LAHORE HIGH COURT, LAHORE

SITUATIONS VACANT

ADVERTISEMENT NO. 03/2019
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. No.	Job Title and Job Code	No. of Posts	Qualification	Written Test Syllabus
1.	**Caretaker (BS-16)** **Job Code: G-04**	**07** (Rawalpindi Bench=01 Bahawalpur Bench=01 Multan Bench=01)	**Qualification:** i) Graduation (with minimum 2nd Division i.e., 45% marks) from any University/Institute recognized by HEC. ii) Diploma/Certificate in Hotel Management **OR** iii) Diploma/Certificate in Hospitality Management **Experience:** i) At-least three years in the relevant field. ii) Sufficiently equipped with computer/ IT skills **Age:** 25 to 35 years on the closing date	***PAPER-I:*** ➢ *Precis Writing* ➢ *Comprehension* ➢ *Report Writing;* ➢ *Fact Finding Report;* ➢ *Intra-office Correspondence / Memos;* ➢ *Summary of Accounts;* ➢ *Inventory of Articles;* ➢ *Stock Maintenance/Taking;* ➢ *Monitoring and Surveillance Skills;* ➢ *Management of Employees;* ➢ *Gardening and Plantation Skills;* ➢ *Basic Principles of Accounting;* ➢ *Principles of Hospitality & Hotel Management;* ➢ *Maintenance of Buildings / Infrastructures; Electronic Appliances and Furniture etc;* ➢ *Basic Know how of Security Issues for effective security of the Venue* ***PAPER-II:*** *Current Affairs, Everyday Science, Basic Mathematics, Basics of Computer/IT-Applications.*
2.	**Assistant Protocol Officer (BS-16)** **Job Code: G-45**	***06*** *(Bahawalpur =01* *Multan=01* *Rawalpindi =01)*	***Qualification:*** *i) Graduation (with minimum 2nd Division i.e 45% marks) from any University/Institute recognized by HEC.* *ii) Diploma/Certificate in Hotel Management* ***OR*** *iii) Diploma/Certificate in Hospitality Management* ***Experience:*** *i). At-least three years in the relevant field.* *ii). Sufficiently equipped with computer/I.T skills* ***Age:*** *25 to 45 years on the closing date.*	***PAPER-I:*** ➢ *Precis Writing* ➢ *Comprehension* ➢ *Dealing with Regulatory Staff;* ➢ *Media Management;* ➢ *Principles of Public Affairs & Relations;* ➢ *Principles of Accounting;* ➢ *Principles of Hospitality & Hotel Management;* ➢ *Protocol Code and Norms of VVIPs and High Profile Dignitaries;* ➢ *Event Management Skills viz. Planning; Organizing and Facilitating Official Functions; Meetings and other High Profile Gatherings observing proper Etiquettes/SOPs of relevant Protocols;* ➢ *Basic Knowledge of Continental and Local Food Items/Dishes;* ➢ *Protocols required to deal with Foreign Office and Embassies for securing Visas and other traveling documents of Hon'ble Judges and VVIPs;* ➢ *Liaison with Airport Authorities to facilitate in-land and abroad travels of the Hon'ble Judges;* ➢ *Manners and Etiquettes of receiving foreign/local delegations and other Sensitive Personalities/Guests.* ***PAPER-II:*** *Current Affairs, Everyday Science, Basic Mathematics, Basics of Computer/IT-Applications.*

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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 syllabus mentioned against each cadre before applying online. The Job Descriptions of the posts are also 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 **13.09.2019 (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 application/request for change/addition 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 have to 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 upload through scanned image, duly paid & stamped **MCB Deposit Slip** in the Online Application Form.
9. Fee once paid for any post applied for cannot 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 his 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 interview, the application shall be rejected and the applicant will be prosecuted in accordance with law.
16. Candidates already in Government Service are required to submit their applications "**Through Proper Channel**" alongwith NOC issued by the concerned Administrative Departments showing date, month and year of their induction in Govt. service, duly signed and stamped by the issuing authority
17. The Lahore High Court, Lahore reserves the rights to increase or decrease the number of vacancies and to reject any or all application(s) without assigning any reason thereof.
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 or 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: **042-99212951-Ext-250**.

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