



Supreme Court of Azad Jammu & Kashmir

Situation Vacant on Temporary Basis

Supreme Court of Azad Jammu & Kashmir will conduct written test/interview for ad-hoc appointment against the post of Protocol Officer. The applications with attested copies of State Subject, Domicile, Educational Certificates, Experience Certificates, copy of CNIC and 2 recent passport size photographs should be submitted to the office of the undersigned within one week of publication of this advertisement. Only short-listed candidates will be called for interview/final selection.

S#	Name of	Qualification	Job Description
1.	Protocol Officer BPS-17 (One Post)	(i) Bachelor Degree with 5 years' experience and proficiency in MS office. (ii) The candidate should have sufficient knowledge, excellent communication and interpersonal skills; (iii) Be vocal and able to work under stress and unfavorable conditions. (iv) Should have the capacity to organize the events, ensuring entertainment, making travel arrangements, drafting speeches, managing tours and coordinating courtesy calls.	<ul style="list-style-type: none">• To Assist Planning, organizing, arranging and facilitating officials' meetings, functions and engagements ensuring proper etiquettes.• To assist and make travel arrangements for Honorable Judges and Officers of this Court, at home and abroad.• To assist in securing visa/tickets and other travel arrangements closely with the foreign office and foreign Embassies.• To arrange permits for visiting delegations & Supreme Court guests for their travel in and around Azad Jammu and Kashmir, Maintain close communication and coordination with the caretakers and staff at rest Houses of Supreme Court.• Any other task assigned by the authority

Terms & Conditions:

1. This appointment shall be purely on temporary basis and will continue for a period of 6 months or till the appointment of regular incumbent, whichever is earlier.
2. The ad-hoc/temporary appointment shall not confer any right for regular appointment.
3. The Competent Authority may terminate the ad-hoc/temporary appointment at any time, without any prior notice.
4. The candidate should not be less than 21 and more than 40 years of age on the last date for submission of application.
5. The candidate should have the capacity to work under stressful conditions of work.
6. Incomplete applications or received after the due date shall not be entertained.
7. Only shortlisted candidate will be called for test interview/ final selection process.
8. No TA/DA will be paid for Test/Interview.

Assistant Registrar (Admin)
Supreme Court of AJ&K
Muzaffarabad
Ph. 05822-929711 & 05822-921441

AK 113-N/12/2023