LAHORE HIGH COURT, LAHORE

SITUATION VACANT
Advertisement No. 02 /2015

FOR NON- GAZETTED OFFICIALS (BS 3 TO 15)

APPLY ONLINE ONLY
APPLICATIONS OTHER THAN ONLINE APPLICATIONS WILL NOT BE ACCEPTED

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

S.#	Name of Post	No of posts	Qualification	Job Description
1.	Assistant (BS-15) Job Code No. NG-01	08 (04 each at Multan and Rawalpindi Benches of this Court)	**Qualification:** Graduation (with minimum 2nd Division) from any University/Institute recognized by HEC. **Experience:** Preference will be given to the candidates sufficiently equipped with computer/IT Skills **Age:** Maximum 30 Years on the Closing Date. (Age of High Court employees shall not exceed 35 years)	i) To maintain files and to keep them up to date. ii) To undertake the references and research work. iii) To acquaint himself with the Rules and Regulations dealing with the subjects in concerned branch/offices. iv) To prepare statements and returns in accordance with the business of concerned branch/office. v) To maintain the chart regarding all outstanding reports and returns due to receipt as well as time limit cases. vi) To prepare draft for approval after final orders have been passed. vii) To maintain separate running summary of each file giving history, background and further stages. viii) To proceed for compliance of the judicial/ administrative orders. ix) To send the files to the concerned court/office. x) To receive the files from the court/office. xi) To complete the judicial files with proper index. xii) To add precedent, policy, rules or regulations relating to the subject and to flag them properly.

				xiii) To do such other official work as entrusted to him by the authority.
2.	Assistant (IT) (BS-15) Job Code No. NG-02	**12** (For Principal Seat only)	**Qualification:** Graduation in Computer Sciences/IT (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. **Experience:** 02 years relevant post qualification experience. **Age:** Maximum 30 Years on the Closing Date.	i) To prepare notes and drafts in English. ii) To do work in MS Office. iii) To look after network/system/ software infrastructure. iv) Any other task assign by authority relating to IT.
3.	Junior Clerk (BS-11) Job Code No. NG-03	Open Merit =101 5% posts for minorities = 5 3% posts for persons with disability = 4 Total = **110** (59 at Principal Seat, 17 at Bahawalpur, 17 at Multan and 17 at Rawalpindi Bench)	**Qualification:** i) Intermediate or equivalent with minimum 2nd Division from any recognized Board. ii) Typing Speed: 25 w.p.m. iii) Sufficiently equipped with computer/ IT Skills. **Age:** Maximum 30 Years on the Closing Date.	i) To receive and dispatch files. ii) To diaries the relevant files. iii) To sort, distribute and file the papers. iv) To maintain registers, relating to office files. v) To maintain movement register. vi) To keep records. vii) To receive official correspondence/judicial files. viii) To work as typing assistant. ix) To maintain the record of office orders/circulars/notifications. x) To trace out precedent cases and previous files. xi) To do any other job assigned to him by the supervisory officer. xii) To do accounts matters i.e preparation of Pay, T.A./D.A. and Medical bills etc. xiii) To handle cash, if posted in the office Treasury Officer. xiv) To maintain record of pending cases in the Register date-wise. xv) To consult daily diary every day and to submit report in this regard to

				the Assistant/Assistant Registrar.
4.	Caretaker (BS-14) Job Code No. NG-04	**05** (01 at Bahawalpur and 04 at Rawalpindi Benches of this Court)	**Qualification:** Graduation (with minimum 2nd Division) from any University/Institute recognized by HEC. **Experience:** i) Minimum 05-year as Caretaker in the relevant field. ii) Experience as Mess Secretary will be considered as additional qualification. iii) Sufficiently equipped with computer/ IT Skills **Age:** Maximum 30 Years on the Closing Date.	i) To supervise and monitor the working of the subordinate staff i.e. telephone operator, CCTV Camera Operator, Cooks, Bearers, Frash, Electrician, Chowkidar, Sweeper, Gardeners etc. posted at Chief Justice House and Judges Rest Houses at Principal Seat as well as its Benches and to guide them in the performance of their duties, satisfactorily. ii) To make arrangements in connection with any official event held at the lawn of Chief Justice House/Judges Rest Houses. iii) To facilitate the Hon'ble Judges and their lordships' families and to act upon their instructions. iv) To get the work done relating to lawns, watering the plants, their trimming, cleanliness, cutting the grass from the concerned staff. v) To maintain Rest Houses, keep the things laying there in order and give suggestions for the improvement of the Rest House. vi) To keep check and balance on the subordinate staff and give them instructions regarding cleanliness, wearing of uniform, etc. vii) To maintain the record of reservation and all the other articles installed/provided at the Rest Houses and monthly consumable/disposable items. viii) To maintain logbook in respect of the fuel consumed in the Generators installed at the Rest House. ix) To establish contact with different branches of this Court as well as other government offices i.e. PWD, PHA, WAPDA, Suigas, NTC, etc., as and when required for the smooth functioning of the electric appliances etc., and keep the other things in

				order. x) To supervise any development work carried out at the Rest House by the contractors as and when required. xi) To forward the demands for provision/purchase of various articles required at the Rest House. xii) To ensure proper the cleanliness of the Chief Justice House/Rest Houses and surrounding areas. xiii) To depute the staff for preparation of food items and serving them to the Hon'ble Judges and their lordships' families. xiv) To inspect the purchase items and point out any defect therein and if any item is found substandard, bring it to the notice of the authority. xv) To report about any seepage/leakage during the rainy season and get the same rectified within minimum possible time from the concerned quarter. xvi) To ensure implementation of all instructions/directions issued by the competent authority from time to time. xvii) To keep the necessary consumable/disposable items in stock in sufficient quantity, to avoid any inconvenience. xviii) To get the rooms, plants, lawns and surroundings of the Chief Justice House/Judges Rest Houses sprayed by the concerned corporation/PHA staff, from time to time. xix) To keep vigilance on the assets of the Chief Justice House/Judges Rest Houses and maintain the stock registers. xx) To follow-up the demands submitted to the concerned quarters regarding various requirements of the Chief Justice House/Judges Rest

				Houses.
5.	Network Associate (BS-13) Job Code No. NG-05	**06** (For Principal Seat only)	**Qualification:** i) Graduation in Computer Sciences /IT (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/ Institute recognized by HEC. ii) MCSE Certified will be preferred. **Experience:** At least 01 year post qualification experience in Network and System troubleshooting with hands experience on CISCO Switches A+ and CCNA will be preferred. **Age:** Maximum 30 Years on the Closing Date.	i) To do field work inside/outside the Court Premises. ii) To help/assist, to design, to construct & test and to implement basic integrated network hardware and software solutions as well as physical/logical communications networks. iii) To identify and resolve system infrastructure problems. iv) To attend Court and Offices calls for the purpose of network troubleshooting. v) To make patch cables, laying ducts and UTPS cable for network connectivity. vi) To resolve all printers sharing issues and troubleshooting. vii) To install software/ OS at client machines and troubleshooting. viii) To install antivirus and other updates on client machines. ix) To patriciate Network Servicing when required. x) To resolve issues of troubleshooting / implementations and synchronization of network Infrastructure at Principal Seat and benches. xi) Any other task assigned by authority.
6.	Data Entry Operator (BS-13) Job Code No. NG-06	Posts on Open Merit =101 5% posts for minorities = 5 3% posts for persons with disability = 4 Total Posts = **110** (at the Principal Seat)	**Qualification:** i) Intermediate or equivalent with minimum 2nd Division from any recognized Board. ii) Typing speed 40 wpm. iii) Diploma in I.T shall be preferred **Age:** Maximum 30 Years on the Closing Date.	i) To prepare and compile documents required for data entry and assure their accuracy. ii) To rectify and verify data entry. iii) To update data, maintain its record and delete unnecessary files. iv) To provide full assistance to Hon'ble Courts to update case status, prepare cause lists and enter data in the provided software application. v) To transcribe information into required electronic format. vi) To scan documents into systems or databases vii) To maintain logbooks of activities and tasks viii) To search any required information on internet, email or any electronic source. ix) To print information when required. x) To comply with data integrity and security policies. xi) Any other tasks assigned by authority.
7.	Web Associate	**02**	**Qualification:**	i) To assist Web Master.

	(BS-13) Job Code No. NG-07	(For Principal Seat only)	Graduation in Computer Sciences/ IT (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. **Experience:** 01 year post qualification experience in Dreamweaver, HTML, CSS5, ASP.NET (C#/VB.Net) and SQL Server, PHP/MySQL. **Age:** Maximum 30 Years on the Closing Date.	ii) To design, develop & maintain web application(s). iii) To upload / update websites. iv) To do content management. v) To conduct training sessions for developed web applications / portals. vi) Any other task assigned by authority.
8.	Graphic Designer (BPS-13) Job Code No. NG-08	**04** (For Principal Seat only)	**Qualification:** Graduation in Computer Sciences/ IT (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. **Experience:** At least 01 year post qualification experience in Dreamweaver, Flash, Photoshop, Coral Draw, CSS5 and HTML, knowledge of 3D image designing. **Age:** Maximum 30 Years on the Closing Date.	i) To do work in Dreamweaver, Flash, Photoshop, Coral Draw, CSS5 and HTML, knowledge of 3D image to ensure the need of designing and printing as demanded by authority. ii) To prepare layout for approval. iii) To prepare copy by operating typesetting, printing. iv) Any other task assigned by authority.
9.	Multimedia Operator (BPS-13) Job Code No. NG-09	**04** (For Principal Seat only)	**Qualification:** i). I.C.S with 2nd Division from any recognized Board. ii). Diploma in I.T shall be given preference. **Experience:** At least 01 year post qualification of Installation, Configuration and troubleshooting of Multimedia/ Video Conferencing Equipment etc. **Age:** Maximum 30 Years on the Closing Date.	i) To install, setup, troubleshooting, mounting and dismounting of Multimedia/Video Conferencing Equipment and provide support/conduct meeting scheduled in Office/Courts. ii) To check all kind of related equipment on daily basis. iii) To deliver work within short span of time. iv) Any other task assigned by the authority.

10.	Software Associate (BPS-13) Job Code No. NG-10	**03** (For Principal Seat only)	**Qualification:** Graduation in Computer Sciences/IT (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. **Experience:** 01 year post qualification in ASP.NET (C#/VB.Net) and SQL Server, Oracle, PHP/My SQL. **Age:** Maximum 30 Years on the Closing Date.	i) To assist Web Developer. ii) To design, develop & maintain software application(s). iii)To update software. iv) To conduct training sessions for developed software applications. v) Any other task assigned by the authority.
11.	Composer Urdu/English (BS-13) Job Code No. NG-11	**04** (For Principal Seat only)	**Qualification:** i) Graduation (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. ii) 01 year Diploma in Computer Science/IT. iii) 40 wpm typing speed (Urdu & English) **Experience:** 01 year post qualification experience in composing (Urdu/English). **Age:** Maximum 30 Years on the Closing Date.	i) To compose data in Urdu/English. ii) To update related software periodically. iii) To deliver work within short span of time. iv) Any other task assigned by the authority.
12.	Hardware Associate (BPS-13) Job Code No. NG-12	**08** (For Principal Seat only)	**Qualification:** i).Graduation in Computer Sciences/IT/Electrical Engineering (with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC. ii). Diploma in I.T shall be given preference. **Experience:** At least 01 year post qualification in repair, maintenance, troubleshooting and fault diagnosing of	i) To do repair, maintenance, troubleshooting and to diagnose fault of Hardware Equipment like Computer, Laptop, Printer, UPS etc. ii) To provide support and service related to hardware complaints launched by of this august Courts/Offices and camp offices as well. iii) To maintain the log history of attended complaints. iv) To Overhaul/service related hardware equipment periodically. v) To deliver work within short span of time. vi) Any other task assigned by

			Hardware Equipment like Computer. Laptop, Printer, UPS etc. **Age:** Maximum 30 Years on the Closing Date.	authority.
13.	Electrician Network (BPS-11) Job Code No. NG-13	**04** (For Principal Seat only)	**Qualification:** i) Matric (with minimum 2nd division). ii) 01 year Diploma in relevant field from any recognized Technical Institute preferably from Govt. Institute. **Experience:** 03 to 05 year post qualification of computer networking, cable laying, cable configuration, ducting, etc. **Age:** Maximum 30 Years on Closing Date.	i) To do computer networking, cable laying, cable configuration, ducting, drilling etc. ii) To ensure smooth power supply for network Switches and other related equipment. iii) To overhaul/service of related network equipment periodically. iv) To deliver work within short span of time. v) Any other task assigned by authority.
14.	Garage Supervisor (BS-12) Job Code No. NG-14	**01** (For Principal Seat only)	**Qualification:** i) Matric (with minimum 2nd division). ii) Diploma in Auto Mechanic from Punjab Board of Technical Education. iii) LTV driving License. **Experience:** 05 year as Supervisor in a recognized Automobile Workshop. **Age:** Maximum 30 Years on the Closing Date.	i) To check and maintain the vehicles parked in the Garage. ii) To supervise the Mechanic/Auto Mechanic in the Garage. iii) To maintain the inventory of the vehicles parked in the Garage.
15.	Mechanic/Auto Mechanic (BS-09) Job Code No. NG-15	**03** (02 at Principal Seat and 01 at Rawalpindi Bench of this Court)	**Qualification:** i) Matric (with minimum 2nd division). ii) Diploma in Auto Mechanic from Punjab Board of Technical Education. iii) LTV driving License. **Experience:** 04 year as Auto Mechanic in a recognized Automobile Workshop. **Age:** Maximum 30 Years on	i) To repair and remove the faults in the official vehicles. ii) To make routine maintenance of official vehicles. iii) To do Engine overhauling (EFi and VVTi).

			the Closing Date.	
16.	Auto Electrician (BS-07) Job Code No. NG-16	**02** (For Principal Seat only)	**Qualification:** i) Matric (with minimum 2nd division). ii) Diploma in Auto Electrician from Punjab Board of Technical Education. iii) LTV driving License. **Experience:** 04 year as Auto Electrician in a recognized Automobile workshop. **Age:** Maximum 30 Years on the Closing Date.	i) To repair and remove the faults in the official vehicles. ii) To make routine maintenance of official vehicles. iii) To check wiring and install new electric parts. iv) To trace out the electric faults in vehicles.
17.	Photo State Machine Operator (BS-07) Job Code No. NG-17	**03** (For Rawalpindi Bench only)	**Qualification:** Matric (with minimum 2nd division). **Experience:** 04 year as Photo State Machine Operator. **Age:** Maximum 30 Years on the Closing Date.	i). To properly maintain the machine under his control. ii). To prepare copies of official files/documents carefully.
18.	Cook (BS-07) Job Code No. NG-18	**03** (For Principal Seat only)	**Qualification:** Minimum Middle. **Experience:** 05 year service as cook in renewed organization/ continental hotel. **Age:** Maximum 30 Years on the Closing Date.	i) To fetch food items from the market. ii) To prepare the meal as per desire of the Hon'ble Judges & their families and to serve it. iii) To maintain the cleanliness of the kitchen, its articles, dining table and crockery. iv) To cook Continental, Desi and Chinese food.
19.	Fireman (BS-05) Job Code No. NG-19	**02** (For Principal Seat only)	**Qualification:** Matric (with minimum 2nd division) and firefighting course. **Age:** Maximum 30 Years on the Closing Date.	i) To communicate with other fire personnel at emergency scene about the fire incident. ii) To fill hoses with water by hydrant pressure. iii) To assist, hoists, carries or drag victims from emergency area by means of interior access. iv) To evacuate persons from incident scene due to risk of fire.
20.	Daftri (BS-05) Job Code No. NG-20	**01** (For Principal Seat only)	**Qualification:** Minimum Middle. **Age:**	i) To trace and place the reference books immediately before the Hon'ble Judge as and when required.

			Maximum 30 Years on the Closing Date.	ii) To make a liaison with the main library for availability of books in the court. iii) To keep the books clean. iv) To do any other job as desired by the Hon'ble Judge or his supervisory officer. v) To maintain reference books in proper order and to keep this up to date. vi) To help the supervisory officer for maintenance of registers and stationery etc. vii) To help the librarian in the annually stock-taking. viii) To repair/replace all damaged file covers and pages of current files and those lying in the record room. ix) To maintain the diary/dispatch registers in good condition. x) To pull out and restore files under the directions of supervisory officers. xi) To seal secret and confidential letter. xii) To prepare and sew the parcels of heavy articles to be sent out by post. xiii) To affix service postage stamps in cover under the direction of supervisory authority. xiv) To help the dispatcher in the circulation of relevant documents.
21.	Driver (BS-05) Job Code No. NG-21	**09** (01 at Bahawalpur, 05 at Multan and 03 at Rawalpindi Benches of this Court)	**Qualification:** i) Minimum Middle. ii) Valid LTV license **Experience:** 05 year as a Driver. **Age:** Maximum 35 Years on the Closing Date.	i) To perform duty diligently, punctually, submissively and according to the instructions given by the Hon'ble Judge/Officer and their family members or guests. ii) To maintain and clean the official as well as private vehicle of the Hon'ble Judge/officer and to drive the same as per instructions. iii) To make an immediate complaint to the officer/Private Secretary concerned with regard to any defect/damage/deficiency of parts or fitting of the vehicle. iv) To wear proper uniform during the duty hours. v) To report to the concerned police station in case of any accident of official vehicle and supply a copy of 'Rapat' thereof to the Additional Registrar concerned. vi) To submit completion certificate soon after the repair work countersigned by the

				Private Secretary/Personal Assistant concerned. vii) To timely renew his driving license. viii) To check the vehicle fitness like fuel, water, oil, break etc., before and after each trip. ix) To remain available for duty even after the Court hours. x) To observe the traffic rules while driving. xi) To keep in his possession the official Card as well as driving license for all the time.
22.	Helper (BS-05) Job Code No. NG-22	**04** (For Principal Seat only)	**Qualification:** Minimum Middle **Age:** Maximum 30 Years on the Closing Date.	i) To help the Caretaker. ii) To move the articles from one place to another place.
23.	Naib Qasid (BS-03) Job Code No. NG-23	Posts on Open Merit = 42 5% posts for minorities = 02 3% posts for person with disability=01 05-seats reserved for married women (age between 30 to 35 years on closing date). **Total = 50** (Principal Seat)	**Qualification:** Minimum Middle. **Age:** Maximum 30 Years on the Closing Date.	1) To work with either an individual officer, a group of officers or in one or more Branches or Sections. 2) To perform the functions of an attendant or a messenger. 3) To serve drinking water, fetching refreshments, posting letters, paying bills or running other errands, etc., to the Hon'ble Judge/officers. 4) To observe proper protocol at the time of arrival and departure from the Court of the Hon'ble Judge. 5) To ensure availability of all necessary facilities like tissues papers, soap, towel, emergency lights and table accessories in the Court room, chambers of the Hon'ble Judge as well as offices where he is posted. 6) To keep the Chamber/Court/Office neat and clean. 7) To ensure delivering of case files from the office to the residence of Hon'ble Judge well in time vis-à-vis from residence to Court, Court to office/branch as well as from office to office. 8) To call/announce the case through title outside the court. 9) To arrange the judicial files (peshi) of the court according to daily cause list. 10) To obey all other instructions given by the Court Associates relating to discipline and working of the Court. **11)** Any other duty assigned by the Hon'ble Judge as well as officers with whom he is attached.

24.	Baildar (BS-03) Job Code No. NG-24	**01** (For Principal Seat only)	**Qualification:** Minimum Middle. **Age:** Maximum 30 Years on the Closing Date.	i) To look after the plants/trees of this Court/Judges' Rest House. ii) Any other assignment given by the Assistant Registrar concerned/caretaker.
25.	Dusting Coolie (BS-03) Job Code No. NG-25	**02** (For Principal Seat only)	**Qualification:** Minimum Middle. **Age:** Maximum 30 Years on the Closing Date.	To make cleanliness of books and office record in the Library & General Record Room of this Court.
26.	Farash (BS-03) Job Code No. NG-26	**01** (For Principal Seat only)	**Qualification:** Minimum Middle **Age:** Maximum 30 Years on the Closing Date.	i) To make cleanliness of walls and roofs of this Court/Judges' Rest House. ii) Any other assignment given by the Assistant Registrar concerned/caretaker.

QUOTAS:

i. 5% quota for minorities
ii. 3% quota for disabled persons who shall have to provide Disability Certificate issued by the Assessment Board constituted by Social Welfare Department.
iii. 05 posts of Naib Qasid are reserved for female candidates between 30 to 35 years of age.

Instructions:

1. Applicants are required to submit ONLINE Applications ONLY. Application Form is available on the LHC website (www.jobs.lhc.gov.pk)
2. No Age Relaxation shall be permissible to anyone on any ground whatsoever.
3. **Deadline**: Application form shall not be entertained after 11:59pm on **21.09.2015 (CLOSING DATE)**
4. The ONLINE APPLICATION FORM must be **filled completely** otherwise the application form shall not be entertained. No change shall be permitted after submission of Online Application. **No application will be entertained without depositing application fee.**
5. The Applicant shall deposit a **non-refundable** application fee of Rs.500/- for each post at Sr.01 to 13 and Rs.200/- for each post at Sr.No.14 to 26 in **a/c #0527549781001128** at MCB, Lahore High Court, Branch, Lahore. Online deposit can be made from any branch of MCB in Punjab.
6. HARD COPY of ONLINE Application Form is not required to be submitted.
7. Only shortlisted applicants will be called for Interview. Criterion for shortlisting shall be determined by the Authority.
8. Qualifying/pass marks in the interview shall be determined by the Authority.
9. Preference shall be given to the applicants domiciled in surrounding Divisions for the vacant posts at the Benches of the Lahore High Court.
10. The original documents will be checked before interview and in case of any incorrect, false, forged or withheld information, the application shall be rejected and the applicant prosecuted in accordance with law.
11. In-service candidates are required to submit NOC from their respective Administrative Departments showing date, month and year of their induction in service duly signed and stamped by the issuing authority along with the service history at the time of Interview.

12. The Court reserves the right to increase or decrease the number of posts and also the right to reject any application without assigning any reason.
13. No TA/DA will be admissible to the applicants for test/interview.

(SYED RIAZ ALI ZAIDI)
ADDITIONAL REGISTRAR
(HUMAN RESOURCES)
LAHORE HIGH COURT, LAHORE