

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

SITUATION VACANT

Applications are invited for filling up the following posts as per provisions of MP Scale Policy 2020, (as amended from time to time) under the Federal Government 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:

S. No	Title of post and PayScale	Number of posts	Qualification / experience / eligibility criteria
1.	Legal Advisor (MP-I)	01 (one)	<p>i. Ph.D. in Law with 07 years professional experience/practice in the High Court/Supreme Court of Pakistan or Masters in Law with 09 years' experience/practice in the High Court/Supreme Court of Pakistan preferably dealing with service matters of Govt. / Corporation employees.</p> <p>ii. Age Maximum 62 years</p>
2.	Deputy Legal Advisor (MP-II)	01 (One)	<p>i. Ph.D. in Law with 05 years professional experience/practice in the High Court/Supreme Court of Pakistan or Masters in Law with 07 years' experience/practice in the High Court/Supreme Court of Pakistan preferably dealing with service matters of Govt. / Corporation employees.</p> <p>ii. Age Maximum 62 years</p>

Responsibilities of Legal Advisor (MP-1)

Legal Advisor 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 para-wise comments to be submitted to the Court of law, devise standard guidelines for expeditious processing of cases and also represent the Establishment Division as departmental Representative in Court of law and any other task assigned by the Secretary, Additional Secretary and Joint Secretary (Litigation).

Responsibilities of Deputy Legal Advisor (MP-II)

The Deputy Legal Advisor shall assist the Legal Advisor in performance of all his/her duties and to undertake functions assigned to him/her including preparation of documents, legal opinion on different cases and to represent the Establishment Division as Departmental Representative in various Courts.

Application Procedure

1. Applications complete in all respects alongwith attested copies of necessary documents (academic records/degrees / experience certificate etc.) shall reach to the undersigned on the below mentioned address, within 15 days of publication of advertisement.
2. Soft copies of all documents may also be sent to the below mentioned email address.
3. Only shortlisted candidates shall be called for interview.
4. The Establishment Division reserves the right to reject any/all candidates without assigning any reason.
5. Both the posts will be filled on merit basis.
6. No TA/DA will be admissible for appearing in the interview.

(Sarfraz Ahmad Sirohey)

Section Officer (Admin – I)

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