



GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
(RAILWAYS BOARD)

**DIRECTOR GENERAL LEGAL AFFAIRS (MP-II), PAKISTAN RAILWAYS,
HEADQUARTERS OFFICE, LAHORE.**

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

E-MAIL TO APPLY: dda2mor@gmail.com	
Name of Post:	Director General Legal Affairs (MP-II) (One Post, Pakistan Railways, Headquarters Office, Lahore)
Required Educational Qualification and Experience	Ph.D 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), etc with 14 years-experience in the relevant field.
Age Limit:	Maximum=62

- Recruitment will be made as per updated MP Scales Policy, 2020 issued by the Establishment Division, Government of Pakistan vide their O.M. No. 1/3/2020-E-6 dated 12-01-2021.
- 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.
- Other perks, privileges, Job Description, Eligibility Criteria & terms and conditions 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 **31-05-2021** through courier or e-mail on dda2mor@gmail.com (soft copy on prescribed format). Incomplete applications will not be considered.
- Detailed TORs (Eligibility/Experience, Responsibilities etc) can be accessed at www.pakrail.gov.pk and www.railways.gov.pk
- 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

DIRECTOR GENERAL LEGAL AFFAIRS (MP-II) ONE POST

1.	<u>Required Educational Qualification & Experience</u>	<u>Ph.D</u> in relevant subject(s) with 10 years professional experience in the relevant field or Masters in relevant subject(s) (such as <u>Master of law (L.L.M)</u> , etc with 14 years-experience in the relevant field.	
2.	<u>Age Limit</u>	Maximum = 62 years	
3.	<u>Eligibility/ Experience:</u>	<u>i.</u>	<u>A practicing Advocate of Supreme Court of Pakistan.</u>
		<u>ii.</u>	<u>10 years experience/practice in High Court and Supreme Court of Pakistan in case of Ph.D & 14 years experience/practice in High Court and Supreme Court of Pakistan in case of L.L.M or equivalent qualification.</u>
		<u>iii.</u>	<u>Experience in a similar position in any public/Private Sector will be preferred.</u>
		<u>iv.</u>	<u>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.</u>
		<u>v.</u>	<u>Candidates having variety of experience in the fields of Corporate, Civil Law, Criminal Law, Labour Law, Service Law and Taxation shall be preferred.</u>
		<u>vi.</u>	<u>Communication skills in contract negotiations.</u>
		<u>vii.</u>	<u>Experience of vetting legal documents and contracts.</u>
4.	<u>Responsibilities:</u>	<u>a).</u>	<u>Administration and control of legal branch of Pakistan Railways.</u>
		<u>b).</u>	<u>Providing interpretation and advice on all Legal issues and on local and international contract agreements, claims etc, and rendering legal advice where needed.</u>
		<u>c).</u>	<u>To liaise with the Divisional Superintendents and other Principal Officers, including Lit. Cell in the context of matters pertaining to the court cases.</u>
		<u>d).</u>	<u>To represent and contest cases in the courts of law on behalf of Pakistan Railways.</u>
		<u>e).</u>	<u>To report to Chief Executive Officer/Senior General Manager on legal matter and as when required to Ministry of Railway.</u>
		<u>f).</u>	<u>Vetting of contracts and agreements.</u>
		<u>g).</u>	<u>Negotiating with potential private sector partners.</u>
		<u>h).</u>	<u>To entrust court cases to empanelled railway counsel on the basis of capability and past performance.</u>

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5.	Salary and Perks (Management Position-II Scale)	
a.	Scale of Pay	Rs. 181500-27225-290400
b.	<u>Accommodation (House Rent)</u>	<u>Up to a rental ceiling of Rs. 66,000/- per month</u>
c.	<u>Utilities Bills (5% of Pay)</u>	<u>Rs. 8,250/- per month.</u>
d.	<u>Transport</u>	<u>As per monetization of transport facilities policy MP-II Rs. 77430/- per month</u>
e.	<u>TA/DA on domestic official tour</u>	<u>As admissible to the civil servants of the BPS-21.</u>
f.	<u>TA/DA on official duty abroad</u>	<u>As admissible to civil servants in Category-II.</u>
g.	<u>Medical Facility</u>	<u>Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution in Pakistan.</u>
h.	<u>Leave</u>	<u>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.</u>
i.	<u>Gratuity</u>	<u>One month's basic pay for each completed year of service.</u>
6.	Contract Period:	
i)	<u>Tenure of contract</u>	Three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
ii)	<u>Termination of Contract</u>	<u>On completion of tenure or one month's notice from either side. In case of proceedings under para 6 (VIII&IX) of MP Scale Policy 2020, the condition of one month's notice shall not be required.</u>
7.	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;

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

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

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

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

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

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

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

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

<u>X</u>	<u>Any other Information</u>	
<u>#</u>	<u>Description</u>	
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

<u>XI</u>	<u>References (Minimum two)</u>
<u>1.</u>	
<u>2.</u>	
<u>3.</u>	

Additional pages can be attached in case of more information.
