

**GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE
(LMC - IMAC)**

SITUATIONS VACANT

Applications are invited from citizens of Pakistan for recruitment against the following vacant posts on contract basis in the PSDP funded Project titled "Strengthening and Capacity Enhancement of Legal Wings of Ministry of Law and Justice and Federal Ministries/Divisions (Revised)" of Law and Justice Division, Islamabad.

Sr.#	Name of post and Grade	Number of Posts	Quota	Max Age	Place of Posting	Qualification and Experience
1.	Deputy Director MIS (PPS-08)	1	Merit	45	Islamabad	<p>i. 16 Year of Education in Software Engineering/ Information Technology/ Computer Science from HEC recognized Degree Awarding Institute/ University with 06 years' experience in the relevant field including Web Technologies, Software Development and Maintenance, Designing and Implementing Management Information System preferably in Government Sector.</p>
2.	Deputy Registrar (International Liaison) (PPS-08)	1	Merit	45	Islamabad	<p>i. 16 years of education in international Relations, Law, Business Administration, or a related field.</p> <p>ii. 05 years' experience in the related field, preferably in PSDP projects.</p> <p>iii. Strong coordination and organizational skills.</p> <p>iv. Excellent communication, negotiation, and interpersonal skills.</p> <p>v. Ability to work in a fast-paced, dynamic environment.</p> <p>vi. Fluency in multiple languages (preferably including English)</p> <p>vii. Experience in PSDP projects will be preferred.</p>
3.	Assistant (PPS-06)	1	Merit	35	Islamabad	<p>I. Bachelor's degree in Finance/Accounts/Commerce/IT or in any relevant field from HEC recognized Degree Awarding Institute/University OR Graduate with one-year IT Diploma/Certificate.</p> <p>II. 01 year of experience in the relevant field preferably in Government Sector.</p> <p>III. Strong knowledge of audio-visual equipment, video conferencing tools and technical system.</p> <p>IV. Proficient in Windows, macOS, and Linux operating system.</p> <p>V. Excellent problem-solving, communication, and technical skills</p> <p>VI. Ability to work in a fast-paced environment and adapt to changing priorities.</p> <p>VII. Experience in PSDP projects will be preferred.</p>

Important Instructions/Information:

- i. Incomplete application forms and those received after closing date will not be entertained.
- ii. Applicants shall present their original documents along with set of attested copies of the Degrees certified by HEC / recognized Board / Universities / Institutes along with other relevant documents at the time of test/interview. In case of any false or forged information, the Organization reserves the right to cancel the candidature of any applicant at any stage and initiate legal action against the applicant as per the rules.
- iii. Age relaxation will be admissible as per Rules/Federal Government policy.
- iv. No TA/DA will be admissible for appearing in Test/Interview.
- v. Candidates already in Government service must apply through proper channel.
- vi. Ministry of Law and Justice reserves the right to increase/decrease the number of posts at any stage, subject to their availability.
- vii. Only those candidates who fulfill the eligibility criteria will be called for test/interview.

How to Apply:

- i. Interested candidates may submit their applications online on the prescribed application form available on the website of the National Job Portal at <https://njp.gov.pk/> within 15 days from the date of publication of the advertisement.

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