

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MATIARI

No.Admn/D&SJ/3724/2025,

Matiari, Dated 11.12.2025

ADVERTISEMENT

Applications are invited to fill up the following vacant posts in the District & Sessions Court, Matiari from the candidates (Male/Female) who fulfill following requirements as mentioned against

Sr. No	Title of Post & Grade	Number of Post	Qualification/Experience	Age Limit	Domicile/ PRC
1.	Stenographer (BPS-16)	02	1. Intermediate from recognized Institute 2. Proficiency in MS Office with certificate 3. Shorthand speed 80 W.P.M with certificate from reputed institution 4. Typing speed 40 W.P.M with certificate from reputed institution	21-25 years	Matiari
2.	Computer Operator (BPS-12)	01	1. Intermediate from recognized Institute 2. One year Diploma in I.T/Computer Science OR Three years Associate Diploma (DAE) in I.T/ Computer Science 3. 02 Years experience in relevant field	21-25 years	Matiari
3.	Junior Clerk (BPS-11)	07	1. Intermediate from recognized institute 2. Proficiency in MS Office with certificate 3. Typing speed 40 W.P.M with certificate from reputed institution	21-25 years	Matiari
4.	Assistant Record Keeper (BPS-11)	01	1. Intermediate from recognized institute 2. Proficiency in MS Office with certificate 3. Typing speed 40 W.P.M with certificate from reputed institution	21-25 years	Matiari

PROCEDURE TO SUBMIT APPLICATION:-

1. All the candidates are required to fill "Online Job Application form" and deposit challan/slip Rs. 800/- (Eight Hundred) from www.nts.org.pk fees of Rs. 800/- may be deposited via 1Link, 1bill Participating Banks/ATM/Internet Banking/Mobile Banking/ Easy Paisa /Jazz Cash /TCS Express Counter.
2. The candidates are required to fill online application form and do not required to send hard copy of the form and challan to NTS. Candidate must keep the copy of the application form/challan for any further communication.
3. No application will be received by hand.
4. Candidate(s) applying for more than one post should apply separately for each post.
5. Female candidates will also be provided equal opportunity to participate.
6. Special Quota shall be observed as per rules/policy, where applicable (Women, Disabled/Special Persons, Minorities quota etc).
7. Candidates with disability are required to submit CNIC having wheelchair logo issued by NADRA and valid Disability Certificate. Disability quota of five percent will be strictly observed and considered as provided in section 5 of the Sindh Civil Servants Act, 1973.
8. Government servants should apply through proper channel.
9. In the case of a Government Servant, who has served in connection with the affairs of the Federation or Province of Sindh for a period of not less than 3 (three) years, the upper age limit shall be 30 (thirty) years.
10. Over age candidates if qualified test/interview and selected for appointment on the basis of experience, qualification and skills, the individual cases of successful candidates would be submitted to the Hon'ble Chief Justice, High Court of Sindh, Karachi for relaxation in their upper age limit and approval.
11. The candidates obtaining a minimum of 50 % marks in the initial test shall be called for skill/typing and shorthand test by Departmental Selection Committee (DSC) of District and Sessions Court, Matiari.
12. Dates for initial test and result of candidates shall be announced by NTS (National Testing Service) on their Official website. The list of successful candidates announced by NTS will be affixed on the Notice Board of District & Sessions Court/ Matiari with dates of their skill/shorthand and typing test and interview, which will be conducted by Departmental Selection Committee (DSC) of this Court.
13. Only short-listed candidates will be called for Test/Interview.
14. Candidates, at the time of interview, should bring their original CNIC & all educational documents/domicile PRC.
15. Number of vacancies announced may be increased or decreased.
16. No TA/DA will be paid for appearing in Test/Interview.
17. Decision of the Departmental Selection Committee (DSC) shall be final.
18. **ANY EXTERNAL INFLUENCE FOR SELECTION WILL LEAD TO DISQUALIFICATION FOR THE POST APPLIED FOR AND THE DECISION OF THE DEPARTMENTAL SELECTION COMMITTEE (DSC) OF THIS COURT SHALL BE FINAL.**
19. This office reserves the right to cancel or withdraw from the above posts without disclosing the reason at any time/ stage.
20. The offer of appointment shall only be issued to those successful candidates who are found eligible in all aspects and subject to verification of their documents including educational documents, Domicile, PRC and other certificates from the concerned authorities.
21. The closing date for job applications is 31-12-2025.

BY Order

DISTRICT & SESSIONS JUDGE, MATIARI

Dated 11.12.2025

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JOB PORTAL BY INFORMATION DEPARTMENT

INF-KRY No. 4233/25

جايون خالي آهن

دسترڪٽ اينڊ سيشنز ڪورٽ، مٽياري ۾ هيٺ ڄاڻايل خالي عهدن کي پرن لاءِ هر هڪ عهدي سامهون ڏيکاريل هيٺ ڄاڻايل گهرجن کي ڀرڻو ڪندڙ اميدوارن (مرد/عورت) کان درخواستون گهرائجن ٿيون.

S#	عهدي جو نالو سان گڏوگڏ	عهدن جو تعداد	لياقا / تجربو	عمر جي حد	ڊوميسائل/PRC
1	اسٽينو گرافر (BPS-16)	02	1. تسليم ٿيل انسٽيٽيوٽ مان انٽرميڊيٽ. 2. MS آفيس ۾ مهارت سان سرٽيفڪيٽ. 3. ساڪ واري اداري مان شارٽ هينڊ رفتار 80 لفظ في منٽ سان سرٽيفڪيٽ. 4. ساڪ واري انسٽيٽيوٽ مان ٽائپنگ اسپيڊ 40 لفظ في منٽ سان سرٽيفڪيٽ.	21-25 سال	مٽياري
2	ڪمپيوٽر آپريٽر (BPS-12)	01	1. تسليم ٿيل انسٽيٽيوٽ مان انٽرميڊيٽ. 2. IT/ڪمپيوٽر سائنس ۾ ڊپلوما يا تي سال ايسوسيئٽ ڊپلوما (DAE) IT/ڪمپيوٽر سائنس ۾ 3. واسطيدار شعبي ۾ 02 سال تجربو.	21-25 سال	مٽياري
3	جونيئر ڪلاڪ (BPS-11)	07	1. تسليم ٿيل انسٽيٽيوٽ مان انٽرميڊيٽ. 2. MS آفيس ۾ مهارت سان سرٽيفڪيٽ. 3. ساڪ واري انسٽيٽيوٽ مان ٽائپنگ اسپيڊ 40 لفظ في منٽ سان سرٽيفڪيٽ.	21-25 سال	مٽياري
4	اسٽنٽ رڪارڊ ڪيپر (BPS-11)	01	1. تسليم ٿيل انسٽيٽيوٽ مان انٽرميڊيٽ. 2. MS آفيس ۾ مهارت سان سرٽيفڪيٽ. 3. ساڪ واري انسٽيٽيوٽ مان ٽائپنگ اسپيڊ 40 لفظ في منٽ سان سرٽيفڪيٽ.	20-28 سال	مٽياري

درخواست امانت جو طريقو:

1. سمورن اميدوارن کي گهرجي ته www.nts.org.pk تي "آن لائن" ڄاب اپليڪيشن فارم پرين ۽ 800 روپين جو ڊپازٽ چالان/سلف 1Link Bill شرڪت ڪندڙ بينڪن/ATM/انٽرنيٽ بينڪنگ/موبائل بينڪنگ/ايڙي پش/جيز ڪيش/TCS ايڪسپريس ڪائونٽر ذريعي جمع ڪرائي سگهجن ٿا.
2. آن لائن درخواست فارم پرن لاءِ گهريل آهي ۽ اميدوارن کي NTS کي فارم يا چالان جي هارڊ ڪاپي امانت لاءِ گهريل نه آهي. اميدوار ڪنهن وڌيڪ ڳالهه بول نه لاءِ درخواست فارم/چالان جي ڪاپي پاڻ وٽ رکن.
3. هٿوٿ ڪارڊ درخواست وصول نه ڪئي ويندي.
4. هر هڪ عهدي لاءِ ڌار درخواست فارم ڏيڻ لاءِ گهريل هوندو.
5. عورت اميدوارن کي پڻ درخواست ڏيڻ لاءِ مساوي موقعو فراهم ڪجن ٿا.
6. اسپيشل ڪوٽا (عورتن، معلورن، اسپيشل پرسنل، اقليتي ڪوٽا وغيره) تي قاعدن/ضابطن موجب عمل ڪيو ويندو.
7. معلوري سان اميدوارن کي نادرا پاران جاري ٿيل وهيل چيئر وارو لوگر رڪنڊر CNIC جمع ڪرائڻ لاءِ گهريل ۽ معلوري سرٽيفڪيٽ، معلوري ڪوٽا تي قاعدن موجب عمل ڪيو ويندو. جيڪڏهن لاڳو ڪرڻ جو ڳالهه هوندا جيئن سنڌ سول سرويٽس ايڪٽ 1973 جي لقري پڙ ڏنل آهي، شور ڪيو ويندو.
8. سرڪاري ملازمن کي کاتي معرفت درخواست ڏيڻ گهرجي.
9. سرڪاري ملازمن جي صورت ۾ جن فيڊريشن جي معاملن يا سنڌ صوبي جي معاملن جي سلسلي ۾ 03 سالن کان گهٽ مدي لاءِ نوڪري ڪئي هجي، عمر جي مٿانهن حد ۾ رعايت 30 سال هوندي.
10. وڌيڪ عمر وارا اميدوار جيڪڏهن ٽيسٽ انٽرويوز ۾ ڪواليفاء ڪن ٿا ۽ تجربو، ليائت ۽ اسڪالز جي بنياد تي مقرر لاءِ چونڊيا ويا، ڪامياب اميدوارن جا انفرادي ڪيس مانيٽري چيف جسٽس، مانيٽري هاءِ ڪورٽ آف سنڌ ڪراچي ڏانهن عمر جي مٿانهن حد ۾ رعايت ۽ منظوري لاءِ امانت وٺندا.
11. اميدوار جن شروعاتي ٽيسٽ ۾ 50% مارڪون حاصل ڪيون تن کي دسترڪٽ اينڊ سيشنز ڪورٽ مٽياري جي ڊپارٽمينٽل سليڪشن

دسترڪٽ اينڊ سيشنز جج،

مٽياري

INF/KRY.No.4233/2026