



**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
(RAILWAYS BOARD)**

**ADVISOR (POLICY & LITIGATION) (MP-I), PAKISTAN RAILWAYS,
HEADQUARTERS OFFICE, LAHORE.**

Pakistan Railways seeks suitably qualified & experienced legal Professional to serve in Directorate of Legal Affairs of Pakistan Railways.

Name of Post:	Advisor (Policy & Litigation) (MP-I) (One Post, Pakistan Railways, Headquarters Office, Lahore)
Required Educational Qualification and Experience	Foreign or Local LLM or Barrister-at-Law or Solicitor with at least ten (10) years' experience in legal and legislative matters in public or private sector.
Age Limit:	Maximum=62

- Recruitment will be made as Updated MP Scales Policy, 2021 issued by the Establishment Division, Government of Pakistan vide their O.M. No. 1/3/2020-E-6/E-8 dated 24-05-2021.
- The appointment will be on contract basis initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- TORs, Job Descriptions etc, Educational Qualification with requisite experience in number of years etc., tenure of appointment, Pay Packages and short-listing criteria can be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk
- Applications on prescribed format (available on our websites) alongwith complete CV, passport size photograph should reach at the address given below, during working hours latest by **25-08-2021** through courier or e-mail on **dda2mor@gmail.com** (soft copy on prescribed format). Incomplete applications will not be considered.
- Ministry of Railways reserves the right to cancel the recruitment process at any stage.
- Only short listed candidates shall be called for interview.

Director Establishment

Room No. 339, Ministry of Railways,
3rd Floor, Block-D, Pak-Secretariat,
Islamabad.
PH: 051-9203068

Advisor (Policy & Litigation) (MP-I) (One post)

1.	Required Educational Qualification and Experience:	Foreign or Local LLM or Barrister-at-Law or Solicitor with at least ten (10) years' experience in legal and legislative matters in public or private sector.
2.	Age Limit:	Maximum = 62 years.
3.	Purpose of the Position:	▪ Formulate policy and provide strategic support in the management of legal affairs of Pakistan Railways. ▪ Partner with best available legal resources in the country to resolve legal disputes efficiently and effectively. ▪ Responsible for providing value added legal support by ensuring uniformity of policy through an oversight and monitoring role in implementation of consistent and standardized strategies in litigation matters. ▪ Review all policies strategies, laws and procedures in order to bring about legal and policy reforms
4.	Eligibility Criteria:	▪ Minimum standing of twenty-five years as a licensed practicing advocate of the High Court or a Retired High Court Judge. ▪ Ability to guide on legal and regulatory matters, mitigate risk to Pakistan Railways brand and reputation. ▪ Ability to optimize legal efficiency and effectiveness to best serve the business. ▪ Skills in contract negotiations. ▪ Ability to align legal and commercial strategies to enable value creation. ▪ Experience of drafting, updating, and vetting legal documents and contracts. ▪ Thorough understanding of the law of land including but not limited to Acts, Ordinances, Statutes enactments and regulations issued from time to time. ▪ Understanding of government functioning. ▪ Strong interpersonal, leadership and teambuilding capabilities. ▪ Thorough knowledge of stakeholder management.

		▪ Ability to provide capacity building support at different levels. ▪ Ability to analyze facts in clear & logical manner.
5.	Job Description:	1. Strategic role ▪ Evaluate laws to ensure that Ministry of Railways is kept fully abreast to the challenges and impact of the current and prevalent laws through regular monitoring. ▪ Prepare legal policy with implementable strategy and realistic action plan having specific targets and key performance indicators (KPIs). ▪ Plan and lead the implementation of legal affairs policy/strategy by proactively engaging with all stakeholders within and outside Railways. 2. Advisory role ▪ Provide interpretation and rendering advice on all legal issues, local and international contracts, agreement(s), claims etc. ▪ Furnish Legal opinions on matters pertaining to interpretation of statutes and agreements in addition to giving a carefully prepared SWOT analysis on various legal issues. ▪ Provide legal advice to the Ministry of Railways and Pakistan Railways on legal implications of various operations and decisions. ▪ Entrust court cases to empaneled Railways counsel on the basis of capability and past performance. ▪ Report to Chief Executive Officer/Senior General Manager on legal matter and to Ministry of Railways, on need basis. 3. Building Strategic Alliance ▪ Liaise with the Divisional Superintendents, Principal Officers and other government departments related to legal matters of Pakistan Railways. ▪ Maintain collaborative relationship with best legal resources in country and other stakeholders. 4. Supervisory role ▪ Represent and contest Pakistan Railways cases in the courts of law. ▪ Monitor the law-related and research-based value addition to petitions, complaints, written statements,

		counter statements, depositions, evidentiary proceedings, legal notices & replies thereof. ▪ Drafting, updating and vetting of Railways related legislations, manuals, codes, rules, contract(s)/ agreement(s) etc. represent Railways in negotiations with potential private sector partners.
6.	Salary and Perks (Management Position-I Scale)	
a.	Scale of Pay	Rs. 433,950-33,000-532,950.
b.	Accommodation	Up to a rental ceiling of Rs. 101,000/- per month.
c.	Utilities	Rs. 19,650/- per month.
d.	Transport	As per monetization of transport facilities policy MP-I Rs. 95,910/- per month.
e.	TA/DA on domestic official tour	As admissible to civil servants of the highest grade.
f.	TA/DA on official tour abroad	As admissible to civil servants in Cat-I.
g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institutions in Pakistan.
h.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
i.	Gratuity	One month's basic pay for each completed year of service.
7.	Contract Period:	
i)	Tenure of contract	Initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
ii)	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the Ministry, it shall be after approval of the appointing authority, In case of proceedings under para-6 (viii & ix) of the MP Position Scales Policy, 2020 dated 22-06-2020, the condition of one month's notice shall not be required.
8.	Discipline	As applicable in case of contract employees.

APPLICATION/INFORMATION FORM FOR CANDIDATES

Performa to be filled in by the applicant and to be attached with the application and CV;

I	Post applied for	
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II	Personal Information	
1.	Name	
2.	Father's Name	
3.	Email	
4.	Mobile	
5.	Address	
6.	CNIC Number	
7.	Date of Birth & Age	

III	Qualification (Start from the latest)			
#	Qualification/Degree	Year of Passing	Institution	Major Subjects
1.				
2.				
3.				
4.				
5.				
6.				
7.				

IV	Experience in Pakistan (Start from the latest)				
#	Designation	Organization	Period From	Period To	Key Responsibilities
1.					
2.					
3.					
4.					
5.					

V	International Experience, if any (Start from the latest)				
#	Designation	Organization	Period From	Period To	Key Responsibilities
1.					
2.					
3.					
4.					

VI	Trainings/Workshops/Certifications			
#	Training Course	Institution/Organization	Period From	Period To
1.				
2.				
3.				
4.				
5.				
6.				

VII	Publications		
#	Title	Journal/Periodical	Date of Publication
1.			
2.			
3.			
4.			

VIII	Allied Skills (Please elaborate)	
1.	IT Skills	
2.	Skills related to Railways/Software/Transport	
3.	Communication Skills	
4.	Other Skills	
5.		

IX	Awards	
#	Description/title	Institution/Organization /Date
1.		
2.		
3.		

X	Any other Information	
#	Description	
1.		
2.		
3.		

XI	References (Minimum two)
1.	
2.	
3.	

Additional pages can be attached in case of more information.

SHORT-LISTING CRITERIA FOR THE POST OF ADVISOR (POLICY & LITIGATION) (MP-I)

Candidate Name	Education				
	Foreign		Local *		Total (A) (50)
	Bar	LL.M	Bar	LL.M	
			-		
			-		
			-		

Experience							
Foreign		Local		Legislative	Legal	Total (B) (50)	Grand Total (A+B) (100)
↑ 15 years	↑ 10 years	Public	Private				

* Only for LL.M Candidates