



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

JOB OPPORTUNITIES

Applications are invited from suitable, qualified and experienced professionals to serve in Directorate of Legal Affairs of Pakistan Railways against the following posts on merit:

Sr. No.	Description of the Post	No. of posts	Required Educational Qualification & Experience	Age Limit
1)	Legal Advisor (MP-III)	1 (one)	Ph.D in relevant subject(s) i.e. Law with 06 years professional experience in the relevant field or Masters in the relevant subject(s) i.e. (L.L.M) etc with 10 years-experience in the relevant field.	Maximum=62
2)	Legal Consultant (MP-III)	1 (one)	Ph.D in relevant subject(s) i.e. Law with 06 years professional experience in the relevant field or Masters in the relevant subject(s) i.e. (L.L.M) etc with 10 years-experience in the relevant field.	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 within fifteen (15) days of publication of this advertisement 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

TERMS OF REFERENCE(S) (TORS) OF THE POST OF LEGAL ADVISOR (MP-III)

LEGAL ADVISOR (MP-III) ONE POST			
1.	Eligibility Criteria (Educational Qualification Experience) &	Ph.D in relevant subject(s) i.e. Law with 06 years professional experience in the relevant field or Masters in the relevant subject(s) i.e. (L.L.M) etc with 10 years-experience in the relevant field.	
2.	Age Limit	Maximum = 62 years	
3.	Experience/ Skills:	i.	Practicing Advocate having post qualification experience of Eight years including at least Six years as an Advocate of the High Court.
		ii.	Candidate having experience of service in a similar post/government department including railway shall be given preference.
		iii.	Candidate having variety of experience in the fields of corporate, civil Law, Criminal Law, Labour Law, Service Law and Taxation shall be preferred.
		iv.	The ability to analyse and present information or draft material from legal point of view, in a clear and logical manner as well as very good inter-personal and communication skills are necessary.
		v.	Communication skills in contract negotiations.
		vi.	Experience of vetting legal documents and contracts.
4.	Responsibilities/ Job Description:	a).	To watch legal work in the court of law.
		b).	Providing interpretation and advice on all Legal issues and on local and international contract agreements, claims etc, and rendering legal advice where needed.
		c).	To liaison with the Divisional, headquarter office litigation concerned to give advice in Land and other matters.
		d).	To attend courts of law when needed in the best interest of department.
		e).	Vetting of contracts and agreements.
		f).	To offer legal opinion in all legal matters and court cases.

Continued.... on P/2

5.	Targets & deliverables	a.	To monitor, attend and assist in High Profile Cases before High Court and Supreme Court of Pakistan
		b.	To contest Contempt Petition against Secretary Railways /CEO before High Courts
		c.	To Contest the Contempt petitions filed against Secretary/CEO Railways
		d.	Render Legal Opinion in all administrative matters.
		e.	To provide legal opinions regarding Property and land
		f.	Develop Co-ordination in legal matters among RCL
		g.	To keep a liaison with the Directorate of Legal Affairs, Lahore and conduct Departmental/Personal Hearings along with the representatives of concerned offices
		h.	To monitor and look after affairs of allocated Divisions.
		i.	To assist in Senate-National Assembly Meetings and Cabinet Committee Meetings
		j.	Recommendation for filing Appeals to Supreme Court High Court
		k.	To give legal interpretation of clauses of agreements and provision of guidelines in Commercial matters
		l.	Recommendations for assailing the court orders decided against the department by way of filing appeals / revision.
		m.	Legal vetting of Show cause Notices and Statements of Allegations, Vetting of Speaking Orders of Secretary / Chairman & CEO/Sr. GM
		n.	Making close liasioning with RCLs of KYC and Peshawar division.
		o.	Vetting of various Bid Documents in accordance with PPRA Rules,
		p.	Vetting of Para-wise Comments, Appeals, Plaints, replies to Misc.
6.	Salary and Perks (Management Position-III Scale)		
a.	Scale of Pay	Rs. 127,050 - 18,150 - 181,500	
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 33000/- per month	
c.	Utilities Bills (5% of Pay)	Rs. 5775/- per month.	
d.	Transport	As per monetization of transport facilities policy MP-III Rs. 65,060/- per month	

e.	TA/DA on domestic official tour	As admissible to the civil servants of the BPS-20.
f.	TA/DA on official duty abroad	As admissible to civil servants in Category-II.
g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution 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	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, the condition of one month's notice shall not be required.
8.	Discipline	As applicable in case of contract employees.

TERMS OF REFERENCE(S) (TORS) OF THE POST OF LEGAL CONSULTANT (MP-III)

LEGAL CONSULTANT (MP-III) ONE POST			
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in relevant subject(s) i.e. Law with 06 years professional experience in the relevant field or Masters in the relevant subject(s) i.e. (L.L.M) etc with 10 years-experience in the relevant field.	
2.	Age Limit	Maximum = 62 years	
3.	Experience/ Skills:	i.	Practicing Advocate having post qualification experience of Eight years including at least Six years as an Advocate of the High Court.
		ii.	Candidate having experience of service in a similar post/government department including railway shall be given preference.
		iii.	Candidate having variety of experience in the fields of corporate, civil Law, Criminal Law, Labour Law, Service Law and Taxation shall be preferred.
		iv.	The ability to analyse and present information or draft material from legal point of view, in a clear and logical manner as well as very good inter-personal and communication skills are necessary.
		v.	Communication skills in contract negotiations.
4.	Responsibilities/ Job Description:	a).	To keep a liaison with the Directorate of Legal Affairs, Lahore.
		b).	To entrust court cases to suitable RCLs with the consent of DS except those in which CEO or Secretary/Chairman is party.
		c).	To entrust or Withdraw court cases from RCLs with the prior approval of divisional authorities with consultation of Directorate of Legal Affairs.
		d).	To develop coordination between divisions and Headquarters through DSs in legal matters.
		e).	To watch financial requirements of divisions, to recommend fee bills of RCLs according to policy.
		f).	To supervise subordinate staff (litigation) in divisions/Headquarter office.

Continued.. on P/2

5.	Targets & deliverables	a).	To Render legal opinion on various important matters raised by MOR like Winding-Up of REDAMCO, PSO Fuel Supply Agreement, Blacklisting Policy Amendments, and Blacklisting of Directors/Shareholders etc.
		b).	To provide Legal Opinion regarding Terms and Conditions of Contract, primarily matters pertaining to the Purchase and Store Departments of Pakistan Railways.
		c).	Review of Court Judgments, Interim Orders and Court Notices.
		d).	Assisting RCLs while preparing cases and assuring provision of relevant record from the concerned offices of Pakistan Railways.
		e).	Assisting RCLs while preparing cases and Vetting of Pleadings like Plaint, Petitions, Written Statements, Para-Wise Comments, replies to Misc. Applications.
		f).	Assisting/Representing Pakistan Railways in Alternative Dispute Resolution i.e. Arbitration arising of Contractual Arrangements of Pakistan Railways.
		g).	Vetting of Bid Documents in accordance with the PPRA, Rules, Regulations and Guidelines.
		h).	To appear and contest Contempt Petitions files against Secretary/Chairman and CEO/Sr.GM filed before different High Courts especially arising out of the matters pertaining to the allocated Divisions i.e. Moghalpura and Sukkur.
6.	Salary and Perks (Management Position-III Scale)		
a.	Scale of Pay	Rs. 127,050 - 18,150 - 181,500	
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 33000/- per month	
c.	Utilities Bills (5% of Pay)	Rs. 5775/- per month.	
d.	Transport	As per monetization of transport facilities policy MP-III Rs. 65,060/- per month	
e.	TA/DA on domestic official tour	As admissible to the civil servants of the BPS-20.	
f.	TA/DA on official duty abroad	As admissible to civil servants in Category-II.	
g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution 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	

Continued.... on P/3

7.	Contract Period:	
i)	Tenure of contract	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, 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	
----------	-------------------------	--

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 LEGAL ADVISOR (MP-III) & LEGAL CONSULTANT (MP-III)
IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

Candidate Name	Education				
	Foreign		Local		Total (A) (50)
	Ph. D	LL.M	Ph.D	LL.M	

Experience							
Foreign		Local		Legislative	Legal	Total (B) (50)	Grand Total (A+B) (100)
↑ 10 years	↓ 5 years	Public	Private				