

NATIONAL TRANSMISSION & DESPATCH COMPANY



NTDC

Striving for
Reliable Grid

CAREER OPPORTUNITIES

National Transmission & Despatch Company Limited (NTDC) is backing the economic growth of the Country through its excellent Transmission & Despatch network with optimum utilization of resources and by providing a rewarding workplace for the employees. The Company invites applications from energetic and experienced candidates for the following positions:

Sr.#	Position	Qualification/ Experience
1	Director General (Legal)	<p>FUNCTIONS, RESPONSIBILITIES AND SKILLS:</p> <ul style="list-style-type: none"> • DG Legal will act in support of and under the supervision of the Chief Law Officer NTDC for all legal, contractual and regulatory matters relating to NTDC. • Manage under the supervision of Chief Law Officer and in liaison with external counsels overall litigation, arbitration matters and case management including the following ensuring NTDC legal and commercial interests are protected: <ul style="list-style-type: none"> ◦ Criminal and quasi criminal matters; ◦ Civil litigation including service matters, land disputes etc.; ◦ Taxation matters; ◦ Representations before courts, tribunals and other judicial/quasi-judicial forums as Company representative as required. • Manage administrative and office support activities i.e., managing subordinate staff and support Chief Law Officer in all administrative matters pertaining to legal department and NTDC. • Provide legal advice and prepare documents for submission. Work includes drafting of memoranda, contracts, agreements, pleadings, applications and update of existing documents forming binding commitments of NTDC in line with applicable policies, regulations and laws. Investigate and analyze information and conduct reviews based on documents made available and advise appropriate course of action. • Provide legal advisory on interpretation of applicable legislation, policies, rules and regulations. • Manage all reporting requirements for timely submission to competent authorities. • Assist the Chief Law Officer in all matters before management and Board of Director protecting NTDC rights and interests in accordance with applicable laws and regulations. <p>QUALIFICATION & EXPERIENCE</p> <ul style="list-style-type: none"> • Bachelors of law (L.L.B) or Masters of law (L.L.M) or Barrister at law. • Post qualification experience of at least 12 years with minimum 10 years of being enrolled as an advocate of the High Court of Pakistan. • Knowledge and understanding of policies, laws, rules and regulations of power sector in Pakistan. • Experience in negotiating and drafting energy contracts and policies, financing documents review and other agreements. Persons with electricity sector experience will be given preference. • The candidate should be up to 45 years of age on closing date of this advertisement.
2	Manager Corporate & Regulatory Affairs	<ul style="list-style-type: none"> • Bachelor degree in Law with post qualification experience of 8-years including at least 3-years of law practice and minimum of 3-years of dealing in corporate and regulatory affairs experience gained through law firm and/or as in-house counsel in corporate organizations. • Master in Law OR Barrister at Law will be additional advantage. • Incumbent must be computer literate. • Knowledge of Laws dealing with the electricity sector will be additional advantage. • Maximum age limit: 40-years
3	Manager Litigation	<ul style="list-style-type: none"> • Bachelor degree in Law with post qualification experience of 8-years including at least 3-years of law practice and minimum of 3-years of dealing in corporate and regulatory affairs. • Master in Law OR Barrister at Law will be additional advantage. • Incumbent must be computer literate. • Knowledge of Laws dealing with the electricity sector will be additional advantage. • Maximum age limit: 40-years

4	Manager Energy Contracts	<ul style="list-style-type: none"> • Bachelor degree in Law with post qualification experience of 8-years including at least 3-years of law practice and minimum of 3-years of dealing in corporate and regulatory affairs including experience gained through law firm and/or as in-house counsel in corporate organization. • Master in Law OR Barrister at Law will be additional advantage. • Incumbent must be computer literate. • Knowledge of Laws dealing with the electricity sector will be additional advantage. • Maximum age limit: 40-years
5	Deputy Manager (Corporate Counselling)	<ul style="list-style-type: none"> • Bachelor degree in Law with post qualification experience of 5-years including at least 3-years of law practice including experience gained through law firm and/or as in-house counsel in corporate organization. • Master in Law OR Barrister at Law will be additional advantage. • Incumbent must be computer literate. • Knowledge of Laws dealing with the electricity sector will be additional advantage. • Maximum age limit: 35-years
6	Deputy Manager (Regulatory Affairs)	<ul style="list-style-type: none"> • Bachelor degree in Law with post qualification experience of 5-years including at least 3-years of law practice including experience gained through law firm and/or as in-house counsel in corporate organization. • Master in Law OR Barrister at Law will be additional advantage. • Incumbent must be computer literate. • Knowledge of Laws dealing with the electricity sector will be additional advantage. • Maximum age limit: 35-years
7	Assistant Manager (Software Applications)	<ul style="list-style-type: none"> • 16 Years of Education (Bachelor or Master) in Computer Sciences or Computer Engineering or Software Engineering or IT or Computer System Engineering duly recognized by HEC. • 03 years of post-qualification experience. • Must have good knowledge Software Development & Support • Must have strong knowledge in one or more programming or scripting languages, such as commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, AJAX) • Experience on Web Service Technologies like WCF, WebAPI, REST API • experience on .NET Framework, including Visual Studio, C++, ASP.NET (Web Forms and MVC), jQuery, JavaScript, HTML5, CSS3 will be preferred • 03 years' experience of working with Databases like Oracle, SQL Server, MYSQL or DB2 is required • Experience in development/deployment of large-scale enterprise systems will be preferred • Maximum age limit: 35-years
8	Junior Executives (Data Support Team)	<ul style="list-style-type: none"> • At least 14 years of education in computer Science / Information Technology. • At least 2 years of experience. • Maximum age limit: 30-years • Quota: Sindh-Rural Open=1, Punjab Open=1

INSTRUCTIONS

- For Serial No. 1 to 4
 - The interested candidates are advised to visit the NTDC website: www.ntdc.gov.pk/careers for detailed information and to apply online on the prescribed application form.
 - The online filled prescribed application form (print) along with detailed CV, copy of credentials (Education, work experience, and CNIC), and recent passport size photograph, must reach the office of **General Manager HR NTDC, Hall # 8, 2nd Floor, Shaheen Complex, Egerton Road, Lahore**, within due date, through courier service or Pakistan post etc.
- For Serial No. 5 to 8
 - Candidates are advised to apply online on prescribed Application Form available on NTS website (www.nts.org.pk).
 - Photocopies of educational documents / experience certificates are not required at this stage.
 - Candidates are advised to deposit the test fee as per following, as prescribed by NTS:
 - Rs. 550/- (Rupees Five Hundred & fifty only) – for Sr. No. 5 to 7, and
 - Rs. 500/- (Rupees Five Hundred only) – for Sr. No. 8.
 - Candidates may contact NTS for any query/enquiry regarding written test, display of provisional and final list of candidates, roll number slips, test centers, results etc.
 - Application forms/ fee chalangans can be dispatched at **National Testing Service (NTS), Plot # 96, Street # 4, H-8/1, Islamabad**, as per guidelines provided on NTS website.
- General Conditions
 - Last date for receipt of applications is **Monday, October 17, 2022**.
 - Candidates must possess recognized-relevant-degree/equivalence by HEC. Candidates awaiting their result are not eligible to apply.
 - All the positions are contract based, and selected candidate will be offered lump-sum market pay-package and will not be regularized in service.
 - The candidates appearing in the interview must bring their original CNIC, original educational certificates along with photocopies duly verified by HEC and verified copies of experience certificate(s).
 - Only shortlisted candidates will be invited for an interview. No TADA will be provided for the interview/written test.
 - Incomplete or applications received after the due date will not be entertained.
 - Concealment of fact(s) and misleading information will disqualify the candidate at any stage of the recruitment and even after selection.
 - NTDC is an equal opportunity employer, and all genders are encouraged to apply.
 - NTDC reserves all the rights to withhold this recruitment process at any stage without assigning any reason.

General Manager HR NTDC
2nd Floor, Shaheen Complex,
Egerton Road, Lahore

National Testing Service (NTS)
Plot # 96, Street # 4, H-8/1,
Islamabad