

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
ISLAMABAD**

SITUATION VACANT

Applications are invited for filling up the following posts as per provisions of appointment on contract basis under the Federal Government initially for a period of two years:

S #	Title of Post & Pay Scale	Number of Posts	Qualification/Experience/Eligibility Criteria
1.	Legal Advisor (PM-I)	01 (One)	i) LLB duly recognized by HEC. LLM degree holders will be considered as an additional advantage. ii) Minimum 10 years' experience/ practice in High Court and Supreme Court of Pakistan. iii) Minimum 05 years' experience of dealing with service matters of Government/Corporation employees. iv) Age: Maximum 50 years'
2.	Deputy Legal Advisor (MP-II)	01 (One)	i) LLB duly recognized by HEC. LLM degree holders will be considered as an additional advantage. ii) Minimum 03 years' experience of dealing with service matters of Government/ Corporation employees. iii) Age : Maximum 45 years'

Responsibilities of Legal Advisor (MP-I):

Legal Advisor (MP-I) shall mainly be responsible for providing strategic guidance on all issues pertaining to the Litigation Wing of Establishment Division, monitoring the Litigation pending in various courts and devise strategies to expedite their disposal, provide legal opinion on all cases, vet all documents and prepare parawise Comments to be submitted to the courts of law, devise standard guideline for expeditious processing of cases specially the complex one and also represent the Establishment Division as Departmental Representative in courts of law and any other task assigned by the Secretary, Additional Secretary-II and Joint Secretary (Litigation).

Responsibilities of Deputy Legal Advisor (MP-II):

The Deputy Legal Advisor (MP-II) shall assist the Legal Advisor (MP-I) in the performance of all his duties and to undertake functions assigned to him including preparation of documents, legal opinion on different cases and to represent the Establishment Division as Departmental Representative in various courts.

Application procedure:

- Applications complete in all respect along with attested copies of necessary documents (academic record/degrees/experience certificates etc) shall reach to the undersigned on the below mentioned address, within 15 days of publication of advertisement.
- Soft copies of all documents be also sent to the below mentioned email address.
- **Only short listed candidates shall be called for interview.**
- **The Establishment Division reserves the right to reject any/all candidates without assigning any reason.**
- **Both the posts will be filled on merit basis.**
- **No TA/DA will be admissible for appearing in the interview.**

(ISHFAQ HUSSAIN)
Section Officer (Admn-I)
Room No. 3089, 3rd Floor, Cabinet Block,
Establishment Division, Islamabad.
Ph: 051-9103635
Email address: soadmin1@establishment.gov.pk

-11-

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

➤ **FUNCTIONS OF THE PROPOSED CELL**

- Strategize the overall working of the Litigation Wing.
- Provide legal opinion on all cases referred to the Legal Cell by the Litigation Wing and vet all documents, petitions and reports and prepare para wise comments to be submitted to the courts of law and devise procedure for handling complex court cases.
- Monitor the litigation of Establishment Division pending in various Courts, viz. Supreme Court, Human Rights Matters in Supreme Court, cases of High Courts, Civil Courts, FST, Federal Ombudsman etc. and provide strategic guidance and suggest way forward
- Vet all policy documents referred by any wing/section of the Division, speaking orders to be issued by the Secretary, Establishment Division in compliance with Court orders.
- Any other task assigned by the Secretary, Additional Secretary-II and Joint Secretary Litigation.

➤ **JOB DESCRIPTION**

Job description of Legal Advisor and Deputy Legal Advisor are as follows:

LEGAL ADVISOR

- I) Provide strategic guidance on all issues pertaining to the Litigation Wing of the Establishment Division.
- II) Monitor the litigation of the Establishment Division pending in various courts and devise strategies to expedite the disposal of Court cases.
- III) Provide legal opinion on all cases referred to the Legal Cell by the Litigation Wing and vet all documents, petitions and reports to be submitted to the Courts. and prepare para wise comments to be submitted to the courts of law and devise procedure for handling complex court cases.
- IV) Vet all policy documents referred by any wing/section of the Division, speaking orders to be issued by the Secretary, Establishment Division in compliance with Court orders.
- V) Devise standard guidelines for expeditious processing of all Court cases especially the complex ones and those requiring urgent action e.g. those impleading the Secretary, Establishment as prime respondent.
- VI) To represent the Establishment Division as Departmental Representative on need basis in various Courts.

VII) Any other task assigned by the Secretary, Additional Secretary-II and Joint Secretary Litigation.

DEPUTY LEGAL ADVISER

- I) Assist Legal Advisor in the performance of all his duties and to undertake functions assigned by him.
- II) Prepare documents, legal opinions on different cases referred by the Litigation Wing and para wise comments for submission to the Courts.
- III) To represent the Establishment Division as Departmental Representative on need basis in various Courts.

➤ **EDUCATION/EXPERIENCE**

LEGAL ADVISOR (MP-I SCALES)	
Education	Bachelor's degree in law. Master's degree in law will be considered as an additional advantage.
Experience	<ul style="list-style-type: none"> ▪ Minimum 10 years' experience/practice in High Court and Supreme Court of Pakistan. ▪ Minimum 05 years' experience of dealing with service matters of Government/Corporation employees.
Age	Maximum 50 years.
DEPUTY LEGAL ADVISOR (MP-II SCALES)/ Deputation basis (BS 19)	
Education	▪ Bachelor's degree in law. Master's degree in law will be considered as an additional advantage.
Experience	<ul style="list-style-type: none"> ▪ Minimum 07 years' experience/practice in High Court and Supreme Court of Pakistan. ▪ Minimum 03 years' experience of dealing with service matters of Government/Corporation employees.
Age	Maximum 45 years.