

ISLAMABAD HIGH COURT, ISLAMABAD

Situations Vacant

LAW CLERKS FOR ISLAMABAD HIGH COURT

1. The Islamabad High Court invites applications from eligible candidates for the position of Law Clerk, on contract basis for one year, in *the Islamabad High Court's Research Centre*. The Law Clerks will be required to primarily conduct legal and academic research.
2. The eligible applicants must possess a Law degree recognized by Higher Education Commission of Pakistan, be it a local or foreign degree, including LLB, J.D, Bar-at-law must have completed the last law degree not more than 3 years ago with **minimum 3.5 CGPA or upper Second Class Honors (2.1) in case of UK degree**. The candidate should be a citizen of the Islamic Republic of Pakistan and be **under the age of 30 years on the closing date of applications**.
3. Each application pack must contain the prescribed Application Form, a detailed CV (max. 3 pages), a legible photocopy of the applicant's law degree(s) and two reference letters from academic supervisors/law firms duly signed. One of those reference letters should be by the academic institution. The 2nd letter should be from the law firm where candidate is employed. If unemployed, then 2nd letter can be from the academic institution. The letters should be addressed to the Registrar, Islamabad High Court.
4. The deadline for submission of complete application is 15 days from the publication date of Advertisement. The Application form and detailed Terms of Reference (TORs) may be obtained from the office of Deputy Registrar (Admn), Islamabad High Court, G-10/1, Islamabad OR it may also be downloaded from the Islamabad High Court official website www.ihc.gov.pk. Incomplete, improper or late submitted applications shall not be entertained. The applications complete in all respects, in typed form, must be submitted by hand or sent through registered post/courier service or e-mail at [\[registrar@ihc.gov.pk\]](mailto:registrar@ihc.gov.pk) and addressed to the ***Deputy Registrar (Admn), Islamabad High Court, Bela Road, G-10/1, Islamabad.***

DEPUTY REGISTRAR (ADMN)
Islamabad High Court,
Islamabad

**ADVERTISEMENT FOR ISLAMABAD HIGH COURT WEBSITE
REGARDING RECRUITMENT OF LAW CLERKS IN THE RESEARCH
CENTRE OF ISLAMABAD HIGH COURT, ISLAMABAD.**

TERMS OF REFERENCE (TORS)-RECRUITMENT PROCESS

Description	
	The Islamabad High Court invites application from eligible candidates for the position of Law Clerk, on contract basis for One year, which will be terminated on two-week notice. The Law Clerks will be primarily required to conduct legal and academic research.
	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Law Graduates from HEC recognized university or foreign law graduate with an LLB, J.D, Bar-at-law. • A candidate must not have reached the age of 30 and must have completed the last law degree not more than three years ago <u>with minimum 3.5 CGPA or upper second class Honors (2.1) in case of UK degree.</u>
	<p><u>Age-Limit:</u> <i>Less than 30 years on closing date of applications.</i></p> <p><u>Citizenship:</u> The candidate should be a citizen of the Islamic Republic of Pakistan.</p>
	<p><u>Letter of recommendation:</u> Each application pack must contain the prescribed Application Form; a detailed CV (max. 3 pages), a legible photocopy of the applicant’s law degree(s). Two reference letters from academic supervisors/law firms duly signed. One of those should be by the academic institution. The 2nd letter should be from the law firm where candidate is employed. If unemployed, then 2nd letter can be from the academic institution. The letters should be addressed to the Registrar, Islamabad High Court.</p>
	<p><u>Academic & Professional Excellence:</u> candidates must have: Effective interpersonal skills, writing skills, analytical and logical skills, research skills, ability to work under pressure.</p>
	<p><u>Recruitment Procedure:</u> After advertisement, only short-listed candidates will be called for a research assignment leading to an interview. The successful candidates will be hired on a one-year contract.</p>
	<p><u>Duration of the Program:</u> The normal duration of clerkship contract will be one year. However, in exceptional cases, on the basis of performance and the Courts need the contract may be extended for a maximum period of one more year.</p>
	<p><u>Stipend:</u> A fixed <u>amount of Rs.75,000/- per month</u> shall be paid to the excluding of any other allowances/facilities etc.</p>
	<p><u>Leave & Other aspects:</u> A law Clerk will be eligible for 20 days casual leave during a year. A Law Clerk will not be the part of the Establishment of Islamabad High Court. A Law Clerk will not be entitled to any perks/privilege/benefits other than specifically mentioned in the contract of employment. A Law Clerk shall not be eligible for regularization or induction in the establishment of Islamabad High Court.</p>
	<p><u>Number of positions:</u> <i>Twelve (12)</i></p>
	<p><u>Revocation/Cancellation of Contract:</u> The contract may be terminated upon notice of two weeks with or without cause.</p>
	<p>The deadline for submission of complete application is 15 days from the publication date of Advertisement. The Application form and detailed Terms of Reference (TORs) may either be obtained from the office of Deputy Registrar (Admn), Islamabad High Court, G-10/1, Islamabad OR downloaded from the Islamabad High Court official website www.ihc.gov.pk. <u>Incomplete, improper or late submitted applications shall not be entertained.</u></p>

Deputy Registrar (Admn)

TORs FOR RECRUITMENT OF LAW CLERKS

Sr. #	DESCRIPTION	
1.	Mission Statement/ Objective	<i>To conduct day to day research and address court queries by using modern tools of research and conventional sources and work towards improvement in quality of justice administered.</i>
2.	Recruitment Committee:	<i>A Recruitment Committee of two Hon'ble Judges would be constituted for the recommendations of law clerks. The Committee so constituted will nominate one officer of this court as coordinator for assistance in the recruitment process.</i>
3.	Eligibility/ Selection Criteria	<p><i>Qualification:</i></p> <ul style="list-style-type: none"> • <i>Law Graduates from HEC recognized university or foreign law graduate having successfully completed LLB, J.D, Bar-at-law program.</i> • <i>A candidate must have completed the last law degree not more than three years ago.</i> • <i>Candidate must have obtained minimum 3.5 CGPA or upper Second Class Honors (2.1) in case of UK degree.</i>
4.	Age-Limit	<i>Maximum 30 years of age at the time of recruitment.</i>
5.	Citizenship	<i>The candidate should be a citizen of the Islamic Republic of Pakistan.</i>
6.	Letter of recommendation:	<i>Two reference letters from academic supervisors/law firms duly signed. One of those should be by the academic institution. The 2nd letter should be from the law firm where candidate is employed. If unemployed, then 2nd letter can be from the academic institution. Photocopies will not be accepted. Every reference letter must contain contact details of the Reference for verification which should not be pre-dated to the advertisement. Reference letter from Foreign University to be emailed directly to the Islamabad High Court official email (of the Coordinator). Government employees to submit alongwith application NOC from employer. The letters should be addressed to the Registrar, Islamabad High Court.</i>
7.	Academic Excellence:	<ul style="list-style-type: none"> • <i>Effective interpersonal skills.</i> • <i>Writing skills.</i> • <i>Analytical and logical skills.</i> • <i>Research skills.</i> • <i>Ability to work under pressure.</i>
8.	Recruitment Procedure:	<p><i>Step-wise recruitment process is as under:-</i></p> <p><u>Step-I: Advertisement:</u> <i>The advertisement will be uploaded on the official web-site of Islamabad High Court, as well as a brief advertisement will be published in two well reputed national newspapers; (one English and one Urdu).</i></p> <p><u>STEP-II: Receiving of Applications;</u> <i>The Worthy Registrar will nominate at-least two officials of this Establishment to receive the applications through e-mail, post or in person. The I.T team will be directed to set up a module for receiving the applications and entering them for scrutiny and record.</i></p> <p><u>STEP-III: Scrutiny:</u> <i>Candidates will be short listed on the basis of criteria prescribed and verification of documents, recommendation letters, education excellence and age-limit. Short-listed candidates will be invited to undertake a research assignment before being invited for an interview: Short listing yardstick may be determined by the Hon'ble Recruitment Committee. The Worthy Registrar will nominate at-least two officials of this Establishment for the purpose of scrutiny of documents.</i></p>

		<p><u>Step-IV: Interview:-</u> After short listing and satisfactory conclusion of research assignment, the Recruitment Committee will interview the short-listed candidates and make recommendations for their appointment.</p> <p><u>Step-V: Selection:-</u> The Hon'ble Chief Justice, on the recommendation of the Recruitment Committee, will finalize the names of suitable candidates for law clerkship in the Research Centre.</p>
9.	Terms & Conditions:	<p><u>Duration of the Program:</u> The normal duration of clerkship contract will be One year. However, in exceptional cases, on the basis of performance and need of the Court a maximum extension of One year may be granted.</p>
10.	Stipend:	A <u>fixed amount of Rs.75,000/- per month.</u> No other allowances/facilities etc. will be afforded.
11.	Leave & Other aspects:	<ul style="list-style-type: none"> • A law Clerk shall be eligible for 20 days casual leave during a year. • A Law Clerk shall not be the part of the Establishment of Islamabad High Court. • A Law Clerk shall not be entitled to any perks/privilege/benefits other than that specifically mentioned in the contract of employment. • A Law Clerk shall not be eligible for regularization or induction in the establishment of Islamabad High Court.
12.	Job Description:	<p>The law Clerks will perform the following tasks:</p> <ul style="list-style-type: none"> • Research, analyze and prepare briefs on a wide range of legal issues; • Provide research-based assistance to Hon'ble Judges on legal and judicial questions; • Help develop a research database for all courts under the administrative control of Islamabad High Court; • Carry out any other miscellaneous task as required.
13.	Number of Law Clerks.	<u>Twelve (12) Positions.</u>
14.	Revocation/Cancel lation of Contract	The contract can be terminated upon notice of 02 weeks, with or without cause.