



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

JOB OPPORTUNITIES

TRANSFORMING RAILWAYS

Applications are invited from **SUITABLE, QUALIFIED AND EXPERIENCED PROFESSIONALS** to serve in Pakistan Railways on merit against the following posts: -

Sr. No.	Description of the Post	No. of posts	Required Educational Qualification & Experience	Age Limit
1)	Software Developer (Web Application Development) (MP-III)	(02 post)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.	Max=62
2)	Software Developer (Mobile Application Development) (MP-III)	(01 post)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.	Max=62
3)	Software Developer (UI/ UX Designer) (MP-III)	(01 post)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of UI/UX designing, software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.	Max=62

Sr. No.	Description of the Post	No. of posts	Required Educational Qualification & Experience	Age Limit
4)	Project Manager (MP-III)	(01 post)	Ph.D in relevant subject(s) i.e. Program management, Project management, or other relevant subject with 06 years of professional experience in the field of Program Management. OR Masters in the relevant subject(s) i.e. Project Management/Program management or MBA with a major in CIS/MIS/Project Management with 10 years-experience in the program/project management field.	Max=62
5)	Legal Consultant-I (MP-III) (Relating to General Court Cases & Administrative issues)	(01 post)	Ph.D in Law with 06 years professional experience in the relevant field. Or Masters in law/LLM with 10 years-experience in the relevant field.	Max=62
6)	Legal Consultant-II (MP-III) (Relating to Land & other Executive matters)	(01 post)	Ph.D in Law with 06 years professional experience in the relevant field. Or Masters in law/LLM with 10 years-experience in the relevant field.	Max=62
7)	Legal Consultant-III (MP-III) (Relating to Service matters)	(01 post)	Ph.D in Law with 06 years professional experience in the relevant field. Or Masters in law/LLM with 10 years-experience in the relevant field.	Max=62

- Recruitment will be made as per 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.
- Detailed TORs including pay package etc and short-listing criteria can be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk
- Candidates who fulfill above requisite educational qualification criteria and experience are advised to apply on website of **National Job Portal** i.e. njp.gov.pk, up to **30-07-2022**.
- Place of posting of above post will be at Pakistan Railways, HQs Office, Lahore, however on requirement authority may post officer anywhere in Pakistan.
- Ministry of Railways reserves the right to cancel the recruitment process at any stage.
- Only short-listed candidates shall be called for interview.

Deputy Director (Recruitment & Selection)

Ministry of Railways,
Islamabad.

PH: 051-9214154

TORS OF THE POST OF SOFTWARE DEVELOPER
(WEB APPLICATION DEVELOPMENT) (MP-III)

Software Developer (Web Application Development) (MP-III) (02 post)		
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.
2.	Age Limit	Maximum = 62 years
3.	Skills & Knowledge	- Expert in ASP .net webforms, .net core MVC, C#, Java, javascript libraries, HTML & CSS skills with full understanding of web standards and responsive design techniques - Working Experience of SQL, PL/ SQL and database systems such as MS SQL, Oracle and MySQL - Hands-on experience with SQL schema design and REST API design - Experience in Payment gateway integration is a plus - UI & UX design experience is a plus - Must have Powerful communications, presentation and soft skills.
3.	Job Description:	- Experience in architecting, designing and development of full-stack applications in a Cloud environment - Design business logic, algorithms, flowcharts and Software Requirement Specification Documentation - Good understanding and working experience of design patterns, software development frameworks and methodologies - Integrate software components and third-party programs - Design highly scalable software solutions to improve functionality and system longevity - Maintaining an understanding of the latest Web applications and programming practices - Write well-designed, testable and efficient code - Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems. - Ability to multitask with strict time constraints, budgets and business goals - Verify and deploy programs and systems - Troubleshoot, debug and upgrade existing software - Maintenance and Management of large-Scale live applications - Write unit and UI tests to identify malfunctions, troubleshoot and debug to optimize performance - Review, test and debug other team member's code when required - Work with other Team members - Technical analysis and Report writing - Management of lower staff
4	Goals & Deliverables:	- Setting the technical strategy and driving the key decisions on architecture and technology choices. - Completion of assigned tasks in time, meeting deadlines

		- Ensuring code and design are in compliance with specification and standard best practices - Ensuring Minimal downtime of Production software and maintain code quality
5.	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 tour abroad	As admissible to civil servants in Cat-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
6.	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.
7.	Discipline	As applicable in case of contract employees.

IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

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TORS OF THE POST OF SOFTWARE DEVELOPER
(MOBILE APPLICATION DEVELOPMENT) (MP-III)

Software Developer (Mobile Application Development) (MP-III) (01 post)		
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.
2.	Age Limit	Maximum = 62 years
3.	Skills & Knowledge	• Expert in Android and iOS Application Development with strong knowledge of RESTful web services and APIs. • Proven skill in designing and development of mobile application in Android and iOS • Good Knowledge of Android SDK's, Push Notifications & Toast/ gradle • Good experience with java, kotlin, Objective-C, swift and iOS SDK • A portfolio of iOS/Android apps in the Play Store/app store is a plus • UI & UX design experience is a plus • Working Experience of Locations and Map API's is a plus • Must have Powerful communications, presentation and soft skills.
3.	Job Description:	• Hands on experience with hybrid mobile app development • Produce fully functional mobile applications by writing clean code • Experience in working with mobile application frameworks • Design business logic, algorithms, flowcharts and Software Requirement Specification Documentation • Hands on experience in the full life cycle of Android/iOS application development • Experience with memory management and caching mechanisms specific to mobile devices • Design interfaces to improve user experience • Ensure new and legacy applications meet quality standards • Stay up-to-date with new technology trends and suggest new mobile products, applications and protocols • Integrate software components and third-party programs • Design highly scalable software solutions to improve functionality and system longevity • Verify and deploy programs and systems • Troubleshoot, debug and upgrade existing software • Maintenance and Management of large-Scale live applications • Write well-designed, testable and efficient code • Write unit and UI tests to identify malfunctions, troubleshoot and debug to optimize performance • Review, test and debug other team member's code when required • Work with other Team members

		• Technical analysis and Report writing • Management of lower staff
4	Goals & Deliverables:	• Setting the technical strategy and driving the key decisions on architecture and technology choices. • Completion of assigned tasks in time, meeting deadlines • Ensuring code and design are in compliance with specification and standard best practices • Ensuring Minimal downtime of Production software and maintain code quality
5.	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 tour abroad	As admissible to civil servants in Cat-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
6.	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.
7.	Discipline	As applicable in case of contract employees.

IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

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TORs OF THE POST OF SOFTWARE DEVELOPER
(UI/ UX DESIGNER) (MP-III)

Software Developer (UI/ UX Designer) (MP-III) (01 post)		
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in relevant subject(s) i.e. Computer Science or computer engineering or Data Sciences with 06 years of professional experience in the field of UI/UX designing, software development & hands on programming. OR Masters in the relevant subject(s) i.e. Computer Science or Computer engineering or Information Technology or MBA CIS/IT/ MIS with 10 years of experience in software development and programming field.
2.	Age Limit	Maximum = 62 years
3.	Skills & Knowledge	• Knowledge of design techniques, tools, and principles • Knowledge of Multimedia content development, Media production, communication, and dissemination techniques • Understanding of browser capabilities and Responsive Designing • Creativity, originality and Fluency of ideas • Attention to details • Good Knowledge in ASP .net, C#, java, .net core MVC, HTML & CSS skills with full understanding of web standards and responsive design techniques. • Experience of Database architecture designing and Database Administration • Hands-on experience with SQL schema design and REST API design • Must have Powerful communications, presentation and soft skills.
3.	Job Description:	• Conceptualize visuals based on requirements • Prepare rough drafts and present ideas • Develop illustrations, logos and other designs using software • Use the appropriate colors and layouts for each graphic • Creativity, originality and Fluency of ideas • Attention to details • Reporting on metrics regarding usage and performance. • Suggesting changes and improvements for database/ Application maintenance or protection. • Integrate software components and third-party programs • Design business logic, algorithms, flowcharts and SRS Documentation • Design highly scalable software solutions to improve functionality and system longevity • Write well-designed, testable and efficient code • Troubleshoot, debug and upgrade existing software • Write unit and UI tests to identify malfunctions, troubleshoot and debug to optimize performance • Work with other Team members • Technical analysis and Report writing • Management of lower staff

4	Goals & Deliverables:	• Setting the technical strategy and driving the key decisions on architecture and technology choices. • Completion of assigned tasks in time, meeting deadlines • Ensuring code and design are in compliance with specification and standard best practices • Ensuring Minimal downtime of Production software and maintain code quality
5.	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 tour abroad	As admissible to civil servants in Cat-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
6.	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.
7.	Discipline	As applicable in case of contract employees.

SHORT-LISTING CRITERIA FOR THE POST OF SOFTWARE DEVELOPER (UI/ UX DESIGNER) (MP-III)

(01 POST)

IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

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TORs OF THE POST OF PROJECT MANAGER (MP-III)

Project Manager (MP-III) (One post)		
1.	Eligibility Criteria (Educational Qualification & Experience):	Ph.D in relevant subject(s) i.e. Program management, Project management, or other relevant subject with 06 years of professional experience in the field of Program Management. OR Masters in the relevant subject(s) i.e. Project Management/Program management or MBA with a major in CIS/MIS/Project Management with 10 years-experience in the program/project management field.
2.	Age limit:	Maximum Age = 62 years
3.	Skills & Knowledge:	- Expert in scope identification; designing, developing, deploying and supporting enterprise scale applications. - Must have strong leadership skills, powerful communications, presentation and soft skills. - Applicants with PMP certification and Government Experience will be preferred.
4.	Job Description:	- Identify the objectives and functions of the project - Provide overall, day-to-day management of a specific task order or group of task orders including management of business process team members, managing scope of work, work assignments and resources across the multiple projects supporting the business units of Pakistan railways - Manage each stage of the project from discovery/planning to launch/completion. - Identify project scope and ensure stakeholder approval. - Manage time estimates, resources and priorities. - Identify change orders / scope creep and rework estimate keeping stakeholders informed. - Host project meetings including; Kick-offs, weekly staff meetings, milestone reviews, retrospectives etc. - Provide accurate and on-time reporting to senior IT leadership, project teams and stakeholders. - Identify potential roadblocks and provide solutions. - Document workflows and processes and keep them up to date. - Identify ways to increase efficiency of the team - Set project timelines. - Monitor project deliverables. - Assist IT Senior leadership in defining IT goals and strategic plans

(Continued.... on P-2)

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.

SHORT-LISTING CRITERIA FOR THE POST OF PROJECT MANAGER (MP-III)

IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

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TERMS OF REFERENCE(S) (TORS) OF THE POST OF LEGAL CONSULTANT-I (MP-III)
(RELATING TO GENERAL COURT CASES & ADMINISTRATIVE ISSUES)

LEGAL CONSULTANT-I (MP-III) ONE POST			
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in Law with 06 years professional experience in the relevant field. or Masters in law/LLM with 10 years-experience in the relevant field.	
2.	Age Limit	Maximum = 62 years	
3.	Experience/ Skills:	i.	Currently and actively practices law in the Higher Court of Pakistan;
		ii.	Proven understanding of the processes of administrative issues and litigation in courts;
		iii.	Experience in producing written work to a high standard of accuracy, clarity and consistency;
		iv.	Undertakes legal research and gathers other relevant information and data to support legal and administrative policy analysis;
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 supervise subordinate staff (litigation) in divisions/Headquarter office.
5.	Targets & deliverables	i.	To monitor, attend and assist in High Profile Cases before High Court and or Supreme Court of Pakistan
		ii.	To contest high profile cases against Ministry of Railways/ Pakistan Railways wherever required.
		iii.	Render Legal Opinion in all administrative matters.
		iv.	Develop Co-ordination in legal matters among RCL
		v.	Legal vetting of Show cause Notices and Statements of Allegations, Vetting of Speaking Orders of Secretary / Chairman & CEO/Sr. GM.
		vi.	To keep a liaison with the Directorate of Legal Affairs, Lahore and conduct Departmental/Personal Hearings along with the representatives of concerned offices.
		vii.	To monitor and look after affairs of allocated Divisions.
		viii.	To assist in Senate-National Assembly Meetings and Cabinet Committee Meetings
		ix.	Recommendation for filing Appeals to Supreme Court High Court

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-II (MP-III)
(RELATING TO LAND & OTHER EXECUTIVE MATTERS)

LEGAL CONSULTANT-II (MP-III) ONE POST			
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in Law with 06 years professional experience in the relevant field. or Masters in law/LLM with 10 years-experience in the relevant field.	
2.	Age Limit	Maximum = 62 years	
3.	Experience/ Skills:	i.	Currently and actively practices law in the courts of Pakistan;
		ii.	Proven understanding of the processes of land related law and other executive matters;
		iii.	Experience in producing written work to a high standard of accuracy, clarity and consistency;
		iv.	Undertakes legal research and gathers other relevant information and data to support land, legal and executive matters;
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 supervise subordinate staff (litigation) in divisions/Headquarter office.
5.	Targets & deliverables	i.	To contest high profile cases against Ministry of Railways/ Pakistan Railways wherever required.
		ii.	To deal with legal cases/opinions regarding Property and land.
		iii.	To give legal interpretation of clauses of agreements and provision of guidelines in Commercial matters
		iv.	Recommendations for assailing the court orders decided against the department by way of filing appeals / revision.
		v.	Making close liaisoning with RCLs of KYC and Peshawar division.
		vi.	Vetting of various Bid Documents in accordance with PPRA Rules,
		vii.	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 Contract	of 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-III (MP-III)
(RELATING TO SERVICE MATTERS)

LEGAL CONSULTANT-III (MP-III) ONE POST			
1.	Eligibility Criteria (Educational Qualification & Experience)	Ph.D in Law with 06 years professional experience in the relevant field. or Masters in law/LLM with 10 years-experience in the relevant field.	
2.	Age Limit	Maximum = 62 years	
3.	Experience/ Skills:	i.	Currently and actively practices law in courts of Pakistan;
		ii.	Proven understanding of the processes of policies and laws relating to service matters;
		iii.	Experience in producing written work to a high standard of accuracy, clarity and consistency;
		iv.	Undertakes legal research and gathers other relevant information and data to support legal and service related matters;
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 also close liaison with Ministry of Railways in service matters.
		e).	To supervise subordinate staff (service matters) in divisions/Headquarter office.
5.	Targets & deliverables	i).	To monitor, attend and assist in high profile cases before Tribunals, High Court and Supreme Court of Pakistan.
		ii).	Legal vetting of Show cause Notices and Statements of Allegations, Vetting of Speaking Orders of Secretary / Chairman & CEO/Sr. GM.
		iii).	To keep a liaison with the Directorate of Legal Affairs, Lahore and conduct Departmental/Personal Hearings along with the representatives of concerned offices.
		iv).	Recommendation for filing Appeals to Supreme Court High Court
		v).	Review of Court Judgments, Interim Orders and Court Notices.
		vi).	Assisting RCLs while preparing cases and Vetting of Pleadings like Plaint, Petitions, Written Statements, Para-Wise Comments, replies to Misc. Applications.
		vii).	Assistant RCLs and service lawyers while preparing response to the cases and vetting of pleadings as per rules/regulations.
		viii).	Render legal opinion in all service matters.
		ix).	Develop coordination in service matters among RCLs.
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.

