

**GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE**

SITUATIONS VACANT

Applications are invited from citizens of Pakistan for recruitment against the following vacant posts on contract basis in the PSDP funded Project of Law and Justice Division, Islamabad:

Project Titled: "Archiving and Digitization of Legislations and Records of Ministry of Law and Justice"						
Sr.#	Name of post and Grade	Number of Posts	Quota	Max Age	Place of Posting	Qualification and Experience
1.	Content Writer (PPS-7)	1	Merit	35	Islamabad	i. Law graduate (LLB) from a reputable local or foreign university/degree awarding institute recognized by HEC of Pakistan and preferable master degree in Law (LLM) along additional qualification of Information Technology. ii. 03 years' experience of Content Writing and relevant field. A strong background in computers/technology and non-print materials formats. Experience in the implementation of Digitization/Archival projects will be preferred.
2.	Preserver (PPS-6)	1	Merit	33	Islamabad	i. Graduate with Diploma/Certification in Document Preservation. ii. 02 Year experience in the relevant field

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 / Certificate by HEC / recognized Board / Universities / Institutes and other relevant documents at the time of Test/Interview. In case of any false or forged information provided, the Organization reserves the right to cancel the candidature of any applicant at any stage and to initiate legal action against the applicant as per 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 application online on the prescribed application form available on the website of National Job Portal i.e. <https://njp.gov.pk> within 15 days from the date of publication of advertisement.

(Nasir Saeed Akhtar Warraich)

Deputy Secretary (Dev)

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