

## **Consultant Legal/Law Officer**

### **Terms of Reference**

- a) Handling legal cases filed by / or against TDAP, including cases of textile quotas, trade disputes, service matters and cases relating to the defunct office of Chief Controller of Imports and Exports (CCI&E), through the nominated counsels / panel advocates,
- b) Pursuing legal cases of the Ministry of Commerce filed by and / or against the Ministry and pending in various courts at Karachi, as per Ministry's instructions, through the nominated counsels / DAGs / Standing counsels,
- c) Seeking nomination of legal counsels / panel advocates from the competent authority / Law Division to conduct the legal cases on behalf of TDAP before various courts of law, keeping constant liaison with the legal counsels / panel advocates and giving them full briefing in the relevant cases,
- d) Preparing Para-wise comments / written statements / counter affidavits / rejoinders and written replies on behalf of TDAP and filing the same in the respective courts through the nominated legal counsels / panel advocates,
- e) Attending the courts on the date of hearing to assist the TDAP's / Ministry's counsel(s) / DAGs / Standing Counsels and respond to the court's queries, if so directed by the court(s),
- f) Obtaining certified copies of the Court's orders/judgments,
- g) Timely filing of appeal(s) before the next higher forum(s), where required,
- h) Legal vetting / reviewing internal documents/materials contracts / MOU's etc. to minimize TDAP's legal exposure,
- i) Giving views / legal opinion in the matters involving legal implications, as and when referred to Legal Branch for the purpose,
- j) Handling matters relating to textile quotas etc. pending with NAB and FIA,
- k) Keeping the Authority abreast with the applicable laws, rules and regulations,
- l) Maintaining updated record of legal cases and legal advices / opinions given in the matters referred to Legal Branch, and
- m) Any other job / duty assigned by the Competent Authority from time to time.