Trading Corporation of Pakistan (Pvt) Limited

File No. TCP(HR)/14-147/2025 16th January, 2026

JOB OPPORTUNITY

Trading Corporation of Pakistan (Pvt.) Limited (TCP), is a state-owned Corporation incorporated under the Companies Ordinance, 1984 (now Companies Act, 2017) and working under the administrative control of Ministry of Commerce, Government of Pakistan.

TCP intends to hire the services of a suitable qualified individuals on the following posts as per the requirement / criteria mentioned against each:

S. No.	Name of Post	No. of Post	Minimum Qualification, Experience & Age	Domicile	Status
1.	Manager (Legal)	01	Must have a Master's Degree or equivalent in the field of Law from a reputed institute/ university recognized by the Higher Education Commission. Must be proficient in MS Office, English language, and communication skills. At least seven (07) years' relevant experience with reputed industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce industry and/or with economic and financial administration. **Age: 30-45 years**	Merit	Permanent basis.
2.	Assistant Manager (Legal)	01	Must have Bachelor's Degree with relevant specialization in the field of Law from a reputed university/institute recognized by the Higher Education Commission. Must be proficient in utilizing MS Office English language, and communication skills. At least three (03) years of relevant experience in Government or Commercial Organizations with Computer Literacy. **Age: 25-30 years.**	Merit	Permanent basis.

i) Applications on the prescribed Application Form in a sealed envelope clearly mentioning the applied post, should reach to Manager Incharge (HR), Trading Corporation of Pakistan (Pvt.) Limited, Karachi on or before closing date i.e. 4th February, 2026.

ii) Candidates applying for more than one post should apply separately for each post.

iii) Attested copies of CNIC, all the educational documents and experience certificates must be submitted along with application from.

iv) Incomplete applications, without required documents and those received after closing date shall not be entertained.

v) Only short-listed candidates shall go through the written test(s) which shall be carried out by a reputable organization and subsequently only the qualified / further short-listed candidates shall be called for interview.

vi) No TA/DA shall be admissible for test / interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason.

vii) Candidates already employed in Government / Semi Government organization must provide No Objection Certificate (NOC) from their employer.

viii) Application Form and detailed job descriptions, core skills and responsibilities may be downloaded / viewed from web link https://tcp.gov.pk/page-tenders?list=36. The same advertisement is also available at National Job Portal website https://www.njp.gov.pk. and digital youth hub web site https://pmyp.gov.pk

Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi
4th & 5th Floor, Block-B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
Phone # (021) 992029947-49, Fax # (021) 99202722, 99202731

JOB DESCRIPTIONS

Post	Job Descriptions
Manager (Law)	1. To deal with legal cases relating to TCP filed by/against TCP. 2. Filing of suits, appeals, execution applications, petitions and affidavits etc., on behalf of TCP before the Courts of Law. 3. To defend legal proceedings involving the Corporation before various Courts or other forum. 4. To institute or defend legal proceedings in arbitration matters within the country or abroad filed by or against TCP. 5. To engage advocates and assign cases to them. 6. To vet various documents including contracts, draft letters and other correspondence of all divisions when required. 7. To assist advocates in the conduct of cases and to arrange meetings, witnesses, evidence and all other actions necessary for the conduct of the cases. 8. To attend cases in courts and before arbitrators as and when required. 9. To give advice on various matters pertaining to different divisions of the Corporation. 10. To obtain opinion from the Ministry of Commerce/ Ministry of Law & Justice and to correspond with them as and when required. 11. To keep the Management posted of all development in legal cases and to obtain approval for action required to be taken for protection of TCP's rights. 12. To obtain legal opinion from Legal Advisor/ Senior Panel Advocates. 13. To take all necessary actions including correspondence with solicitors in foreign countries regarding TCP's cases in other countries. 14. Any other work assign by the General Manager (Legal) from time to time.

Trading Corporation of Pakistan (Pvt.) Limited
Karachi.

Picture
Please paste your recent passport size color photograph with gum

APPLICATION FORM

POST APPLIED FOR :

Personal Information: Use CAPITAL letters only (Mandatory).

Name in Full:

Father's Name:

Applicant CNIC #: - -

Gender : Male: Female: Date of Birth: D D - M M - Y Y Age (Yrs):

Religion: Muslim Non Muslim: In case of Non Muslim specify your Religion:

Marital Status: Nationality: Other Nationality Domicile :

Postal Address: _____

_____ City: _____ District _____

Phone (Res.) _____ (Office) _____ (Mobile) _____

Email address: _____

Academic Information: (Attach attested copies of your academic and other certificates/documents).

Certificate Degree Level	Degree Title	Specialization/ Major Subject	Passing Year		Board/University/ Institute
			From	To	
Matric/ (10 Years)					
Intermediate/ (12/13 years)					
Bachelor/ (14 years)					
Master Degree (16 years) or equivalent as per minimum qualification of the post					
Higher (if any)					

Professional Qualification: (Attach attested copies).

Certificate/Degree	Marks Obtained	Total Marks	Grade/ Division	Year		Board/University/ Institute
				From	To	

Employment Record: (Attach attested copies).

Sr.#	Organization/Employer Name	Job Title	Job Duration		Experience(s) Specified in year(s)
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Total Job relevant Post Qualification Experience as on closing date of application: Days [ ] - Months [ ] - Years [ ]

Undertaking By the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appearing in the Test, and I have filled-up the application form as per instructions given below. In case of any information contained herein is found at any stage be missing, untrue, false, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action.

Date : _____ Applicant's Signature _____

GENERAL INSTRUCTION/INFORMATION:

- ✓ Please fill the Application Form properly with complete and correct information/answers.
- ✓ Please do not leave any relevant field blank, otherwise your application may not be considered.
- ✓ Incorrect or false information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- ✓ Attach your recent Passport Size Photograph.

Candidate's Signature: _____

Subject: **JOB DESCRIPTION - ASSISTANT MANAGER LEGAL DIVISION**

POST	JOB DESCRIPTION
Assistant Manager (Legal)	1. To assist and deal with the work of TCP litigation cases. 2. Pursue legal cases dealt at principal and regional offices and submission to DM/Manager. 3. To coordinate with TCP Regional/Sub Regional offices regarding TCP cases pending before various Courts of Law and compile its reports when received from them. 4. To prepare briefs of TCP cases. 5. To timely put up cases with coordination of lawyers for further course of action through letters/email to TCP Management for decision in order to proceed further to protect the interest of the Corporation. 6. To process cases for placement of legal counsels and legal advisors on panel of advocates of TCP with the approval of Ministry of Law. 7. To timely process correspondence with Ministry of Commerce/Law and Justice Division in the various cases. 8. To process cases for engagement of legal counsels on case-to-case basis and issue the assignment letter to legal counsels after due approval of the Competent Authority. 9. Submission of daily proceedings of cases to superiors, pursue next date of hearings and update the record/statements accordingly. 10. Timely apply for/obtain certified true copies of Court Orders within limitation period. 11. Provide information to audit and prepare replies of Audit Paras in coordination with DM/Manager for onward approval in a timely manner. 12. To Take up matters with dealing advocates for early hearings and issuance of letters/emails accordingly. 13. To Timely intimate the attorneys to appear before the Court for filing the Affidavits, Applications, etc. in the different Courts of Law after due approval of the Competent Authority as per policy. 14. Processing of payments of advocates. 15. To maintain all record of TCP legal cases / files. 16. Any other task assigned by higher authorities from lime to time.
