

**TERMS OF REFERENCE(S) (TORS) OF THE POST OF LEGAL ADVISER (MP-II)**

<b>LEGAL ADVISOR (MP-II) ONE POST</b>			
<b>1.</b>	<b>Experience:</b>	i.	Practicing Advocate having license to practice before High Courts.
		ii.	Candidate having experience of service in a similar post/government department including railway shall be given preference.
		iii.	Candidate having variety of experience in the fields of corporate, civil Law, Criminal Law, Labour Law, Service Law, Land matters and Taxation shall 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.	Communication skills in contract negotiations.
		vi.	Experience of vetting legal documents and contracts.
<b>2.</b>	<b>Responsibilities/ Job Description:</b>	a).	To watch legal work in the court of law.
		b).	Providing interpretation and advice on all Legal issues and on local and international contract agreements, claims etc. , and rendering legal advice where needed.
		c).	To liaison with the Divisional and Headquarters office litigation concerned to give advice in Land and other matters.
		d).	To attend courts of law when needed in the best interest of department.
		e).	Vetting of contracts and agreements.
		f).	To offer legal opinion in all legal matters and court cases.
<b>3.</b>	<b>Targets &amp; deliverables</b>	a.	To monitor, attend and assist in High Profile Cases before High Court and Supreme Court of Pakistan
		b.	To contest Contempt Petition against Secretary Railways /CEO before High Courts
		c.	To Contest the Contempt petitions filed against Secretary/CEO Railways
		d.	Render Legal Opinion in all administrative matters.

	e.	To provide legal opinions regarding Property and land
	f.	Develop Co-ordination in legal matters among RCL
	g.	To keep a liaison with the Directorate of Legal Affairs, Lahore and conduct Departmental/Personal Hearings along with the representatives of concerned offices
	h.	To monitor and look after affairs of allocated Divisions.
	i.	To assist in Senate-National Assembly Meetings and Cabinet Committee Meetings
	j.	Recommendation for filing Appeals to Supreme Court High Court
	k.	To give legal interpretation of clauses of agreements and provision of guidelines in Commercial matters
	l.	Recommendations for assailing the court orders decided against the department by way of filing appeals / revision.
	m.	Legal vetting of Show cause Notices and Statements of Allegations, Vetting of Speaking Orders of Secretary / Chairman & CEO/Sr. GM
	n.	Making close liaison with RCLs of KYC and Peshawar division.
	o.	Vetting of various Bid Documents in accordance with PPRA Rules,
	p.	Vetting of Para-wise Comments, Appeals, Plaints, replies to Misc.
<b>4.</b>	<b>Salary and Perks (Management Position-II Scale)</b>	
a.	Scale of Pay	Rs. 2,63,180 – 39,480 – 4,21,100
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 95,700-159,500/-per month
c.	Utilities Bills (5% of Pay)	Rs. 11,970-19140/- per month.
d.	Transport	As per monetization of transport facilities policy MP-II Rs. 77,430/- 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
<b>5.</b>	<b>Contract Period:</b>	
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.
<b>6.</b>	<b>Discipline</b>	As applicable in case of contract employees.

