

No.F.14(130)/2019-FJA
Federal Judicial Academy
Service Road South, H-8/4, Islamabad.

SITUATION VACANT

14th July, 2020

Applications are invited on all Pakistan basis for filling up the following posts on merit in the Federal Judicial Academy as per detail below: -

S. No	Name of posts	BPS	No. of Posts	Domicile	Qualifications/Experience	Age Limit
1.	Warden	17	01	Merit/ Punjab	(i) 2 nd class Masters Degree (ii) Three years experience of running Mess	18-30
2.	Assistant Private Secretary	16	02	Merit	(i) 2 nd Class Bachelors degree. (ii) Minimum speed of 100/50 WPM in Shorthand and Typing, respectively. (iii) Computer literate preferable. (iv) Those who have worked as stenotypist will be preferred.	18-30
3.	Assistant	15	01	Sindh	(i) 2 nd Class Bachelors Degree (ii) Computer literate preferable.	18-30
4.	IT Assistant	15	04	Merit	(i) 2 nd Class BS(CS/IT) (4 years Programme) OR (ii) 2 nd Class BCS/BIT or equivalent degree	18-30
5.	UDC	11	01	Sindh	(i) Intermediate (ii) Minimum Speed of 40 WPM in Typing (iii) Computer literate preferable	18-30
6.	LDC	09	06	Punjab/ Sindh/ KPK	(i) Intermediate (ii) Minimum Speed of 30 WPM in Typing (iii) Computer literate preferable	18-30
7.	Naib Qasid	02	05	Local	(i) Primary	18-30
8.	Chowkidar	02	01	Local	(i) Primary	18-30

1. Applications along with complete bio data, two attested recent passport size photographs, photocopies of degrees/certificates and experience certificate should reach the undersigned within 15 days of publication of this advertisement.
2. Government Servants should apply through proper channel.
3. Age relaxation will be allowed as per Federal Government Policy.
4. Incomplete applications or those received after due date will not be considered.
5. Only short listed candidates will be called for test/ interview and no TA/DA shall be paid to the candidates.
6. The advertisement is also available on the website www.fja.gov.pk.

(TAHIR IQBAL)
Administrative Officer
051-9269687