

**LAW AND JUSTICE COMMISSION OF PAKISTAN  
(SUPREME COURT BUILDING)  
ISLAMABAD**

Applications on the prescribed form are invited for the following vacant posts in the Law and Justice Commission of Pakistan:-

Name of Post	No of Vacancies & Quota	Qualification & Experience
Section Officer (Administration) (BPS-17)	01-Merit	Master's degree from a recognized University with three years working experience in BS-11 to 17 in the Federal Secretariat / Ministries / Divisions / Attached Departments / Supreme Court/High Courts.  Maximum age limit is 30 years.
Computer Operator (BPS-16)	01-Punjab	"2 <sup>nd</sup> class or Grade "C" Master's degree in Computer Science/Information technology or equivalent qualification from a University recognized by the HEC."  OR  i. 2 <sup>nd</sup> Class or Grade "C" Bachelor's degree in mathematics /Statistics /Physics or equivalent qualification from University recognized by the HEC.  ii. 01 year postgraduate diploma in computer Science from a recognized Institution.  iii. 02 years' experience in Computer Operations.  OR  i. 2 <sup>nd</sup> Class or Grade "C" Bachelor's degree in Computer Science / Information Technology or equivalent qualification from a University recognized by the HEC.  ii. 02 years' experience in Computer Operations.  Maximum age for initial appointment shall be 28 years.
Assistant Private Secretary (BPS-16)	01-Merit (Disable quota on all Pak basis).  01-Punjab (women only)  01-Balochistan	Graduate having shorthand and typing speed of 100/40 words per minute respectively.  Maximum age for initial appointment shall be 28 years.
Stenotypist (BPS-14)	01-Punjab  01-Sindh (R)	Intermediate having Shorthand and Typing speed of 80/40 words per minute respectively.  Maximum age for initial appointment shall be 25 years.
Lower Division Clerk (LDC) (BPS-9)	01-Balochistan	Matric with Typing speed of 40 words per minute.  Maximum age for initial appointment shall be 25 years.
Driver (BPS-4)	01-Local Basis/ ICT	Primary pass having valid driving license and well versed with the Traffic Rules.  Maximum age for initial appointment shall be 25 years.
Naib Qasid (BPS-1)	02-Local Basis/ ICT	Primary pass.  Maximum age for initial appointment shall be 25 years.

2. As per Government policy permissible under the rules upper age limit would be relaxed upto 5 years.
3. Application on the prescribed form may be sent to the Deputy Secretary (Admin), Law & Justice commission of Pakistan, Supreme Court Building, Block-1, 2<sup>nd</sup> Floor, Constitution Avenue, Islamabad **within 15 days** of publication of this advertisement.
4. Application form can be downloaded from the official website of Law and Justice Commission of Pakistan i.e. [www.ljcp.gov.pk](http://www.ljcp.gov.pk).
5. The candidates already in Government service should apply through proper channel.
6. Those who do not fulfill the requisite qualification and experience, need not to apply.
7. Only short listed candidate(s) will be called for test/interview.
8. The Commission reserves the right to fill the post or cancel all the process.
9. No TA/DA will be admissible for test/interview.

**Deputy Secretary (Admin)**

**Ph: 9209412**