



**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS**

PROFESSIONAL REQUIRED

TRANSFORMING RAILWAYS

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

DIRECTOR GENERAL LEGAL AFFAIRS (MP-II) ONE POST

1.	Eligibility Criteria (Required Educational Qualification & Experience)	Ph.D in Law in relevant subject(s) with 10 years professional experience in the relevant field OR Masters in relevant subject(s) (such as Master of law (L.L.M) in relevant subjects with 14 years-experience in the relevant field.	
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.	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.	

5.	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.
6.	Discipline	As applicable in case of contract employees.

- 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 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 **30-03-2022**.
- 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 (Admn-II)
Ministry of Railways,
Islamabad.
PH: 051-9214154

TERMS OF REFERENCE(S) (TORS) OF THE
POST OF DIRECTOR GENERAL LEGAL AFFAIRS (MP-II)

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		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 Advisor (Policy & Litigation).
		ix.	Negotiating with potential private sector partners.
		x.	To entrust court cases to empanelled 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)		
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b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 66,000/- per month	
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8.	Discipline	As applicable in case of contract employees.	

SHORTLISTING CRITERIA FOR THE POST OF DIRECTOR GENERAL LEGAL AFFAIRS (MP-II)

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

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