Government of Pakistan

Law and Justice Commission of Pakistan

(Supreme Court Building)

Islamabad

SITUATION VACANT

The Secretariat of Law and Justice Commission of Pakistan (LJCP) intends to hire the services of Data Analyst on the following terms and conditions.

|  |  |
| --- | --- |
| **Name of Post** | Data Analyst |
| **Pay & Package** | Equivalent to BPS-18. Perks and privileges as admissible to the employees of LJCP Secretariat. |
| **Age Limit** | Maximum 35 years, 5 years age relaxation as per government policy. |
| **Nature and period of Employment** | On contract. For a period of 12 months.  |
| **Place of Posting** | Islamabad. |
| **Job Description** | 1. Conduct analysis of data pertaining to: -
* Category-wise institution, disposal and balance of cases pending in the superior courts, district Judiciary, special courts, and administrative tribunals.
* FIRs registered, Challans submitted, status of Conviction and Acquittal.
* Accused and convicts released on Probation and Parole.
* Jail population and problems faced by inmates.
1. Analyze the trends and suggest strategies to improve performance.
2. Use standardized practices to forecast and provide projected figures.
3. Present statistical information in the form of info-grams and charts for higher authorities.
4. Any other related work.
 |
| **Skills** | 1. Data management, Data cleaning, Data merging etc.
2. SQL, Excel, SPSS, Python.
3. Power BI for dashboards, visualization etc.
4. Certification in Data Analytics will be preferred.
 |
| **Qualification** | Master’s (18 years of education) or Bachelor’s Degree (16 years of education) in Data Science**/**Computer Science/ Information Technology/ Statistics.  |
| **Experience** | Minimum one-year post-qualification experience for Master Degree (18 years of education). Minimum three years’ post-qualification experience for Bachelor Degree (16 years of education).  |
| **Additional Information:** | * **The candidates who have already applied for the said post with reference to advertisement published on 7.5.2023 and fulfill the revised criteria and qualification need not to apply.**
* Candidates shall present original documents at the time of interview.
* The candidates already in service may apply through proper channel.
* No TA/DA will be admissible for test/interview.
* The Commission reserves the rights to cancel the recruitment process without assigning any reason.

**How to Apply**i. Interested candidates must visit NTS website: www.nts.org.pk to apply online, Fee can only be paid via 1Link 1Bill Participating Banks/ ATM/Internet, Banking/Mobile Banking/Easy Paisa/ JazzCash/ TCS Express Counters by downloading fee challan/deposit slip.ii.. Send the hard copy of filled online Application Form to NTS Headquarters (LJCP project), plot #96, street # 04, Sector H-8/1, Islamabad within 15 days from the date of publication of this advertisement.iii. Application Forms filled improperly, incomplete, and submitted by hand will not be entertained.iv. For further information, please visit www.nts.org.pk or call at 051-8444441.**Deputy Secretary (Admin)** Phone # 051-9207183 |