



ISLAMABAD HIGH COURT, ISLAMABAD

Judicial complex, Mauve Area, G-10/1, Islamabad

SITUATIONS VACANT

Applications are invited from eligible candidates possessing the requisite qualification and experience for the following posts in Islamabad High Court, Islamabad, on provincial/regional quota basis as mentioned against each post. Appointments will be made purely on merit.

S.N.	Name of Post	No. of Post	Qualification	Quota	Age Limit (Year)
01	Driver (BPS-05)	08	Primary, preferably Matriculate.LTV License,	ICT: 08	21-30
02	Dispatch Rider (BPS-05)	06	Matric, Motor Cycle driving license.	ICT: 05 Punjab: 01	21-30
03	Cook (BPS-05)	06	Primary, Expert in cooking.	ICT: 04 Punjab: 01 Sindh: 01	21-30
04	Record Lifter (BPS-03)	03	Primary, preferably Middle	ICT: 02 Punjab: 01	21-30
05	Daftri (BPS-03)	07	Middle, preferably Matriculation Experience of Court Work	ICT: 05 Sindh: 01 KPK: 01	21-30
06	Bearer (BPS-02)	06	Primary	ICT: 03 Punjab: 01 Sindh: 01 Balochistan: 01	21-30
07	Mali (BPS-02)	07	Primary	ICT: 04 Sindh: 01 KPK: 01 Balochistan: 01	21-30
08	Naib Qasid (BPS-02)	15	Primary	ICT: 15	21-30
09	Chowkidar (BPS-02)	02	Primary	ICT: 02	21-30
10	Sanitary Worker (BPS-02)	08	Primary	Sindh: 02 KPK: 02 Balochistan: 02 FATA: 02	21-30

HOW TO APPLY;

- (1) Applicants are required to submit **ONLINE APPLICATIONS ONLY**.
- (2) Online application forms are available on the official website of (NITB) National Job Portal i.e. <https://njp.gov.pk/>.
- (3) Online application form must be completely filled-in with utmost care and furnish the correct details. No request to edit any content or information in online application after its submission shall be entertained. Incomplete application will be rejected forthwith.
- (4) Candidates are required to fill the online application form and maintain record/soft copy of the same.
- (5) Candidates will be shortlisted for interview as per policy of the department.
- (6) Candidates qualifying for interview shall bring their original documents i.e. Academic qualification, CNIC, two attested photographs, domicile certificate, experience certificate, if any etc, along with attested copies of the same as well as hard copy of the application form.
- (7) Candidates are required to provide postal address and valid/functional personal mobile phone number and e-mail ID.
- (8) 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.
- (9) In-Service Government employees shall submit NOC at the time of interview showing their date of induction.
- (10) 10% seats are reserved for women across the board subject to fulfilling the prescribed criteria and method. However, if sufficient number of eligible women candidates are not available, the posts shall be filled in on merit basis as prescribed, provided that there shall be no carry forward of the seats reserved for women.

- (11) Syllabus and Job Description of posts are available at the IHC official website (<https://ihc.gov.pk/jobs>) & official website of National Job Portal (NJP) (<https://njp.gov.pk/>)
- (12) No T.A/D.A will be admissible for appearing in the test/interview.
- (13) The Recruitment Committee of the Islamabad High Court reserves the right of short listing of the candidates for test/interview
- (14) The Competent Authority reserves the right to increase or decrease the number of seats without assigning any reason.
- (15) Last date for submission of online applications is **17.08.2022 (Wednesday)**. No application shall be entertained after expiry of last date.

Deputy Registrar (Admn)
Islamabad High Court,
Islamabad

SYLLABUS AND JOB DESCRIPTION OF POSTS IN BPS 02-05

SR.#	<u>DRIVER (BS-05)</u>
1.	<p><u>SYLLABUS:</u></p> <p style="text-align: center;"><u>MCQS TEST</u> Job-related MCQs type questions.</p> <hr/> <p><u>PRACTICAL TEST:</u> The job related proficiency of the candidates who qualify the MCQs test shall be judged through a practical test.</p> <hr/> <p><u>JOB DESCRIPTION:</u></p> <ul style="list-style-type: none"> (i) To perform duty diligently, punctually and according to the instructions given by the Hon'ble Judge/Officer and their family members. (ii) To maintain and clean assigned vehicle and to drive the same as per instructions. (iii) To make an immediate complaint to the officer concerned with regard to any defect/damage/deficiency of parts or fitness of the vehicle. (iv) To wear proper uniform during the duty hours. (v) To report at concerned police station in case of any accident/incident of assigned vehicle and supply a copy of 'Rapat' thereof to the Additional Registrar concerned. (vi) To submit completion certificate, soon after the repair work, countersigned by the officer concerned. (vii) To timely renew his driving license. (viii) To check the vehicles' fitness like fuel, water, oil, break etc., before and after each trip. (ix) To remain available for duty even after office hours. (x) To learn and observe traffic rules while driving. (xi) To keep in his possession official Card as well as driving license all the time. (xii) Perform any other duties as may be assigned.
SR.#	<u>DISPATCH RIDER (BS-05)</u>
2.	<p><u>SYLLABUS:</u></p> <p style="text-align: center;"><u>MCQs Test</u> Job-related MCQs type questions.</p> <hr/> <p><u>PRACTICAL TEST:</u> The job-related proficiency of the candidates who qualify the MCQs test shall be judged through a practical test.</p> <hr/> <p><u>JOB DESCRIPTION:</u></p> <ul style="list-style-type: none"> (i) To transmit/deliver records/letters/mail of urgent and ordinary nature to courts, offices and other departments/concerned quarters. (ii) To perform duties as courier. (iii) To perform desk duties of dispatch branch i.e. preparing envelopes and affixing stamps. (iv) To keep official motorcycle neat and tidy and have timely service/oil change as well as to do minor repairs and replacements of parts of official bike. (v) To be careful in observing the ordinary courtesies and traffic rules. (vi) To use safety helmet while driving official motorcycle. (vii) To take proper care of mail/packages/documents and have proper receiving signature/stamp on delivery. (viii) To keep driving license/documents of vehicle in safe custody while on official duty.

	(ix) Perform any other duties as may be assigned.
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SR.#	<u>COOK (BS-05)</u>
3.	<p><u>SYLLABUS:</u></p> <p style="text-align: center;"><u>MCQsTest</u></p> <p style="text-align: center;">Job-related MCQs type questions.</p>
	<p><u>PRACTICAL TEST:</u></p> <p>The job-related proficiency of the candidates who qualify the MCQs test shall be judged through a practical test.</p>
	<p><u>JOB DESCRIPTION:</u></p> <p>(i) To fetch food items from market.</p> <p>(ii) To prepare meal as per desire of the Hon'ble Judges, their families and to serve it.</p> <p>(iii) To maintain cleanliness of kitchen, its articles, dining table and crockery etc.</p> <p>(iv) To cook Continental, Desi and Chinese food etc.</p> <p>(v) Perform any other duties as may be assigned.</p>

SR.#	<u>RECORDLIFTER(BS-03)</u>
4.	<p><u>SYLLABUS</u></p> <p style="text-align: center;"><u>MCQs Test</u></p> <p style="text-align: center;">Job-related MCQs type questions.</p>
	<p><u>JOB DESCRIPTION:</u></p> <p>(i) Carrying and shifting of files and records from one place to another.</p> <p>(ii) Placing the files and record in proper order/manner so as to readily find any particular file/record and ensure its availability when required.</p> <p>(iii) Keeping the files/records in safe custody and protecting it from any damage/loss.</p> <p>(iv) Carriage of boxes containing secret/confidential files from one office to another.</p> <p>(v) Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another.</p> <p>(vi) Perform any other duties as may be assigned.</p>

SR.#	<u>DAFTRI (BS-03)</u>
5.	<p><u>SYLLABUS</u></p> <p style="text-align: center;"><u>MCQsTest</u></p> <p style="text-align: center;">Job-related MCQs type questions.</p>
	<p><u>JOB DESCRIPTION:</u></p> <p>(i) To trace and place reference books immediately before the Hon'ble Judge as and when required.</p> <p>(ii) To make liaison with the main library for availability of books in the court.</p> <p>(iii) To keep books clean.</p> <p>(iv) To maintain reference books in proper order and to keep them up to date.</p>

	<ul style="list-style-type: none"> (v) To help the supervisory officer for maintenance of registers and stationery etc. (vi) To help the librarian in the annual stock taking. (vii) To repair/replace all damaged file covers and pages of current files and those lying in the record room. (viii) To maintain diary/dispatch registers of respective branch in good condition. (ix) To pull out and restore files under the directions of supervisory officers. (x) To prepare and sew the parcels of heavy articles to be sent out by post. (xi) To affix service postage stamps in cover under the direction of supervisory officer. (xii) To help the dispatcher in circulation of relevant documents. (xiii) Perform any other duties as may be assigned.
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SR.#	<u>BEARER(BS-02)</u>
6.	<p style="text-align: center;"><u>SYLLABUS</u></p> <p style="text-align: center;"><u>MCQs Test</u> Job-related MCQs type questions.</p> <hr/> <p><u>JOB DESCRIPTION:</u></p> <ul style="list-style-type: none"> (i) Provide link between kitchen and service areas and carry trays of food or drinks from kitchen to dining tables. (ii) Consistently monitor needs of kitchen. (iii) Maintain personal and food hygiene all the time. (iv) Removing dirty dishes, glasses etc. and washing them & cleaning tables after meals are finished. (v) He may enhance his cooking skills as well. (vi) Perform any other duties as may be assigned.

SR.#	<u>MALI (BS-02)</u>
7.	<p style="text-align: center;"><u>SYLLABUS</u></p> <p style="text-align: center;"><u>MCQs Test</u> Job-related MCQs type questions.</p> <hr/> <p><u>JOB DESCRIPTION:</u></p> <ul style="list-style-type: none"> (i) Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting. (ii) Having the knowledge to use and maintain hand tools and related machinery. (iii) Maintain lawn/garden by fertilizing, trimming and make sure that plants are receiving adequate water. (iv) Prune trees and hedges in ways that help the plants' health, and look good. (v) Have good knowledge of plants and follow seasonal plantation schedule. (vi) Perform any other duties as may be assigned.

SR.#	<u>NAIB QASID(BS-02)</u>
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8.	<u>SYLLABUS</u> <u>MCQs Test</u> Job-related MCQs type questions.
	<u>JOB DESCRIPTION:</u> (i) Carry from one place to another official files/papers. (ii) Dusting office furniture. (iii) General arrangement and tidiness of office & furniture. (iv) Attend the visitors. (v) Provide drinking water etc. to officers and staff. (vi) Carriage of boxes containing secret/confidential files from one office to another. (vii) Shifting articles of light furniture e.g. chairs, side racks, small side tables etc, from one place to another. (viii) Perform any other duties as may be assigned.
SR.#	<u>CHOWKIDAR(BS-02)</u>
9.	<u>SYLLABUS</u> <u>MCQs Test</u> Job-related MCQs type questions.
	<u>JOB DESCRIPTION:</u> (i) Protect property and maintain safe and secure environment. (ii) Observe signs of crime and report disturbances. (iii) Act lawfully in defense of life and property. (iv) Perform any other duties as may be assigned.

SR.#	<u>SWEEPER/SANITARY WORKER (BS-02)</u>
10.	<u>JOB DESCRIPTION:</u> (i) To dispose of trash properly. (ii) Clean/wash the official buildings. (iii) To vacuum carpets. (iv) To clean toilets etc. (v) To lock or unlock the offices/rooms of official building securely. (vi) Perform any other duties as may be assigned.
