be entertained. Incomplete application will be rejected immediately. **No application will be entertained without depositing application fee.** Candidates applying for more than one posts should submit processing fee separately for each post.

7. The applicants for the posts mentioned shall deposit a processing fee of **Rs.500/-non-refundable**, in **A/c #(0527549781001128)**. Online deposit can be made in any branch of MCB in Punjab **by filling following information on the Deposit Slip: -**
- i. Name of the Candidate**
 - ii. CNIC of the Candidate**
 - iii. Job Title**
 - iv. Job Code**
8. The applicants to mention the **MCB Deposit Slip number** in the online application form.
9. Fee once paid for any post applied for will not be used for any other post/recruitment.
10. **Original Deposit Slip** should be provided by the candidate at the time of test/interview, without that candidate will not be allowed to appear in the test/Interview. Original receipt will be retained by the LHC for record.
11. **HARD COPY OF ONLINE Application Form** is not required to be submitted.
12. Only shortlisted applicants will be called for Test and Interview. Criterion for shortlisting shall be determined by the Authority. Short-listed Applicants will be required to submit attested copies of all documents at the time of interview.
13. Candidates should have postal address, mobile number and preferably a valid personal e-mail ID, which should be kept active during the entire recruitment process. The candidate should also make sure that e-mail sent to this mailbox is not redirected to your junk / spam folder.
14. Qualifying/pass marks in the Test and Interview shall be determined by the Authority.
15. Candidates will be called for interview/test whatever the case may be, provisionally and on detailed scrutiny of the original documents before the Interview/test, in case any necessary information is found incorrect, false, forged or withheld, the application shall be rejected and the applicant will be prosecuted in accordance with law.
16. In-Service candidates are required to submit their applications Through Proper Channel alongwith NOC from their respective Administrative Departments showing date, month and year of their induction in service duly signed and stamped by the issuing authority
17. The Court reserves the right to increase or decrease the number of posts and also the right to reject any or all application(s) without assigning any reason.
18. The appointment of the successful candidates shall be subject to complete medical examination and physical/medical fitness hence, persons suffering from infectious or serious diseases need not apply.
19. Primarily test may be conducted at the Principal Seat and the Benches at Bahawalpur, Multan & Rawalpindi at the discretion of the authority.
20. No **TA/DA** will be admissible to the applicants called for Test and Interview.

(KHALID SAEED WATTOO)
ADDITIONAL REGISTRAR (HR)
LAHORE HIGH COURT, LAHORE.