

SINDH JUDICIAL ACADEMY

SITUATIONS VACANT

Applications for permanent employment are invited from suitable candidates, domiciled in the province of Sindh, for the following posts in the Sindh Judicial Academy:

S. No.	Name of Post and BPS	No. of Post	Mode of Appointment, Qualification and other conditions
1.	Personal Assistant to Faculty Member/ Research officer (BPS-16)	1 (one)	Bachelor's degree in first class and minimum speed of 80/35 words per minute in short-hand and typing respectively with accuracy, (having Certificate in office automation (M.S. Office & certification & experience of 3 years)
2.	Multimedia Professional/ Specialist (BPS-16)	1 (one)	WordPress theme customization website designing website authoring flash animation flash based websites flash presentations graphics designing knowledge about php, mysql, asp, net audio/video editing With knowledge following tools: 3d modeling 3d animation Cd authoring Motion graphics
3.	Assistant (BPS-14)	5 (five)	Second class bachelor's degree & 2 year relevant experience in reputed organization
4.	Account Assistant (BPS-11)	1 (one)	B. Commerce with minimum two-year experience in Accounts.
5.	Jr. Clerks (BPS-11)	5 (five)	Intermediate in second division and (having Certificate in office automation (M.S. Office) (typing speed 35 words per minute with accuracy)
6.	Telephone Operator (BPS-5)	2 (two)	Intermediate in second division and minimum experience of two years as telephone operator in any reputed organization.
7.	Electrician (BPS-05)	1 (one)	Matriculation with electrician certificate and having working experience of A/C Technician for 2 years
8.	Plumber (BPS-05)	1 (one)	Matriculation with two-year relevant experience and certification.
9.	Duplicating Machine Operator (BPS-05)	1 (one)	Two-year relevant experience.
10.	Library Attendant (BPS-05)	1 (one)	Matriculate with experience of cataloguing
11.	Driver (BPS-04)	4 (four)	Matriculation and light vehicle license holder and three-year experience.
12.	Dispatch Rider (BPS-02)	1 (one)	Matriculation and valid driving license of Motorcycle
13.	Naib Qasid (BPS-02)	7 (seven)	Matriculation & relevant experience shall be preferred.
14.	Gardner (BPS-02)	01 (one)	Primary education with relevant experience or certification

15.	Waiter (BPS-02)	3 (three)	Matric and preferably with relevant certification
16.	Class Room Attendant (BPS-02)	1 (one)	Matriculation & any relevant experience shall be preferred.
17.	Watchman/ Chowkidar (BPS-01)	2 (two)	Primary education and any experience of working with security company shall be preferred.

Note:

1. Only online applications should be accepted.
2. Applicants must apply separately for each post.
3. Applicant must deposit **Rs.500/-** for each post in the account "**DGSJATC**" in HBL High Court Branch Karachi (Br. Code # 0606) Account No.0606-7000120103
4. The payment proof (deposit slip or screen shot of online payment) must be uploaded on online application form.
5. The online form is available at www.sja.gos.pk/jobs
6. The maximum age to apply for any post is 28 years
7. General age relaxation allowed by Sindh Government shall be applicable.
8. Disability quota shall be applicable subject to rules and proof.
9. Anyone who has valid domicile of Sindh Province can apply for any post
10. Incomplete, incorrect and late submitted applications shall be rejected.
11. Last date for application is **08 October 2025** till office hours.

Sindh Judicial Academy

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