

Brief Job Description:

- To handle / pursue Company's Court cases filed / pending before Courts of Competent Jurisdiction including Supreme Court of Pakistan, High Courts and shall remain in liaison with Counsels engaged therein for timely disposal.
- Timely follow-up of Company's all legal cases and to maintain their updated status in Company's data base.
- Legal vetting of para-wise comments / replies of all types of Company's legal cases and ensure their submission before concerned Courts / legal forums within stipulated time period through Counsels.
- Dealing with litigant consumers regarding Company's legal cases.
- Vetting of Company's legal documents & to render advice on legal issues.
- Drafting and vetting of agreements, Contracts and legal documents.
- To deal with local & international Arbitrations.
- To deal with cases / appeals before tribunals & Regulatory Authority.

Essential Skill Requirements:

- Strong drafting Skills.
- Sound knowledge of Civil & Criminal Laws of Pakistan, Gas (Theft Control and Recovery) Act, 2016 and Companies Act, 2017.
- Problem Solving & Analytical Skills.
- Proficient in use of MS Office & Internet.
- Good Oral and Written Communication Skills.
- Team Player.

Minimum Eligibility Criteria:

Position	Minimum Experience (Years)	Age Limit (Years)	Minimum Qualification
Officer Law (Grade-II)	1	32	Law Graduate (LLB)
Officer Law (Grade-III)	3	35	
Executive Officer Law (Grade-IV)	5	38	

- A candidate can apply against one position only. In case of multiple applications, only first application submitted will be considered.
- The minimum experience requirement is post qualification experience of executive level in relevant field.
- No third division in entire academic career.

Place of Posting

- Anywhere in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Federal Capital.
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