

# **VACANCY**

### **Announcement**

Application are invited for the following position in Ministry of Law & Justice on contract basis

# SECRETARY (On Contract Basis)

Application form and details including required qualification, job description, conditions to apply and age limit are available on the website of Establishment Division (URL given below). Candidates meeting the required criteria should submit their application alongwith required documents within Fifteen (15) days of publication of the advertisement. Envelopes and applications/CVs should clearly indicate the specific "Name of Post" against which application is being submitted. Incomplete applications will not be entertained. Establishment Division believes in gender equality.

#### http://www.establishment.gov.pk/

(Atif R. Khattak)
Section Officer (E-I)
Room No. 2150, Establishment Division, Cabinet Secretariat
Constitution Avenue, Islamabad
Ph No. 051-9203196

## No.21/09/2020-E-I Government of Pakistan

Government of Pakistan Establishment Division

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Islamabad the 22<sup>nd</sup> of February, 2021

# TERMS & CONDITIONS FOR APPOINTMENT AGAINST THE POST OF SECRETARY LAW AND JUSTICE DIVISION ON CONTRACT BASIS

Establishment Division invites application for the Post of Secretary, Ministry of Law and Justice, Government of Pakistan to be appointed on contract basis.

### REQUIRED QUALIFICATIONS AND EXPEREINCE

- Bar-at-Law or LLM
- 15 Years of judicial/legal experience
- At least 10 years of experience working with public sector
- Between 45 to 65 years of age

#### TERMS AND CONDITIONS

- Term of contract is three (03) years
- Emoluments of MP-1 Scale (Maximum)
- Only Short-listed candidates will be interviewed

Candidates (male or female) may submit applications on the prescribed Form along with the documents mentioned below, to the undersigned within 15 days of the publication of this advertisement:-

- Attested copies of education certificates / degrees/diplomas/CNIC/experience certificate.
- Detailed Curriculum Vitae of the candidate clearly highlighting all elements of the eligibility criteria and personal attributes, along with three recent passport size photographs
- The candidate already working in Government/Semi Government institutions may apply through proper channel. Only short-listed candidates will be called for interview. No TA/DA will be admissible for the purpose.
- The Government may abandon or discontinue with the recruitment process without assigning any reason.

The prescribed Form can be downloaded from address https://www.establishment.gov.pk

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#### **Government of Pakistan** Application No. **Establishment Division** Application Form (For office use only) **Application for the post of** In case of Regular Govt. employee, please specify (Applicable only to candidates already working in Government Organizations) Photo Name of Department Name of Post Held & BPS Post Status Date of appointment Forwarding Authority (Signature, Date, Name & Stamp) (Regular / Contract) Note: Please fill the form in "block letters" and tick relevant box: Name of Applicant Father's Name Date of Birth (as per Matric Certificate/CNIC) Email Address Sex Age Male Female Nationality Pakistani Other Specify if other Sindh Sindh **Domicile** Islamabad Punjab KPK/FATA Balochistan AJK (Urban) (Rural) Computerized National Identity Card No. Phone No. (Landline) Mobile No. MAILING ADDRESS (Note: Call letter shall be sent on this address, hence this address should be valid for at least one year) **EDUCATION** (Note: Starting from High School (e.g. Matric) onwards in Chronological Order), if required additional row may be added Name of **Duration of Degree** Name of Institute Name of Board/University Degree/Certificate From To PROFESSIONAL EXPERIENCE (Note: Starting from Current Job. Overlapping experience will not be counted e.g. total experience for a candidate performing two jobs simultaneously, for a period of one year, will be counted as one year only), if required additional row may be added Exact Name of **Duration of Job Organization/Department Name Job Description** Post From To **Total experience: ATTACHMENTS** Checkbox Required Attachment Attested copies of education certificates / degrees/diplomas/CNIC/experience certificate. Detailed Curriculum Vitae of the candidate clearly highlighting all elements of the eligibility criteria and personal attributes, Two recent passport size photographs NOC from Parent Organization (Applicable only to candidates already working in Government/Semi Government Organizations)

### **CERTIFICATE**

I hereby certify that information given in this form is absolutely true. Any information	on found false will be treated as breach of trust and <b>I shall be</b>
liable for cancellation of my application. It is certified that I have carefully rea	ad the form and personally filled it and I understand all the
contents/columns that I have filled up.	

Signature of Candidate:

Date: \_\_\_\_\_