

No.F. 22(5)/2017-A.V  
Government of Pakistan  
Ministry of Law and Justice

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SITUATIONS VACANT

*Pakistan*

Applications on prescribed form are invited for the following posts lying vacant in the Federal Special Courts/Tribunals across the country working under the administrative control of Law and Justice Division on Regional Quota basis:-

S. No.	Name of Post	No. of Posts	Age Limit	Qualification	Place of posting
1.	Computer Operator (BPS-14)	01	18-25	BCS or B.Sc. with Postgraduate Diploma in Computer Science from an Institution recognized by HEC.	Islamabad = 01
2.	Reader (BPS-14)	08	18-25	Graduate	Islamabad = 02 Lahore = 01 Gujranwala = 01 Bahawalpur = 01 Hyderabad = 01 <b>(Karachi = 01 reserved for Disabled persons)</b> Sukkur = 01
3.	Stenotypist (BPS-14)	07	18-25	(i) Intermediate. (ii) Minimum speed of 80/40 w.p.m in shorthand/typing respectively. (iii) Must be computer literate	Islamabad = 03 Rawalpindi = 02 Lahore = 02
4.	Nazir (BPS-11)	10	18-25	Intermediate	Lahore = 04 Faisalabad = 01 Multan = 02 Gujranwala = 01 Peshawar = 02
5.	UDC (BPS-11)	16	18-25	Intermediate (3 Weeks Basic IT Training Course (including MS Office) will be conducted by NITB after selection before completion of probation period).	Islamabad = 03 Rawalpindi = 02 Gujranwala = 02 <b>(Lahore = 06 01 post reserved for Disabled persons)</b> Multan = 01 Karachi = 01 Sukkur = 01

6.	Supervisor (BPS-10)	01	18-25	Graduate (Three years experience in a Government office desirable)	Karachi = 01
7.	LDC (BPS-09)	15	18-25	Matric with minimum typing speed of 30 w.p.m. (3 Weeks Basic IT Training Course (including MS Office) will be conducted by NITB after selection before completion of probation period).	Islamabad = 01 Lahore = 06 Gujranwala = 02 Faisalabad = 02 Multan = 02 Peshawar = 02
8.	Bailiff (BPS-05)	01	18-25	Matric	Islamabad = 01
9.	Driver (BPS-04)	03	18-30	(i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules.	Islamabad = 01 Lahore = 02
10.	Dispatch Rider (BPS-04)	03	18-30	(i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules.	Islamabad = 01 Lahore = 01 Multan = 01
11.	Bailiff (BPS-03)	02	18-25	Matric	Gujranwala = 01 Faisalabad = 01
12.	Naib Qasid (BPS-01)	06	18-25	Primary Pass (Local basis)	Lahore = 02 Rawalpindi = 01 Gujranwala = 01 Karachi = 01 <b>(Peshawar = 01 reserved for Disabled persons)</b>
13.	Chowkidar (BPS-01)	09	18-25	Primary Pass (Preference will be given to ex-servicemen)	<b>(Islamabad = 04 01 post reserved for Disabled persons)</b> Rawalpindi = 01 Gujranwala = 01 Karachi = 02 Sukkur = 01
14.	Farash (BPS-01)	06	18-25	Primary Pass (Local basis)	<b>(Lahore = 03 01 post reserved for Disabled persons)</b> Gujranwala = 01 Multan = 01 Karachi = 01
15.	Mali (BPS-01)	01	18-25	Primary Pass (Local basis)	Islamabad = 01
16.	Room Bearer (BPS-01)	01	18-25	Primary Pass (Local basis)	Islamabad = 01

17.	Sweeper (BPS-01)	06	18-25	Primary Pass (Local basis)	Islamabad = 01 Rawalpindi = 01 Lahore = 01 Gujranwala = 01 (Peshawar = 02 01 post reserved for Disabled persons)
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**Important instructions/Information:-**

- i. Incomplete applications, advance copies and those received after closing date will not be entertained.
- ii. 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 application 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.
- iii. The candidates are required to mention the post applied for on the right top corner of the envelope.
- iv. All candidates applying for the above mentioned post (s) shall be entitled to an upper age relaxation of five years in the maximum age limit given above.
- v. Regional quota will be observed as per rules.
- vi. The reserved quota for Minorities and Women will be observed as per prescribed rules.
- vii. No TA/DA will be admissible for appearing in test/interview.
- viii. Candidates already in Government Service should apply through proper channel.
- ix. The Number of vacancies can be increased or decreased.
- x. Only the short listed candidates will be called for test/interview.
- xi. The selected candidates may be posted allover Pakistan.
- xii. There is no Fee for the posts at S. No. 8 to 17.
- xiii. Applicants shall apply directly for the posts mentioned at S. No. 1 to 7 on NCBMS College and Testing Services (Pvt) Limited website: [www.ncbms.edu.pk](http://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.
- xiv. Information provided in the application form will be verified in case of offer of appointment. In case of any false or forged information, Organization reserves the right to cancel the candidature at any stage and to initiate legal action against the applicant.

**How to Apply:**

- Interested candidates shall apply for the posts mentioned at S. No. 1 to 7 online through official website of NCBMS College & Testing Services (Pvt.) Ltd. Web: [www.ncbms.edu.pk](http://www.ncbms.edu.pk) and submit dully completed form to the NCBMS office located at **24-D, 1<sup>st</sup> Floor, Rashid Plaza, Jinnah Avenue, Blue Area, Islamabad, directly** within (15) days after the publication of advertisement.
- Please submit your test fee through prescribed deposit slip on any online branch of designated banks.
- Deposited amount is non-refundable / non-transferable.
- Application Form for the posts mentioned at S. No.8 to 17 can be downloaded from the website of M/o Law and Justice, Islamabad i.e. [www.molaw.gov.pk](http://www.molaw.gov.pk) and forwarded to the undersigned within 15 days from the date of advertisement on the following address:-

**SECTION OFFICER (ADMN-V)**  
LAW AND JUSTICE DIVISION  
ROOM NO.333, 3<sup>RD</sup> FLOOR, R-BLOCK  
PAK SECRETARIAT  
ISLAMABAD