



# **LAHORE HIGH COURT, LAHORE**

## **ADVERTISEMENT NO.02/2025/R&E**

Online Applications are invited from eligible candidates, **domiciled in Punjab**, having requisite qualification as prescribed herein, for appointment against the following vacant post at the Lahore High Court, Lahore; -

SR.#	JOB TITLE	NO. OF POSTS		QUALIFICATION								
1.	<b>PERSONAL ASSISTANT</b> (BS-18)  <b>Job Code:</b> G-128	<table border="1"><tr><td>Open Merit</td><td>46</td></tr><tr><td>Minority Quota</td><td>02</td></tr><tr><td>Special Person Quota</td><td>01</td></tr><tr><td><b>Total</b></td><td><b>49</b></td></tr></table>	Open Merit	46	Minority Quota	02	Special Person Quota	01	<b>Total</b>	<b>49</b>		<b>Qualification:</b> i) Graduation (minimum 2 <sup>nd</sup> Division) from any University/Institute recognized by H.E.C. ii) Shorthand/Typing Speed 110/50 w.p.m. iii) Certification in Microsoft Office (proficiency in Urdu and English)  <b>Experience:</b> Preferably at least 03 years in a reputed organization. <b>*Age:</b> Male: 22-30 + 5 = 35 years Female: 22-30 + 8 = 38 years on the closing date.
Open Merit	46											
Minority Quota	02											
Special Person Quota	01											
<b>Total</b>	<b>49</b>											

### **IMPORTANT INSTRUCTIONS:**

(Read the Instructions Carefully)

1. Applicants are required to submit **ONLINE Applications ONLY**. The Online Job Portal with Syllabus and Job Description is available at the LHC official website [www.lhc.gov.pk/jobs](http://www.lhc.gov.pk/jobs).  
**No Need to submit Hard Copy of Online Application Form.**
2. \*The General age relaxation in upper age limit is already included for all the candidates as permissible under Government of the Punjab, S&GAD Department (Regulations Wing) Notification SORI (S&GAD) 9-36/81 dated 21.05.2012. Therefore, **no age-relaxation shall be permissible to anyone on any other grounds, whatever the case may be.**
3. The applicants are advised to read the instructions carefully mentioned in the online application form before filling it online.
4. The **ONLINE APPLICATION FORM** must be **completely filled** with utmost care and furnish the correct details. No application

shall be entertained to edit any content or information in online application form after its submission. Incomplete application will be rejected forthwith.

5. The Lahore High Court is equal opportunity provider however, in order to avoid frustration, candidates are advised in their own interest to make sure that they fulfill all the requirements of selection criteria.
6. Online Application Form shall not be entertained after **11:59 P.M. on 4<sup>th</sup> April, 2025.**
7. The applicants shall deposit a non-refundable processing fee of **3000/-** in the **Account# 0527549781001128 titled 'Human Resource LHC, LHR./Cash Flow Management Account'** in any branch of **MCB Bank** by filling following information on the Deposit Slip: -
  - a. **Name of the Candidate**
  - b. **CNIC of the Candidate**
  - c. **Job Title**
  - d. **Job Code**
  - e. **Mobile Number**

**(Fee submitted through on-line mobile banking will not be accepted)**

  - i. No application will be entertained without depositing application fee.
  - ii. Mentioning of deposit slip number in the online application form is mandatory. Duplicate use of one deposit slip for any other post shall amount to cheating resulting into outright rejection of all applications of any such candidate.
  - iii. Candidate will only be allowed to appear in the test/interview on production of original deposit slip failing which he/she will lose his/her right for the same. Original receipt will be retained by the LHC for record.
  - iv. Special persons (Disabled) shall be exempted from payment of application processing fee.
8. Candidates are required to provide postal address and valid/functional personal mobile phone number and e-mail ID. Candidates are advised to keep their provided mobile phone number and e-mail active in order to get important updates.
9. Interview/Tests for the post will be conducted at the Principal Seat of Lahore High Court at Lahore.
10. The Candidates applying against the **Disabled Quota** shall have to provide the **Disability Certificate/Job Fitness Certificate issued by District Assessment Board** as required under section 12 of Disabled Persons (Employment & Rehabilitation) Ordinance, 1981.
11. Candidates are required to provide **Character Certificate** duly issued by the concerned **DPO** of their respective district at

*the time of interview failing to do the same shall result in the cancellation of candidature. Candidates already in service are also liable to provide the same.*

12. *In-Service Government employees can submit their online applications after submission of application to their Competent Authorities for grant of NOC/Departmental Permission Certificate (DPC) a copy of which will have to be uploaded along with online application but they will have to submit the said NOC/DPC duly signed/stamped by the Authorized Officer showing date, month and year of their induction in service at the time of interview otherwise they will not be interviewed.*
13. *The application shall be rejected in case the required information is found incorrect, false, forged or withheld during scrutiny of the original documents presented at the time of test/interview and the applicant will also be prosecuted in accordance with law.*
14. *In case of concealment of facts, false information or misstatement made by any candidate in any document is found; the Lahore High Court reserves its right to cancel the candidature at any stage, even after appointment. Such concealment/misstatement shall lead to criminal proceedings against the said candidate.*
15. *The Lahore High Court reserves the right to short list the candidates for the purpose of interview keeping in view the number of posts, cancel/withdraw any part of the advertisement without any prior notice and to increase/decrease the number of posts or reject any or all applications without assigning any reason.*
16. *No TA/DA will be admissible to the applicants called for Test and Interview.*

**(AMJAD IQBAL RANJHA)**  
REGISTRAR  
LAHORE HIGH COURT, LAHORE