TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

No. TCP (HR)/14-147/2025-26 — 18th March, 2026

REQUEST FOR PROPOSAL

Trading Corporation of Pakistan (Pvt.) Limited (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan invites sealed bids from experienced HR consulting firms specializing in recruitments/headhunting, registered and on Active Taxpayers List of the Federal Board of Revenue and Sindh Board of Revenue, qualified in all respects for testing and shortlisting of the candidates along with recommendations for five (05) top-scoring candidates, from the applications received for the posts of one (01) General Manager (Finance and Accounts), one (01) General Manager (Internal Control and Compliance), one (01) General Manager (Legal).

2. Bidding documents containing detailed terms and conditions are available on TCP and PPRA websites for downloading.

3. Single Stage Two Envelopes Procedure would be used for Open Competitive Bidding. The Bid Security of 5% of the total bid to be accompanied with the financial proposal in the form of Bank Draft /Pay Order /Banker's Cheque in favor of "Trading Corporation of Pakistan (Pvt.) Limited. The Bid Security of the unsuccessful bidders shall be refunded upon award of tender. Whereas bid security submitted by the successful bidder shall be retained as Performance Guarantee till satisfactory performance and the same shall be released after Successful Recruitment against the positions under question.

4. Sealed bids (marked separately as Technical Bid and Financial Bid), prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box at Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before **11:00 A.M on 6th April, 2026**. The bids shall be opened on the **same day at 11:30 AM** in the presence of the firm(s) / company(ies) who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-Faisal, Karachi.

5. The firm(s) who have defaulted in its contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. The firm(s) who have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s), unless they clear their dues along with penalties or fulfill their contractual obligations with TCP before opening of the bids. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

(ZAFARULLAH ZANGEJO)
Manager Incharge (HR)

Trading Corporation of Pakistan (Pvt.) Limited
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EMERGING PAKISTAN

TRADING CORPORATION OF PAKISTAN,
MINISTRY OF COMMERCE,
GOVERNMENT OF PAKISTAN.

TERMS AND CONDITIONS

HIRING THE SERVICES OF HR CONSULTING FIRMS SPECIALIZING IN RECRUITMENTS FOR TESTING AND SHORTLISTING OF APPLICATIONS FOR HIRING OF ONE (01) GENERAL MANAGER (FINANCE AND ACCOUNTS), ONE (01) GENERAL MANAGER (INTERNAL CONTROL AND COMPLIANCE), ONE (01) GENERAL MANAGER (LEGAL)

SERVICES OF PROFESSIONAL TESTING FIRM REQUIRED

1. **INTRODUCTION:**

Trading Corporation of Pakistan (TCP), invites sealed bids from HR consulting firms specializing in recruitments, registered and on Active Taxpayers List of the Federal Board of Revenue and Sindh Board of Revenue, qualified in all respects for testing and shortlisting of the candidates from the applications received for the posts of one (01) General Manager (Finance and Accounts), one (01) General Manager (Internal Control and Compliance) and one (01) General Manager (Legal).

2. Sealed bids (marked separately as Technical Bid and Financial Bid), prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box at Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before **11:00 A.M on 6th April, 2026.** The bids shall be opened on the **same day at 11:30 AM** in presence of the representatives of participating firm(s) / company(ies) who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-Faisal, Karachi.

3. **BIDDING PROCEDURE**:

Bidding procedure shall be "Single Stage – Two Envelope".

4. **DETAILS OF THE BIDDER**:

S#	Required Information	Response
1.	Legal Name of the Organization	
2.	Year of Establishment	
3.	National Tax Number	
4.	Sales Tax Registration Number	
5	Sindh Sales Tax Registration Number	
6	Core business areas of the Organization	
7	Name & Designation of Head of Organization	
8	Address of organization:	
9	Phone/s:	
10	Email:	
11	Fax:	
12	Website address:	
13	Name & Designation of "Contact Person":	
14	Phone/s:	
15	Email:	
16	Fax:	
17	Mobile/s:	

Any additional information which the bidder may deem necessary as proof of their qualification/Experience and legal status may also be attached.

5. **ELIGIBILITY CRITERIA**:

The technical proposal shall consist of all the following information / documents for technical evaluation of the expertise of the firm as at Clause-9:

i. The bidder should be registered with relevant government organization of the federal government.
ii. The bidder should have NTN/Sales Tax Number and should be on Active Taxpayer List of FBR.

iii. The firms should have an active website/portal or any other web-based facility.
iv. Financial stability of a minimum worth of Rs.10 million (evidence required).
v. The bidder should have minimum five years of experience (evidence required).
vi. The bidder should have managerial capacity including man power and other to conduct test.
vii. The agency must have testing experience in the field of management, law, accountancy, economics, finance, internal audit and compliance.
viii. An Affidavit on stamp paper (original and latest as per **ANNEXURE-A)** of Rs.100/- duly attested by Notary Public to the effect that:
   a) They have not been blacklisted from any Government Department/agency.
   b) They have not been involved in litigation with TCP or any other Public or private sector department / agency during the last 3 years.
   c) They shall provide accurate and true information at every stage either during evaluation or at the execution time of the contemplated contract. However, at any stage the information provided by the firm(s) is found false or dubious they shall be liable for blacklisting under TCP's blacklisting procedure.
   d) They have read, understood and accepted the terms and conditions mentioned in the tender notice and document.
   e) They understand that the TCP shall have the right, at its exclusive discretion, to require in writing, further information or clarification of the tender, from any or all the firms/ bidders.

6. **BID SECURITY AND PERFORMANCE GUARANTEE:**

The Bid Security of 5% of the total bid to be accompanied with the "Financial Proposal" **(ANNEXURE-B)** in the form of Bank Draft /Pay Order /Banker's Cheque in favor of "Trading Corporation of Pakistan (Pvt) Limited". The Bid Security of the unsuccessful bidders shall be refunded upon award of tender. Whereas bid security submitted by the successful bidder shall be retained as Performance Guarantee till satisfactory performance and the same shall be released after Successful Recruitment against the positions under question. However, Bid Security and / or Performance Guarantee shall be forfeited in case of default and / or breach of any term and condition of the contract.

7. **PROCUREMENT PROCEDURE:**

Single Stage Two Envelopes procedure for open competitive bidding under PPRA Rules, 2004 shall be adopted.

8. **SCOPE OF SERVICES:**

The selected firm shall complete the following process within thirty (30) days after award of contract:

a) To collect all the requisite documents from the applicants who have applied through National Job Portal/ Digital youth Hub. For the applicants who have directly applied to TCP, their application forms along with requisite documents would be provided by TCP. The number of applicants applied through National Job Portal can be seen at **ANNEXURE-F**
b) The firm shall host a sample model paper on its website including the mode of test (written/MCQs) and inform the candidates ahead of the test about hosting of model paper along with further requisite guidelines. The criteria for model test and actual test is given as below:

WEIGHTAGE FOR THE WRITTEN TEST				
Post	**General Knowledge**	**English**	**Technical / Knowledge**	**Total Passing Marks**
-	**30%**	**20%**	**50%**	

G.M (Finance & Accounts)	To be decided by firm.	To be decided by firm.		**Passing marks for all the posts shall be 50%**
G. M (Legal)	To be decided by firm.	To be decided by firm.		
G.M (Internal Control and compliance	To be decided by firm.	To be decided by firm.		

c) Act as a liaison between candidates and the company. Further, firm shall coordinate with the candidates till finalization of the process.

d) Firm shall be required to perform initial screening of the candidates' applications strictly as per qualification criteria, experience and the job description(s) as at **Clause -8(j).**

e) Testing Agency, on the basis of shortlisted applications as at (d) above, shall conduct written test of the shortlisted candidates. The intimation to all such candidates with regard to date, time and venue for the test shall be the responsibility of the firm.

f) Passing score shall be 50%. The result of such test shall be announced within 48 hours on the Testing Agency's website or any other website, along with the following details:
   i) Complete list giving names of the applicants.
   ii) List of rejected applicants with reasons thereof;
   iii) Complete merit list giving score obtained by each applicant in order of merit.

g) The applicants who have passed the test (minimum threshold for passing the test shall be 50% scores) shall be interviewed by the firms and top five (5) candidates for each post shall be shortlisted on the basis of their scores in terms of written test, interview, qualification(s) and experience aligned with the respective Job Descriptions as at **Annexure C, D & E**. The intimation to all such candidates with regard to date, time and venue for the interview shall be responsibility of the firm.

h) The firm will furnish recommendations for top five (5) candidates for each post to the TCP.

i) The selected firm shall be responsible to keep all record of all the candidates including initial screening, written test result, interview etc. for at least one (1) year after completion of the project. Furthermore, the firm shall provide the record to TCP.

j) **Requirements for the required candidate against the advertised vacant posts:**

S. No.	Name of Post	No. of Post	Minimum Qualification/ Experience	Domicile	Remarks
i)	**General Manager** (Finance & Accounts) **Total 73 applications received.**	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce from a reputed institute/ university recognized by the Higher Education Commission with Computer literacy. Must possess at least twelve (12) years' experience including 03 years' experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**	Merit *	Job Description of the post is given at **Annexure-C.**
ii)	**General Manager (Internal Control and**	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce from a reputed institute/ university recognized by the Higher Education Commission with Computer	Merit *	Job Description of the post is given at **Annexure-D.**

	Compliance) **Total 33 applications received.**		literacy. Must possess at least twelve (12) years' experience including 03 years' experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**		
iii)	**General Manager (Legal)** **Total 102 applications received.**	01	Must have Master's Degree or equivalent with relevant specialization in the field of Law from a reputed institute/ university recognized by the Higher Education Commission with Computer literacy. Must possess at least twelve (12) years of experience including three (03) years' experience in executive capacity at a reputed Industrial or Commercial Organization or a Government Department/Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**	Merit *	Job Description of the post is given at **Annexure-E**

9. **EVALUATION CRITERIA**:

The Technical Proposal shall be evaluated as per following information:

Sr. #	Parameters	Scoring Brackets	Total points allocated
1	**Profile**		**30**
1.1	Years of Experience in Management Consultancy:		20
	5 years	08	
	> 5 to 9 years	12	
	> 9 to 12 years	16	
	> 12 years	20	
1.2	No. of Employees		10
	Employees up to 50	06	
	Employees 51 to 100	08	
	Employees above 100	10	
2	**Qualification and Relevant Experience**		**30**
2.1	Qualification of the Team/Experts (Professional Qualifications awarded by renowned professional bodies or Master's degree).		15
	>05 Experts	5	
	>10 Experts	10	
	>15 Experts	15	

Sr. #	Parameters	Scoring Brackets	Total points allocated
2.2	Relevant experience of team/experts in the fields/areas mentioned at 5(vii)(Projects executed by the firm or sister concerns/ joint bidders excluding sub – contractors/ special contract firms).		15
	> 2 to <4 years of experience in relevant projects	03	
	> 4 to < 8 years of experience in relevant projects	07	
	> 8 to < 12 years of experience in relevant projects	10	
	> 12 years of experience in relevant projects	15	
3	**Financial Strength of the Firm**		**30**
	Certified confirmation from firm on letter head backed by Bank Statements showing annual turnover greater than Rs.10 Million and less than Rs. 20 million in the last three years.	10	
	Certified confirmation from firm on letter head backed by Bank Statements showing annual turnover of more than Rs. 20 million and less than 30 million in the last three years.	20	
	Certified confirmation from firm on letter head backed by Bank Statements showing annual turnover of more than Rs. 30 million in the last three years.	30	
4	**Duration of Registration with Recognizing Body**		**10**
	For One Year or more	06	
	For Two Years of more	08	
	For Three Years or more	10	
TOTAL			**100**

Note: i) Minimum qualifying score is 70%.

ii) All other requirements as mentioned under clause 5 are mandatory and non provision /non fulfillment shall make the bid liable to rejection.

10. FINANCIAL PROPOSAL:

The bidder shall prepare his financial proposal as per **ANNEXURE-B**. The financial proposal of those bidders shall be opened who pass evaluation criteria as mentioned at Clause 9. The financial proposal of bidders unable to score 70 marks as per the evaluation criteria shall be returned unopened. However, TCP reserves the right to accept or reject any proposal or all proposals as per PPRA Rules, 2004.

11. ROLE OF THE CLIENT (TCP):

i. Provide applications along with attached documents received to TCP directly through courier and / or through National Jobs Portal without documents **(which shall be gathered from the candidates by the service providing firm directly).** Summary of applications received is at **ANNEXURE-F.**

ii. Conduct final interviews with the candidates proposed by the firm and finalize positions.

12. CLARIFICATION AND AMENDMENT IN RFP DOCUMENTS:

i) A prospective company requiring any clarification(s) may notify to TCP or an Officer authorized on its behalf in writing. The TCP or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before **07**

working days or more before the deadline set for the submission of bids. Copies of TCP response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

ii) At any time before the submission of Proposals, TCP may amend T&Cs of the RFP through issuance of an addendum/ corrigendum in writing under PPRA Rules, 2004.

13. **FINANCIAL POLICY/ MATTERS:**

The firm shall quote their lump sum as per the scope of services detailed at Clause #10 **(inclusive of** applicable **taxes/duties).**

14. **PROPRIETARY RIGHTS & DAMAGES CLAUSE**:

The proprietary rights will rest with TCP. Both parties will keep the record / data strictly confidential. If the service providing firm is found involved in malpractice(s) regarding secrecy during the paper making, conducting test, misconduct and / or if any damages suffered by the client (TCP) due to breach of any term or condition of the RFP / Contract, in such case the service providing firm shall be liable to penalty with heavy cost to be decided by TCP and forfeiture of the performance guarantee including blacklisting under the blacklisting procedure of TCP and any other legal action prescribed under law.

15. **TAXES:**

All the applicable Federal / Provincial taxes must be considered while preparing the Financial proposals. All these taxes are required to be built in to the quoted rates and not to be mentioned separately. Taxes will be deducted as per applicable laws of taxation from payment at source.

16. **TERM / DURATION OF THE ASSIGNMENT**:

The selected service providing firm/ bidder should have to complete the assignment within thirty (30) days from the date of engagement/award of job. If extension is required under justifiable circumstances, C.E.O. TCP shall be the authority to decide on the matter.

17. **PAYMENT FOR RENDERED SERVICES AND RELEASE OF PERFORMANCE GUARANTEE:**

The Payment shall be made and Performance Guarantee shall be released after successful completion of the assigned job and submission of the invoice. Tax deduction shall apply / deducted at source by the TCP as per law / rules in vogue.

18. **ADDRESS / LOCATION OF THE CLIENT:**

Office of the Manager Incharge (HR), Trading Corporation of Pakistan (TCP), Principal Office, 4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi, Pakistan Ph # 021-9920722.

19. **DOCUMENTS CONSISTING CONTRACT AND SIGNING OF AGREEMENT**:

The documents, namely, Request for Proposal (RFP), Terms and conditions of the RFP and Award Letter shall constitute the contract between the TCP and the successful firm.

20. **FORCE MAJEUR:**

i) Should any of the force majeure circumstances, namely Acts of God, natural calamity, fire, government restrictions, strikes or lock-outs by workmen, war, military operations of any nature and blockades preventing the parties from wholly or partially carrying out their

contractual obligations, the period stipulated for the performance of the contract shall be extended for as long as these circumstances prevail, provided that, in the event of circumstances continuing for more than seven (07) Days, either party shall have the right to refuse to fulfill its contractual obligations without title to indemnification of any losses or damages it may thereby sustain. The party unable to carry out its contractual obligations shall immediately advise the other party in writing at registered address, e-mail and/or fax of the commencement of force majeure of the same and circumstances preventing the performance of the contract.

ii) Service provider is to be entirely responsible for obtaining and maintaining in force any necessary licenses / registrations if required. Failure to obtain and to maintain in force such license / registration shall not be sufficient grounds for Force Majeure.

21. DISPUTE RESOLUTION / SETTLEMENT:

In the event of any dispute, the decision of the Chief Executive Officer, Trading Corporation of Pakistan, Karachi or his nominee shall be final and binding on both the parties.

22. CANCELLATION OF CONTRACT:

If the service provider fails to full fill the job in line with the terms and conditions of the Contract and / or within the specified period for any reasons other than Force Majeure, the TCP shall be entitled, at his option, to cancel the contract and recover the damages, besides forfeiture/encashment of Performance Guarantee. The Buyer shall not be held risks and costs whatsoever in consequence of such cancellation of the contract.

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ANNEXURE-A

AFFIDAVIT ON STAMP PAPER OF RS.100/- (duly notarized)

We, [Name & address of the firm], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with TCP or any other Public or private sector department / agency during the last 3 years.
3. We shall provide accurate and true information at every stage either during evaluation or at the execution time of the contemplated contract. However, at any stage the information provided by us is found false or dubious we shall be liable for blacklisting under TCP's blacklisting procedure.
4. We have read, understood and accepted the terms and conditions mentioned in the tender notice and document.
5. We understand that the TCP shall have the right, at its exclusive discretion, to require in writing, further information or clarification of the tender, from any or all the firms / bidders.

ANNEXURE-B

SUMMARY OF COSTS / PRICE SCHEDULE IN PAK RUPEES (ON FIRMS BUSINESS LETTERHEAD) (TO BE PROVIDED IN SEALED ENVELOPE MARKED AS FINANCIAL PROPOSAL)

Name of Bidder: _____

Description	**Total amount in PKR (Inclusive of all taxes, duties etc.)**
Total Amount	**Rs.**
Amount in Words	

_____

SIGNATURE & STAMP OF BIDDER

Note: All the applicable taxes to be borne by the bidder.

JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	**General Manager (Finance & Accounts)**	A General Manager of Finance and Accounts Division manages a company's financial operations, including financial reporting, budgeting, forecasting, and strategic planning. Key responsibilities involve ensuring regulatory compliance, overseeing the finance team, analyzing financial data to support decisions, and managing risk. The role requires strong analytical, leadership, and communication skills to guide financial performance and support overall business goal. • Lead and manage the finance and accounts team under the supervision of Chief Financial Officer (CFO) • Ensure timely investments of idle / surplus funds in line with TCP's Investment policy and procedure • Ensure arrangement of bank finances for essential commodity imports • Oversee the preparation and analysis of financial reports, statements, and projections to provide insights for management decision-making • Lead the annual and multi-year budgeting processes, prepare financial forecasts, and monitor financial performance against the budget • Oversee financial planning and analysis • Ensure compliance with financial regulations • Develop and implement financial policies and procedures • Monitor and control financial performance and risk management • Prepare and present financial reports to senior management • Coordinate with external auditors and manage financial audits • Guide strategic financial decision-making processes • Supervision of all Tax matters including duties and taxes (port levies), Income Tax, Sales Tax, FED and Provincial Taxes etc which include the e-filing of all returns/statements/payments etc, and computation of Tax; • To devise accounting policies and procedure manual to ensure internal financial controls; • To supervise/resolve the ERP issues relating for Payments and Receipts; • Reconciliation of Bank accounts; • Present financial results and strategies to senior management and stakeholders • Ensure compliance with financial regulations and standards • Any other work assigned to him by the Chairman, CEO, CFO and Executive Director Finance from time to time. **Skills** • Financial analysis and reporting • Budgeting and forecasting • Team leadership • Risk management • Regulatory compliance • ERP software (e.g., SAP, Oracle) • Advanced proficiency in Microsoft Excel • Strategic planning

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ANNEXURE-D

JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	**General Manager (Internal Control and Compliance)**	A General Manager of Internal Control and Compliance oversees a company's adherence to policies, procedures, and regulations to prevent fraud, errors, and legal risks. Their responsibilities include designing and implementing control systems, conducting risk assessments, monitoring compliance, advising management, and ensuring timely remediation of control deficiencies to safeguard company assets and reputation. **Develop & Implement Internal Controls:** Create, maintain, and update control systems and frameworks to ensure business processes are efficient and effective **Ensure Regulatory Compliance:** Monitor and ensure adherence to all applicable laws, regulations, and contractual obligations **Risk Management:** Conduct regular risk assessments to identify potential vulnerabilities and gaps in internal controls and operating systems **Monitoring & Auditing:** Oversee and perform periodic internal control and compliance checks across different departments and units **Issue Resolution:** Track, address, and monitor the timely closure of identified control issues, weaknesses, and audit findings to mitigate risks **Reporting:** Prepare reports on findings, control deficiencies, and risk mitigation efforts for senior management and relevant authorities **Policy Guidance:** Provide expert advice and training to management and staff on policies, procedures, and best practices for internal controls and compliance. **Liaison & Coordination:** Serve as a point of contact for internal and external auditors, business owners, and other key stakeholders to coordinate efforts and drive resolution of issues. **Fraud Prevention:** Implement strategies and promote policies to prevent fraud and protect the company from operational errors and misconduct **Due Diligence:** Conduct integrity and reputational due diligence procedures for partners and clients to minimize risks. Any other job description decided by the Management / BOD.

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JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	General Manager (Legal)	**Key Responsibilities:** **Legal Strategy & Advisory** • Provide sound legal advice to senior management on a broad range of legal issues. • Develop and implement long-term legal strategies aligned with corporate objectives. • Ensure that all company operations remain within legal and regulatory boundaries. **2. Risk Management & Compliance** • Proactively identify potential legal risks and develop mitigation strategies. • Ensure compliance with all applicable laws, regulations, and internal policies. **3. Contract Management** • Draft, review, and negotiate contracts, agreements, and other legal documents. • Ensure all documents are legally sound and aligned with company policies. **4. Litigation Management** • Oversee all litigation matters involving the organization. • Coordinate with external counsel and represent the company in legal proceedings, where appropriate. **5. Legal Research & Documentation** • Conduct comprehensive legal research on relevant issues. • Maintain organized and up-to-date records of all legal proceedings and documentation. **6. Corporate Governance** • Ensure compliance with corporate governance standards and practices. • Manage regulatory filings and related corporate legal requirements. **7. Team Leadership & Training** • Lead, train, and support the legal team across the organization. • Provide legal support and training to various departments as needed. **8. Regulatory Monitoring** • Stay informed on changes in laws and regulations. • Evaluate the impact of legislative changes on business operations and wherever required, advise management accordingly. **9. Secrecy of official record/documents.** • Maintain secrecy of all the documents, files and correspondence in light of relevant rules and policies. Manage and protect the company's intellectual property, including trademarks, copyrights, and patents. **10. Legal Case Management (Specific to TCP)** • Supervise and manage overall work of the legal division. • Ensure proper and timely management of all legal cases filed by or against the Trading Corporation of Pakistan (TCP). • Ensure timely processing of all correspondence, court orders, directives of higher authorities and instructions received from time to time. • Process the case to file suits, appeals, execution applications, petitions, affidavits, and other legal documents on behalf of TCP before the relevant courts and forums after due approval from the competent authority. • Prepare Defence on behalf of TCP in legal proceedings before courts, tribunals, or arbitration panels, both domestic and international. • Process the files to institute or defend arbitration proceedings within or outside Pakistan involving TCP. **11. Advocate Coordination** • Engage and assign cases to panel advocates and legal representatives after approval of the competent authority.

- Assist advocates in case preparation, including organizing meetings, witnesses, evidence, and other supporting materials.
- Ensure proper attendance at court hearings and arbitration proceedings as required.

12. Legal Vetting & Advisory

- Vet contracts, agreements, official letters, and inter-departmental correspondence as required.
- Provide legal opinions and advice through the legal advisor/ advocate on matters referred by different divisions of TCP.

13. Government Liaison

- Obtain legal opinions from the Ministry of Commerce and the Ministry of Law & Justice as required.
- Maintain timely and effective correspondence with government bodies for legal matters involving TCP.

14. Case Updates & Reporting

- Keep senior management informed of developments in ongoing legal cases.
- Seek necessary approvals and strategic input for critical legal actions involving the Corporation.

15. International Legal Matters

- Coordinate with foreign solicitors and take necessary legal actions regarding cases involving TCP in other countries.

16. Miscellaneous

- Perform any other duties/tasks assigned by the Management or Board of Directors.

Skills:

- Legal Expertise: Strong knowledge of various legal fields, including corporate, contract, civil, criminal, and labor law, with excellent legal drafting skills.
- Leadership & Management: Proven leadership and management skills to head a legal department and motivate a team.
- Strategic Thinking: Ability to develop and implement effective legal strategies that support business objectives.
- Communication: Excellent communication and interpersonal skills for interacting with internal departments, senior management, and external stakeholders.
- Analytical Skills: Strong analytical skills and research capabilities to conduct case law research and support legal decision-making.

ANNEXURE-F

SUMMARY

Sr. No.	Application received in TCP and through NJP with in due date	No. of application for the post of General Manager (Finance and Accounts)	No. of application for the post of General Manager (IC&C)	No. of application for the post of General Manager (Legal)	Total
1	Through Courier in TCP	20	10	04	34
2	Through National Jobs Portal (without documents)	53	23	98	174
Total		**73**	**33**	**102**	**208**

PLEASE NOTE THAT THE FIRM SHALL BE REQUIRED TO COLLECT ALL THE REQUISITE DOCUMENTS FOR THE APPLICATIONS RECEIVED THROUGH NATIONAL JOBS PORTAL.