1. **Scope for Hiring of Legal Advisor**

 Following requirements define the scope of work of this Hiring.

* 1. The selected firm/ individual will be responsible for following services on monthly retainer ship basis (extendable), as and when required.
		1. Providing advice on corporate/ legal issues to the NTS on a regular basis.
		2. To professionally draft and review legal documents, agreements and contracts.
		3. To provide effective legal advice on Policies, strategies, rules and regulations.
		4. Deal with relevant government authorities and departments.
		5. Be willing to travel throughout Pakistan for representation, if nature of the cases requires.
		6. Ensure his/her or authorized representative’s timely on call availability.
		7. To extend related expert services to NTS not specifically stated above.
		8. Others issues as and when arise out.
1. **Name of Firm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Firm Income Tax Registration No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Firm Sale Tax No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Firm EOBI Registration:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Bar Council Registration No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **NTN of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **­­­­­9.** | **Applicant CNIC No:**  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **-** |  |  |  |  |  |  |  |  | **-** |  |

 |

1. **Member: High Court Supreme Court** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name of City/Province:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Degree** | **University** | **Passing Year** |
| **a)** |  |  |  |
| **b)** |  |  |  |
| **c)** |  |  |  |

1. **Total work Experience in Years:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Total work Experience with Public Sector Company if any:**
3. **Person/Firm Contact Detail:**

**Mailing Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel** (Res.): \_\_\_\_\_\_\_\_\_\_\_\_ **Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel** (Off): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Total Monthly Remuneration/Expected Amount in RS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In words:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Any other term & conditions**

|  |
| --- |
|  |

1. **Eligibility/Qualification Criteria**

19.1 Eligible Individual/Firm who has:

* 1. Registered with Income Tax/ Sales Tax Departments depending on tax status.
	2. Not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on legal stamp paper is mandatory).
	3. Degree in Law from a recognized University and License (Enrolled) to practice law in the lower and higher courts of Pakistan.
	4. Minimum twenty (20) Years of relevant experience of providing corporate/ legal services to organizations of comparable scale and stature.
	5. Membership of bar council.
	6. A prior experience in similar position of working with under section 42 companies established by Government will be an asset.
	7. Number of regional/ Branch offices.
	8. Number of qualified staff/ professionals.