

**TORs AND JOB DESCRIPTION FOR THE POST OF  
DEPUTY LEGAL ADVISOR (MP-II SCALE)**

The Ministry of Foreign Affairs intends to hire the services of Deputy Legal Advisor (MP-II Scale).

**Minimum Requirement**

**A. Education:**

Ph.D in Law from a University recognized by HEC or Master's degree in Law/International Law in subjects like Peace, War, Neutrality, International Disputes, International Organizations or Private International Law from a recognized foreign University.

**B. Field of Expertise/Criteria:**

- i. Minimum 05 years of professional experience in the relevant field if the education is Ph.D;
- ii. Minimum 07 years of professional experience in the relevant field if the education is M.Phil/Masters;
- iii. Experience of handling service matters of Civil Servants, International Treaties, International Organizations/Courts is desirable;

**C. Age:**

The maximum age limit is 62 years as on closing date of application submission.

**D. Duration:**

Appointment of the Deputy Legal Advisor shall initially be made for a period of three (03) years further extendable for a period of two (02) years on annual (yearly) basis subject to satisfactory performance.

**E. Disqualification:**

No person shall be eligible for appointment as Deputy Legal Advisor who:

- i. Has been removed from Government service or from an MP Scale Position due to unsatisfactory performance or on account of moral and financial turpitude.
- ii. Either at the time of appointment as Deputy Legal Advisor or thereafter during such appointment was not or is not a citizen of Pakistan.

**F. Manner of Appointment:**

- i. The appointment shall be made as per prescribed procedure for appointment in MP-II Scale Position;
- ii. The vacancy of the Deputy Legal Advisor shall be uploaded on the website of the Ministry of Foreign Affairs and also advertised in at least two national leading newspapers of nation-wide circulation;
- iii. A Scrutiny Committee shall be constituted with the approval of the Secretary, Ministry of Foreign Affairs, for scrutinizing applications on the basis of advertised criteria; and

- iv. The Selection Committee, after conducting the interviews, shall recommend to the Appointing Authority, a panel of minimum three (03) suitable candidates, in order of merit, for appointment against the position.

**G. Job Description:**

The Deputy Legal Advisor will carry out, but not limited to, the following tasks:

- i. All cases pertaining to the Supreme Court of Pakistan;
- ii. All cases pertaining to all other Courts, Forums and Tribunals;
- iii. Legal opinion work on both National and International Law;
- iv. Any other legal work assigned by the Ministry.

The Deputy Legal Advisor will work in the Legal Division of the Ministry of Foreign Affairs, under the supervision of the Legal Advisor (MP-I Scale).

**H. Pay Package:**

The Deputy Legal Advisor shall receive the pay package of MP-II Scale in accordance with the Management Position Scales Policy 2020.

**I. Leave:**

The Deputy Legal Advisor shall earn leave in accordance with the Management Position Scales Policy.

**J. Appointment of Civil Servants in MP Scales:**

The terms & conditions as contained in Ministry of Finance's OM F.No.4(9)R-14/2024, dated July 01, 2025 will be applicable to Civil Servants joining the position of Deputy Legal Advisor (MP Scales) in the Ministry of Foreign Affairs.

**K. Conflict of Interest:**

The candidate being employed as Deputy Legal Advisor shall submit to the government an affidavit declaring his/her non-involvement in any other relevant business/job which may tantamount to the conflict of interest.

**L. Termination of Contract:**

The contract of Deputy Legal Advisor may be terminated on completion of tenure or by giving one month's advance notice by either side. In case of notice by the Ministry, it shall be after the approval of the Appointing Authority.

**M. Monitoring and Evaluation:**

The performance of the Deputy Legal Advisor shall be monitored by the Senior Officials of the Ministry of Foreign Affairs.

**N. Applicability of Other Rules:**

In respect of matters not specified here, the laws, rules, policies, etc, applicable to the corresponding level of Civil Servants shall be applicable.

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**TORs AND JOB DESCRIPTION FOR THE POST OF  
ASSISTANT LEGAL ADVISOR (MP-III SCALE)**

The Ministry of Foreign Affairs intends to hire the services of Assistant Legal Advisor (MP-III Scale).

**Minimum Requirement**

**A. Education:**

Ph.D in Law from a University recognized by HEC or Master's degree in Law/ International Law in subjects like Peace, War, Neutrality, International Disputes, International Organizations or Private International Law from a recognized foreign University.

**B. Field of Expertise/Criteria:**

- i. Minimum 03 years of professional experience in the relevant field if the education is Ph.D;
- ii. Minimum 05 years of professional experience in the relevant field if the education is M.Phil/Masters;
- iii. Experience of handling service matters of Civil Servants, International Treaties, International Organizations/Courts is desirable;

**C. Age:**

The maximum age limit is 62 years as on closing date of application submission.

**D. Duration:**

Appointment of the Assistant Legal Advisor shall initially be made for a period of three (03) years further extendable for a period of two (02) years on annual (yearly) basis subject to satisfactory performance.

**E. Disqualification:**

No person shall be eligible for appointment as Assistant Legal Advisor who:

- i. Has been removed from Government service or from an MP Scale Position due to unsatisfactory performance or on account of moral and financial turpitude.
- ii. Either at the time of appointment as Assistant Legal Advisor or thereafter during such appointment was not or is not a citizen of Pakistan.

**F. Manner of Appointment:**

- i. The appointment shall be made as per prescribed procedure for appointment in MP-III Scale Position;
- ii. The vacancy of the Assistant Legal Advisor shall be uploaded on the website of the Ministry of Foreign Affairs and also advertised in at least two national leading newspapers of nation-wide circulation;
- iii. A Scrutiny Committee shall be constituted with the approval of the Secretary, Ministry of Foreign Affairs, for scrutinizing applications on the basis of advertised criteria; and

- iv. The Selection Committee, after conducting the interviews, shall recommend to the Appointing Authority, a panel of minimum three (03) suitable candidates, in order of merit, for appointment against the position.

**G. Job Description:**

The Assistant Legal Advisor will carry out, but not limited to, the following tasks:

- i. All cases pertaining to the Supreme Court of Pakistan;
- ii. All cases pertaining to all other Courts, Forums and Tribunals;
- iii. Legal opinion work on both National and International Law;
- iv. Any other legal work assigned by the Ministry.

The Assistant Legal Advisor will work in the Legal Division of the Ministry of Foreign Affairs, under the supervision of the Legal Advisor (MP-I Scale).

**H. Pay Package:**

The Assistant Legal Advisor shall receive the pay package of MP-III Scale in accordance with the Management Position Scales Policy 2020.

**I. Leave:**

The Assistant Legal Advisor shall earn leave in accordance with the Management Position Scales Policy.

**J. Appointment of Civil Servants in MP Scales:**

The terms & conditions as contained in Ministry of Finance's OM F.No.4(9)R-14/2024, dated July 01, 2025 will be applicable to Civil Servants joining the position of Assistant Legal Advisor (MP Scales) in the Ministry of Foreign Affairs.

**K. Conflict of Interest:**

The candidate being employed as Assistant Legal Advisor shall submit to the government an affidavit declaring his/her non-involvement in any other relevant business/job which may tantamount to the conflict of interest.

**L. Termination of Contract:**

The contract of Assistant Legal Advisor may be terminated on completion of tenure or by giving one month's advance notice by either side. In case of notice by the Ministry, it shall be after the approval of the Appointing Authority.

**M. Monitoring and Evaluation:**

The performance of the Assistant Legal Advisor shall be monitored by the Senior Officials of the Ministry of Foreign Affairs.

**N. Applicability of Other Rules:**

In respect of matters not specified here, the laws, rules, policies, etc, applicable to the corresponding level of Civil Servants shall be applicable.

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