

Applications for the position of Law Clerk at the Supreme Court of Pakistan

The Supreme Court of Pakistan invites applications for the posts of Law Clerks in the Supreme Court of Pakistan. This appointment is on contract for ONE year commencing in October of 2021 and may be extended for a second year, based on certain conditions. The selected candidates will be required to serve at the principal seat at Islamabad and at the benches. Each Law Clerk will be allocated to and work directly for a Hon'ble Judge of the Supreme Court and will be expected to perform the following duties: -

- Research, analyse and prepare briefs on a wide range of legal issues;
- Prepare bench memoranda cases being heard by the Hon'ble Judge;
- Assist in drafting judgments and orders;
- Prepare opinions as and when required;
- Ensure that case law cited and relied on by counsel and the bench is good law and keep the Hon'ble Judge up to date on significant changes in law;
- Assist the Chamber staff in executing instructions and tasks;
- Review and proofread all judgments, orders and other documents; and
- Carry out any other miscellaneous task as and when required.

Applicants must:

- Have completed a Law Degree, a Postgraduate Diploma in law, or equivalent qualification in Law not more than THREE (3) years from the date of application;
- Be a citizen of the Islamic Republic of Pakistan; and
- Be under 30 years of age at the time of applying.

Remuneration

Law Clerks shall be paid a stipend of Rs.90,000/- per month.

Application Process

Applicants are required to download and fill out the Law Clerkship Application Form available in the Law Clerkship Programme tab found at the bottom left on the official website at www.supremecourt.gov.pk. All applicants must send the complete application pack including the following:

Online Forms:-

The Supreme Court of Pakistan, Law Clerkship Committee has been pleased to include the option of submitting online application forms which are given on the Supreme Court Website in the Law Clerkship Programme Tab found at the bottom left of the official website at www.supremecourt.gov.pk.

Please be advised that this does not mean that candidates, who cannot submit online applications, cannot do so physically. Those who wish to submit applications through courier may do so. All candidates must, however, choose one method of submission i.e. either online or through courier.

Candidates are being given a disclaimer that once the online application form is "saved", it cannot be edited. Therefore, questions which are to be attempted are being provided in advance and as separate downloadable documents to candidates. It is advised that candidates should carefully download and read all documents carefully before proceeding towards the filling out process.

Instructions:-

- 1) Filled out Law Clerkship Application form;
 - a) In case of online applications, candidates are **required** to fill out all the information dialogue boxes;
 - b) In case of physical applications, candidates are **required** to carefully fill out the application form using legible handwriting or may fill it out electronically;
 - c) In case of physical applications, candidates are **required** to ensure that the applications are binded or stapled in a presentable manner. Loose paper applications will be **negatively marked**.
- 2) Two sets of **copies** of official degrees and transcripts;
 - a) In case of online applications, candidates are **required** to attach the copies of their official degrees and transcripts with the provided dialogue boxes within the online application form;
 - b) In case of physical applications, candidates are **required** to attach **two copies** of each official document i.e. degree and transcript with the application form.
- 3) Attempt **all** of the four legal propositions given on the Supreme Court website available in the Law Clerkship Programme Tab found at the bottom left of the official website at www.supremecourt.gov.pk;
 - a) In case of online applications, candidates are **required** to download the questions and answer them in the dialogue boxes labelled as Question 01 to Question 04 etc. provided in the online application form;
 - b) In case of physical applications, candidates are **required** to download the questions. They are then required to answer each question on a separate page and attach each question paper with their answer and send the same along with their application form.
- 4) One personal statement of 750 words maximum given on the Supreme Court website available in the Law Clerkship Programme Tab found at the bottom left of the official website at www.supremecourt.gov.pk;
 - a) In case of online applications, candidates are **required** to fill in the dialogue box labelled as "Personal Statement" provided in the online application form;

- b) In case of physical applications, candidates are **required** to print out a cover page, title it as “Personal Statement for the Supreme Court of Pakistan, Law Clerkship Programme 2021” along with their name. Candidates should attach the personal statement with the application form.
- 5) Two Reference Letters which may be from Professors or Tutors of the Law school attended, members of the Bar worked with or persons of high Social Standing;
- a) In case of online applications, candidates are **required** to upload their reference letters as attachments;
- b) In case of physical applications, candidates are **required** to attach two copies of each reference with their application form. Candidates may attach one original and one photocopy of each reference.

Once applications are received and the deadline for submissions has passed, the screening process will begin. All applications are passed through a threadbare screening process, personal details are removed while allocating each application a unique identifying number and thereafter assessed purely on merit. Shortlisted candidates will be notified individually, and a list will be uploaded to the Supreme Court’s website.

Shortlisted candidates will be called for an Interview at the Supreme Court of Pakistan, at the Principal Seat in Islamabad. The Law Clerkship Committee, consisting of two Hon’ble Judges of the Supreme Court, will conduct each candidate’s interview. Candidates will be marked on a uniform standard purely on merit.

Candidates who are selected in the Interview will be informed individually and a list will be uploaded to the Supreme Court’s website.

Deadline for Submission

Physical Applications **must** reach the office of the Deputy Registrar (Admin), Supreme Court of Pakistan, Constitution Avenue, G-5/2 Islamabad, Pakistan, on or before 9th September 2021.

Online Applications must be submitted on the online submission portal on or before 11:59 PM on 11th September 2021.

Incomplete applications shall not be entertained.

No application submitted after the deadline will be accepted under any circumstances. All queries may be emailed to lawclerk.applications@supremecourt.gov.pk

IMPORTANT: Out of station Candidates are advised that at present there are no official accommodations for Law Clerks at the Principal Seat at Islamabad. You are therefore strongly advised to make appropriate arrangements if you are selected.