



LAHORE HIGH COURT, LAHORE

SITUATION VACANT

Advertisement No. 04/2019

FOR GAZETTED STAFF

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 | SYLLABUS |
|-------------|--|--------------------|---|--|
| 1. | Personal Assistant (BS-17) Job Code: G-46 | 31 | Qualification: i. Graduation (minimum 2 nd Division) from any University/Institute recognized by H.E.C. ii. Shorthand/Typing Speed 110/50 w.p.m. iii. Certification Microsoft Office and In-page. Experience: At least 05 years in a reputed organization. Age: 18-30 years on the closing date. | Paper-I i. ENGLISH COMPOSITION Essay, Precis writing, translation: Urdu to English ii. English Grammar Idioms, phrases, sentence correction and use of prepositions. Paper-II DICTATION FOR SHORTHAND & TYPING TEST Diction of two paragraphs, one from Civil and the other one from Criminal cases, for shorthand and typing Test, at the standard speed of 110/50 w.p.m. |
| 2. | Stenographer (BS-17) Job Code: G-47 | 20 | Qualification: i. Graduation (minimum 2 nd Division) from any University/Institute recognized by H.E.C. ii. Shorthand/Typing Speed 100/40 w.p.m. iii. Certification in Microsoft Office and In-page. Age: 18-25 years on the closing date. | Paper-I i. ENGLISH COMPOSITION Essay, Precis writing, translation: Urdu to English ii. English Grammar Idioms, phrases, sentence correction and use of prepositions. Paper-II DICTATION FOR SHORTHAND & TYPING TEST Diction of two paragraphs, one from Civil and the other one from Criminal cases, for shorthand and typing Test, at the standard speed of 100/40 w.p.m. |

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 carefully 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. Age Relaxation will be permissible to in-service Government employees under the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976.
4. **Deadline:** Application form shall not be entertained after 11:59 p.m. on **08.10.2019 (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 post should submit processing fee separately for each post.
7. The applicants for the posts mentioned shall deposit a non-refundable processing fee worth **Rs.1000/-**, in **A/c "Human Resources, Lahore High Court, Lahore"(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 shall mention the **MCB Deposit Slip number** in the online application Form.
9. Fee once paid for any post applied for can not be used for any other post/recruitment.
10. **Original Deposit Slip** shall be provided by the candidate at the time of test/interview, without which, he 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 must mention their postal address, mobile number and preferably a valid personal e-mail ID, to 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 in case any information is found incorrect, false, during the detailed scrutiny, before the interviewed 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 Lahore High Court, Lahore reserves the right to increase or decrease the number of posts and 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.*
- 21. Should any information or clarification be required regarding functioning of job-portal system, please contact:04299212951-**Ext-250**.*

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