

Terms of Reference

Position Title	Assistant Registrar
Number of positions	01
Nature of Employment	Regular
Location	Company Registration Office - Quetta Note: The SECP reserves the right to post the selected candidates at any other location.
Duties and Responsibilities	• To perform all acts and ensure compliance with the statutory provisions of the Companies Act, 2017, rules and regulations framed thereunder and other Laws. • To assist in initiating actions & proceedings against non-filer/non-compliant companies, including proceedings for striking off names of companies. • To prepare para-wise comments in cases filed in various Courts/forums. • To appear before and assist the various Courts/forums.
Qualification	• LL.B. or LL.M. from a reputed HEC recognized Institute / University and must be enrolled as an advocate of the High Court since last 01 year.
Experience	• At least 03 years of post-qualification experience in related field.
Age	• Maximum age should not exceed 35 years on the last date of submission of application (Candidates, who have at least 3 years' experience working with a regulatory authority, will be given age relaxation of 5 years).
Functional/Technical Skills	• Effective legal drafting skills. • Technologically adept and possess excellent computer & IT skills. • Ability to identify and remedy complex legal issues without inviting external services. • Efficient problem-solving skills.
Soft Skills	• Strong and persuasive communication and interpersonal skills. • Decision-making and analytical problem solving. • Adaptability and planning.