

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

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:	<table border="1"> <tr> <td>i.</td> <td>Well versed with the functioning of Lower courts and of High Courts.</td> </tr> <tr> <td>ii.</td> <td>Proactive approach in resolving legal issues and matters where legal input is required.</td> </tr> <tr> <td>iii.</td> <td>Experience in a similar position in any public/Private Sector will be preferred.</td> </tr> <tr> <td>iv.</td> <td>The ability to analyze 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.</td> </tr> <tr> <td>v.</td> <td>Candidates having variety of experience in the fields of Corporate, Civil Law, Criminal Law, Labour Law, Service Law and Taxation shall be preferred.</td> </tr> <tr> <td>vi.</td> <td>Should have the ability to handle the assigned affairs independently and delegate responsibility and tasks further effectively</td> </tr> <tr> <td>vii.</td> <td>Communication skills and ability to carry out contract negotiations.</td> </tr> <tr> <td>viii.</td> <td>Ability to Draft and vet legal documents and contracts.</td> </tr> </table>	i.	Well versed with the functioning of Lower courts and of High Courts.	ii.	Proactive approach in resolving legal issues and matters where legal input is required.	iii.	Experience in a similar position in any public/Private Sector will be preferred.	iv.	The ability to analyze 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.	Candidates having variety of experience in the fields of Corporate, Civil Law, Criminal Law, Labour Law, Service Law and Taxation shall be preferred.	vi.	Should have the ability to handle the assigned affairs independently and delegate responsibility and tasks further effectively	vii.	Communication skills and ability to carry out contract negotiations.	viii.	Ability to Draft and vet legal documents and contracts.						
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4.	Job Description:	<table border="1"> <tr> <td>i.</td> <td>Manage departments litigation issues independently and in-house legal issues of the Pakistan Railways</td> </tr> <tr> <td>ii.</td> <td>Ability to manage and supervise junior team members for early disposal of legal cases.</td> </tr> <tr> <td>iii.</td> <td>Provide opinions and strategic advice to internal stakeholders on issues having legal implications</td> </tr> <tr> <td>iv.</td> <td>Render interpretation and advice on Legal issues relating to local and international contract agreements, claims etc,</td> </tr> <tr> <td>v.</td> <td>To liaise with the Divisional Superintendents and other Principal Officers, including Lit. Cell in the context of matters pertaining to the court cases.</td> </tr> <tr> <td>vi.</td> <td>To represent and contest cases in the courts of law on behalf of Pakistan Railways.</td> </tr> <tr> <td>vii.</td> <td>To report to Chief Executive Officer/Senior General Manager on legal matter and as when required to Ministry of Railway.</td> </tr> <tr> <td>viii.</td> <td>Vetting of contracts and agreements.</td> </tr> <tr> <td>ix.</td> <td>Negotiating with potential private sector partners.</td> </tr> <tr> <td>x.</td> <td>To entrust court cases to empanelled railway counsel on the basis of capability and past performance.</td> </tr> <tr> <td>xi.</td> <td>To develop KPIs of junior law officers under his supervision.</td> </tr> </table>	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.	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 to Chief Executive Officer/Senior General Manager on legal matter and as when required to Ministry of Railway.	viii.	Vetting of contracts and agreements.	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.
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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.	Analyzing legal prepositions under different scenarios and coming up with practical solutions
		v.	Vet, draft all organizations related documents /contracts and providing quality advice on legal related issues.
		vi.	Prioritize High profile cases and to keep the management abreast of all developments necessary in the interests of Pakistan Railways
		vii.	Satisfactory coordination with external lawyers and courts with respect to legal cases
		viii.	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.	