



Supreme Court of Pakistan

SITUATIONS VACANT

Applications are invited from the suitable candidates for the following vacant posts in the Supreme Court of Pakistan through Open Testing Service-Pakistan (OTS). Appointments shall be made on purely merit/regional and other quota basis. Candidates possessing the requisite qualification, age, experience, domicile of the respective Province etc. are eligible to apply.

Name of Post and BPS	Age limit	No. of Posts	Qualification/Experience/Mode of Appointment	Quota	Vacancies
Assistant Private Secretary (BPS-16)	28	13	Bachelor Degree + shorthand speed 110 wpm plus proficiency in MS Office including typing speed 40 wpm (ii) On regular basis	Punjab/Islamabad	6
				Punjab/Islamabad (Women)	1
				Punjab/Islamabad (Minorities)	1
				Sindh (Rural)	2
				Khyber Pakhtunkhwa	1
				Khyber Pakhtunkhwa (Women)	1
				Balochistan	1
Driver (BPS-5)	25	20	(i) Primary Pass (ii) Valid driving license holder and well versed in the traffic rules. (iii) On regular basis	Merit	2
				Punjab/Islamabad	8
				Punjab/Islamabad (Minorities)	1
				Sindh (Urban)	2
				Sindh (Rural)	2
				Khyber Pakhtunkhwa	2
				Balochistan	1
				Ex-FATA	1
				AJ&K	1

General Terms and Conditions

- Establishment Division's instructions regarding age relaxation, issued vide O.M No. 9/2/91-R-5 dated 24/6/2010 will be followed and is also available on the website www.ots.org.pk. 5 years General Relaxation of age will be admissible.
- Applicants who are serving in Government Organization should submit NOC from their administrative Department at the time of interview.
- Mere submission of incomplete application forms would not confer any right of appointment.
- The original documents will be checked during interview of the shortlisted candidates and in case of any false or wrong information candidature of the candidate will be cancelled.
- Competent Authority may increase or decrease number of posts and cancel the recruitment process at any stage without assigning any reason.
- No TA/DA will be admissible to the applicants.
- The last date of submission of applications is 15-days from the date of publication of this advertisement in the newspapers.

HOW TO APPLY

- Please visit OTS website www.ots.org.pk online registration and other information.
- Please keep visiting OTS website regularly for test schedule and updates.
- If you do not get answer from the website to any of your query, you may call OTS helpline 051-111687222

MANAGER OPERATIONS (SCP)

ADDRESS: OFFICE NO. 1, CENTRAL AVENUE ROAD, BAHRIA TOWN PHASE - 6 ISLAMABAD
CONTACT NO: 051-111 687 222 WEBSITE: WWW.OTS.ORG.PK EMAIL: SC.Complaint@Ots.Org.Pk

SYLLABUS

Sr. No.	Name of Post and BPS	Syllabus with allocated marks
1.	Assistant Private Secretary (BPS-16)	<p>1. <u>SKILL TEST:-</u> A: Shorthand speed 110 wpm B: Typing speed 40 wpm</p> <p>2. <u>WRITTEN TEST : 100 MARKS</u></p> <p>2.1 <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks)</p> <p>2.2 <u>MCQ Based Test: 70 marks</u> A: English (20 marks) i. Comprehension (05 marks) ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) B: MS Office (25 marks) i. MS Word (05 marks) ii. MS Excel (05 marks) iii. MS Power Point (05 marks) iv. Internet (05 marks) v. Email (05 marks) C: Analytical Reasoning (10 marks) D: Office Procedures of Federal & Provincial Governments (15 marks) i. Office filing procedure (07 marks) ii. Correspondence, noting (08 marks)</p>
2.	Driver (BPS-5)	<p>1. Practical Driving Test (40 marks) 2. Basic Knowledge Practical Test of Auto Mechanical Test (10 marks) 3. MCQ Based Test: 50 marks A: Driving Skills (20 marks) B: Traffic Rules (20 marks) C: IQ Skill (10 marks)</p>

(IRSHAD HUSSAIN)
SR. ASSISTANT REGISTRAR (ADMN)
FOR REGISTRAR

Most Immediate.

Government of Pakistan
Cabinet Secretariat
Establishment Division

Islamabad, the 24th June, 2010.

No.9/2/91-R-5


OFFICE MEMORANDUM

Subject:- **CLARIFICATION REGARDING GENERAL RELAXATION OF 5 YEARS IN UPPER AGE LIMIT PRESCRIBED IN RECRUITMENT RULES.**

The undersigned is directed to refer to the Establishment Division's O.M.No.9/2/91-R-5 dated 28th November, 2000 on the above cited subject (copy enclosed for ready reference) directing the Ministries/Divisions/Departments that when-ever vacancies are advertised by them, it should be clearly highlighted in the advertisement that a general relaxation of five (5) years in upper age limit **SHALL** be admissible to all the candidates and to state that the Senate Standing Committee on Cabinet Secretariat, Inter Provincial Coordination and Special Initiatives, in its meeting held on 11-6-2010, observed that Departments, while advertising various posts had fixed the age limit as 25 years. The Ministries/Divisions did not mention in their advertisements that the candidates shall be entitled to 5 years relaxation in age over and above the age limit prescribed in the Recruitment Rules. The Committee took serious view of this on part of the Departments due to which injustice could have been caused to the people.

2. In light of the recommendations of the Senate Standing Committee, the Ministries/Divisions/Departments are advised that hence-forth, the concession of 5 years general relaxation in upper age limit shall be clubbed with the maximum age limit of the post in their advertisements. In case usual upper age limit of posts in various Basic Pay Scales is as in column (2) below, the maximum age limit shall be as in column (4) below:-

<u>Basic Pay Scale.</u> (1)	<u>Age Limit.</u> (2)	<u>General Age Relaxation</u> (3)	<u>Maximum Age Limit</u> (4)
1-15	25 years	+ 5 years.	30 years.
16	28 years	+ 5 years.	33 years.
17	30 years	+ 5 years.	35 years.
18	35 years	+ 5 years.	40 years.
19	40 years	+ 5 years.	45 years.
20	45 years	+ 5 years.	50 years.
21	50 years.	+ 5 years.	55 years.

Attested

11/12/10
Muhammad Shafiq Chishti
Section Officer
Establishment Division
Government of Pakistan
Islamabad

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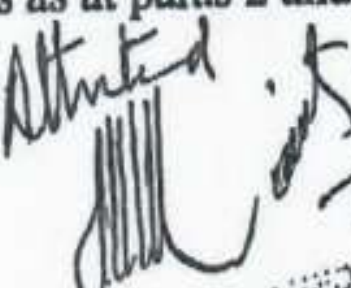
3. The Ministries/Divisions are further advised that the following relaxations in upper age limit available to the category of candidates specified below (to the extent mentioned against each) should be clearly mentioned in their advertisements for vacant posts:-

Sl. No.	Category of candidates	Age relaxation admissible
1	2	3
(i)	(a). Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government.	3 years.
	(b). Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government.	3 years.
(ii)	Released or Retired Officers/personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years.
(v)	Widow, son or daughter of a deceased civil servant who dies during service.	5 years.

Note: Where a candidate is entitled to age relaxation under more than one categories specified above, he shall be allowed relaxation in age only in one category.

4. In addition to above, the President/Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years.

5. Further, where the Ministries/Divisions/Departments have recently advertised various posts and the candidates have appeared in written test but their interviews are yet to be held i.e. their selection process is not over, the said posts may be re-advertised for additional applications with clear rule position about age limit and age relaxations as at paras 2 and 3 above.

Attended

 11/12/10
 MUHAMMAD SAEED CHISHTI
 Section Officer
 Establishment Division
 Government of Pakistan
 Islamabad

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6. It may be added that the upper age limit relaxations mentioned at paras 2 and 3 above have been provided in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 which are not applicable for recruitment to posts to be filled through Annual Competitive (CSS) Examination conducted by the FPSC.

7. For recruitment to BS-17 posts to be filled through the Annual Competitive (CSS) Examination, the upper age limit is presently 28 years which is relaxable by 2 years for Government Servants, Armed Forces Personnel and other specified categories of candidates.

8. The Ministries/Divisions are requested to strictly observe the above-mentioned instructions and also bring the same to the notice of the Departments/Organizations under their administrative control for strict compliance.

All Ministries/Divisions.
Islamabad/Rawalpindi.

Attended
11/12/10
MUHAMMAD SAEED KHAN
Section Officer
Establishment Division
Government of Pakistan
Islamabad

(Signature)
(Muhammad Arshad)
Deputy Secretary