GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
*****

PROFESSIONALS REQUIRED

TRANSFORMING RAILWAYS

Applications are invited from **SUITABLE, QUALIFIED AND EXPERIENCED PROFESSIONALS** to serve in Directorate of Legal Affairs of Pakistan Railways on merit against the following posts.

Sr. No.	Description of the Post	No. of posts	Required Educational Qualification & Experience	Age Limit
1)	Director General Legal Affairs (MP-I)	One (1) post	Foreign or Local LLM **OR** Barrister- at Law **OR** Solicitor with at least 10 years' experience **OR** A member of Judiciary who has retired from the position of at least District & Sessions Judge.	Max=62
2)	Legal Advisor (MP-II)	(01 post)	Foreign or Local LLM **OR** Barrister- at -Law **OR** Solicitor with at least 8 years' experience **OR** A member of judiciary who has retired from the position of at least Additional District and Sessions judge.	Max=62
3)	Legal Consultant (MP-III)	(01 post)	Foreign or Local LLM **OR** Barrister- at -Law **OR** Solicitor with at least 6 years' experience	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 made 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**, within fifteen days from the date of advertisement in newspapers.
- Place of posting of above posts will be at Pakistan Railways, HQs Office, Lahore, however, on requirement the authority may post the officers 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

EXISTING TORs OF THE POST OF DIRECTOR GENERAL LEGAL AFFAIRS (MP-I)

Director General Legal Affairs (MP-I)		
1.	**Eligibility Criteria (Required Educational Qualification and Experience)**	Foreign or Local LLM OR Barrister- at Law **OR** Solicitor with at least 10 years' experience **OR** A member of Judiciary who has retired from the position of at least District & Sessions Judge.
2.	**Age Limit:**	Maximum = 62 years.
3.	**Job Description**	i. Monitor the litigation of Pakistan Railways pending in various courts and devise strategies to expedite the disposal of Court cases; and preferably an extensive practicing experience in Higher courts. ii. Devise standard guidelines for expeditious processing of all Court cases especially the complex ones and those requiring urgent action; iii. Formulate policy and provide strategic support in the management of legal affairs of Pakistan Railways. iv. Ensure legal cases are managed appropriately and efficiently and outcome is delivered within expected timeframes; v. To give input and guide on legal and regulatory matters, mitigate risk to Pakistan Railways brand and reputation. vi. To create a support legal team to carry out to perform duties in a satisfactory manners.
4.	**Experience/ Skills:**	▪ Currently and actively practices law in Pakistan; ▪ Proven understanding of the processes of policy developing and law-making; ▪ Experience in producing written work to a high standard of accuracy, clarity and consistency; ▪ Applies conceptual thinking and critical analysis throughout the legal and policy development process to produce high quality law reform proposals; ▪ Undertakes legal research and gathers other relevant information and data to support legal and policy analysis; ▪ Engages with stakeholders in order to build effective relationships, understand diverse interests and experiences, and develop effective and practical policy proposals;
5.	**Goals/Deliverables**	**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, plaints, 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.	**Pay and Benefits (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.

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

LEGAL CONSULTANT (MP-III)			
1.	**Eligibility Criteria (Educational Qualification & Experience)**	Foreign or Local LLM **OR** Barrister- at -Law **OR** Solicitor with at least 6 years' experience	
2.	**Age Limit**	Maximum = 62 years	
3. 4.	**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.

EXISTING TERMS OF REFERENCE(S) (TORS) OF THE

POST OF LEGAL ADVISOR (MP-II)

LEGAL ADVISOR (MP-II)			
1.	**Eligibility Criteria** **(Required Educational Qualification & Experience)**	Foreign or Local LLM OR Barrister- at -Law OR Solicitor with at least 8 years' experience **OR** A member of judiciary who has retired from the position of at least Additional District and Sessions judge.	
2.	**Age Limit**	Maximum = 62 years	
3.	**Skills /Knowledge:**	i.	The candidate should be a practicing lawyer and well versed with the functioning of Lower courts and High Courts.
		ii.	Experience in dealing with court cases in public/ Private Sector will be given weightage.
		iii.	Proactive approach in resolving legal issues and matters where legal input is required.
		iv.	Candidates should have variety of experience in the fields of Corporate, Civil Law, Criminal Law, Labour Law, Service Law and Taxation to deal with such legal/court cases.
		v.	Should have the ability to give strategic vision to the department to reduce pendency in legal cases.
		vi.	Ability to Draft and vet legal documents and contracts.
4.	**Job Description:**	i.	Manage departments litigation issues independently and in-house legal issues of the Pakistan Railways
		ii.	Ability to manage and supervise junior team members for early disposal of legal cases and reduce pendency.
		iii.	Provide opinions and strategic advice to internal stakeholders on issues having legal implications.
		iv.	Render interpretation and advice on Legal issues relating to local and international contract agreements, claims etc,
		v.	To liaise with the Divisional Superintendents and other Principal Officers, including Lit. Cell in the context of matters pertaining to the court cases.
		vi.	To represent and contest cases in the courts of law on behalf of Pakistan Railways.
		vii.	To report sensitive/urgent cases/issues to Chief Executive Officer/Senior General Manager or Ministry of Railways as and when required on legal matter and as when required to Ministry of Railway.
		viii.	To report to Director General Legal Affairs.

		ix.	Negotiating with potential private sector partners.
		x.	To entrust court cases to empaneled railway counsel on the basis of capability and past performance.
		xi.	To develop KPIs of junior law officers under his supervision.
5.	**Goals/Deliverable:**	i.	General supervision of law officers/panel lawyers for quick and efficient disposal of cases
		ii.	Reduce the number of legal cases through courts or ADR
		iii.	Provide quality legal assistance in overall organizational re-structuring
		iv.	Vet, draft all organizations related documents /contracts and providing quality advice on legal related issues.
		v.	Prioritize High profile cases and to keep the management abreast of all developments necessary in the interests of Pakistan Railways
		vi.	Satisfactory coordination with external lawyers and courts with respect to legal cases with a view to reduce pendency.
		vii.	To protect Pakistan Railways and its employees from legal cases warranting due to performance of their duties in public interest

6.	**Salary and Perks (Management Position–II Scale)**	
a.	Scale of Pay	Rs. 181500-27225-290400
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 66,000/- per month
c.	Utilities Bills (5% of Pay)	Rs. 8,250/- per month.
d.	Transport	As per monetization of transport facilities policy MP-II Rs. 77430/- per month
e.	TA/DA on domestic official tour	As admissible to the civil servants of the BPS-21.
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 MP 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 POSTS OF LEGAL (MP-I, II & III SCALE) IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

Sr. #	Candidate Name	Education			Experience				
		Ph. D (15)	LL.M (15)	LLB (10)	Foreign (15)	Local			
						Public (15)	Private (10)	Judiciary (20)	Total (100)

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23/5/23