



Government of Pakistan
Establishment Division

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
Establishment Division

Islamabad the 22nd 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 EXPERIENCE

- 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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CERTIFICATE

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

Date: _____

Signature of Candidate: _____