

# SITUATIONS VACANT

Applications are invited from Pakistani nationals to fill in the vacant posts mentioned below in the establishment of District & Sessions Judge, West-Islamabad:-

Sr. No	Name of Post	Pay Scale	No. of Posts	Qualification	Age	Quota														
1	Data Processing Officer	17	1	Minimum Bachelor or equivalent degree in Information Technology /Computer Science /Computer Engineering / Computer Systems; Experience: Minimum 03 Years relevant experience.	21-30	Islamabad														
2	Assistant Private Secretary/ Stenographers	16	14	Graduate from a recognized University having minimum typing speed 50wpm and 110wpm of shorthand speed. Candidates having computer knowledge will be preferred.	18-25	<table border="1"> <tr> <td>Islamabad</td> <td>6</td> </tr> <tr> <td>Balochistan</td> <td>4</td> </tr> <tr> <td>KPK</td> <td>2</td> </tr> <tr> <td>Sindh</td> <td>2</td> </tr> </table>	Islamabad	6	Balochistan	4	KPK	2	Sindh	2						
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3	Assistant Hardware/Network Engineer	16	1	Minimum Bachelor or equivalent degree in information Technology /Computer Science /Computer Engineering /Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/Computer Science/ one year Computer Certification. Experience: Minimum 02 Years relevant experience.	21-30	Islamabad														
4	Identity Section Incharge	15	1	Minimum Bachelor or equivalent degree in information Technology/Computer Science/Computer Engineering/Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/Computer Science/ one year Computer Certification. Experience: Minimum 02 Years relevant experience.	21-30	Islamabad														
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5	Archive Section Incharge	15	1	Minimum Bachelor or equivalent degree in information Technology/Computer Science/Computer Engineering/Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/Computer Science/ one year Computer Certification. Experience: Minimum 02 Years relevant experience.	21-30	Islamabad														
6	Accountant	14	1	Graduate from a recognized university preferably B.Com. having at least three (03) years relevant experience.	18-25	Islamabad														
7	Steno typist	14	1	Intermediate, also having shorthand and typing skill Minimum Typing Speed 40 wpm Minimum Shorthand speed 80 wpm	18-25	Sindh														
8	Scanning Technician	14	2	Minimum Bachelor or equivalent degree in information Technology/Computer Science/Computer Engineering/Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/Computer Science/ one year Computer Certification. Experience: Minimum 01 Year relevant experience.	21-28	Islamabad														
9	Data Entry Operator	14	39	Minimum Bachelor or equivalent degree in information Technology / Computer Science/Computer Engineering/Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/Computer Science/ one year Computer Certification. Experience: Minimum 01 Year relevant experience.	21-28	<table border="1"> <tr> <td>Islamabad</td> <td>12</td> </tr> <tr> <td>KPK</td> <td>4</td> </tr> <tr> <td>Sindh</td> <td>4</td> </tr> <tr> <td>Punjab</td> <td>4</td> </tr> <tr> <td>Balochistan</td> <td>4</td> </tr> <tr> <td>Fata</td> <td>1</td> </tr> <tr> <td>Departmental Employees</td> <td>10</td> </tr> </table>	Islamabad	12	KPK	4	Sindh	4	Punjab	4	Balochistan	4	Fata	1	Departmental Employees	10
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10	LDC/Assistant Record Keeper	09	15	(a) Matric 2 <sup>nd</sup> Division from a recognized Board/Institute. (b) Typing speed of 25 w.p.m.	18-25	<table border="1"> <tr> <td>Islamabad</td> <td>5</td> </tr> <tr> <td>KPK</td> <td>4</td> </tr> <tr> <td>Sindh</td> <td>4</td> </tr> <tr> <td>Balochistan</td> <td>2</td> </tr> </table>	Islamabad	5	KPK	4	Sindh	4	Balochistan	2						
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## Note:

- Details of Regional/Provincial, Gender and Disability Quotas will be observed as under:  
Islamabad:50%, FATA:2%, Punjab, Sindh, KP and Balochistan:12%(each), women 10%, Disabled Persons: 2%
- 25% through test, conducted by the same agency as for initial recruitment, from the member of establishment of the Civil & Sessions Courts ICT, Islamabad-West, having minimum qualification for the initial recruitment without considering age limit. If required members of candidates do not qualify, the posts shall be filled in on merit as prescribed (Only for the post of DEOs).
- Five (05) years general age relaxation and other age relaxation, if any, will be admissible as per prescribed rules of Government of Pakistan.
- Last date for submission of application form shall be 15 days from the date of this publication. Test date will be conveyed to the eligible candidates by the ITS.
- No TA / DA shall be admissible for tests/interviews.
- Only eligible and short listed candidates will be called for test/interview. Government Servants shall apply through proper channel. The salary will be paid as per pay scale admissible under the rules.
- There shall be no carry forward for the posts of women quota.
- The number of posts of each cadre may increase or decrease;
- The authority may at its discretion leave any post un-filled for any valid reasons;
- The criteria for the Written Test/Interview for the posts from BPS-5 and above will be the same as prescribed in the Islamabad Capital Territory Civil & Sessions Courts Ministerial Establishment Service Rules, 2011.

## HOW TO APPLY:

- Please visit ITS website [www.itspak.org](http://www.itspak.org) to apply for desired post(s) and for further information.
- Please call 051-4441235 for any query.

Manager Operation,  
Interior Testing Service- Pakistan,  
Headquarters ITS  
Gulberg Place, 4<sup>th</sup> Floor, MPCHS, Sector E-11/3 Markaz

District & Sessions Judge (West),  
Islamabad