

PEPSU ROAD TRANSPORT CORPORATION (PRTC)

HEAD OFFICE, NABHA ROAD, PATIALA – 147001

RECRUITMENT NOTICE

SENIOR LEGAL ADVISOR — 01 POST (CONTRACTUAL)

Advertisement No. PRTC/Sr.LEGAL ADVISOR/01/2026

PRTC invites applications from eligible retired judicial officers for engagement as Senior Legal Advisor on a purely contractual basis at its Head Office, Patiala.

- **Eligibility:** Applicant must be a Retired Judge or Retired District Attorney, Assistant District Attorney Officer of equivalent/higher rank of equivalent or higher rank.
- The applicant must have passed Punjabi at least up to Matriculation level or an equivalent qualification, on or before the last date for receipt of applications.
- Eligibility shall be determined on the basis of documentary evidence and shall remain subject to verification by PRTC.

Tenure: Initially one year; extendable subject to satisfactory performance and approval, up to three years in total or age 65 years, whichever is earlier.

Remuneration: The proposed monthly remuneration shall be Rs. 1,00,000/- per month .No additional allowance or remuneration shall be admissible except as specifically approved by Managing Director, PRTC

Application mode: Offline application to the Office of the Managing Director, PRTC Head Office, Nabha Road, Patiala – 147001, in the prescribed format. Application fee of Rs.2000/- in the form of DD (in the name of MD PRTC, payable at Patiala) to be submitted along with the application.

Important dates: Application start date: 14.10.2026 Last date: 27.10.2026 Interview/document verification: To be notified.

Terms: Engagement is contractual and does not confer any right to regular appointment. Shortlisting, document verification and interview shall be as per PRTC-approved criteria. No TA/DA for interview. Incomplete/late applications will not be considered.

For detailed notice/application format visit PRTC website: <http://www.pepsurtc.com>

Contact: 0175-2311701, E-MAIL: mdprtc@gmail.com

MANAGING DIRECTOR,
PRTC, PATIALA

PEPSU ROAD TRANSPORT CORPORATION

HEAD OFFICE: NABHA ROAD, PATIALA – 147001, PUNJAB

RECRUITMENT NOTICE

Engagement of Senior Legal Advisor on Contractual Basis

Advertisement No. PRTC/Sr.LEGAL ADVISOR/01/2026

Pepsu Road Transport Corporation (PRTC), Head Office, Patiala, invites applications from eligible retired judicial officers for engagement as Senior Legal Advisor on a purely contractual basis, subject to the terms and conditions set out below and approval of the competent authority.

IMPORTANT DATES

Particulars	Date / Details
Commencement of receipt of applications	14.10.2026
Last date and time for receipt of applications	27.10.2026 17:00 Hrs
Document verification / interview	To be notified separately on PRTC website

Applications received after the notified closing date and time, or not submitted in the prescribed manner, shall not be considered.

1. POST AND NUMBER OF VACANCIES

Senior Legal Advisor (Contractual) — 01 post. PRTC reserves the right, for recorded administrative reasons and with approval of the competent authority, to amend the number of posts or not to fill the post.

2. ELIGIBILITY CRITERIA

- Applicant must be a Retired Judge or Retired District Attorney, Assistant District Attorney Officer of equivalent/higher rank of equivalent or higher rank.
- The applicant must have passed Punjabi at least up to Matriculation level or an equivalent qualification, on or before the last date for receipt of applications.
- Eligibility shall be determined on the basis of documentary evidence and shall remain subject to verification by PRTC.

3. DESIRABLE EXPERIENCE

Preference may be given to applicants with substantial relevant experience in one or more of the following areas:

- Civil and criminal litigation; service, disciplinary, pension and employee matters;
- Labour and industrial disputes, writ petitions and appeals before the Punjab and Haryana High Court;
- Motor Accident Claims Tribunal matters, passenger claims and transport-related litigation;
- Arbitration, commercial disputes, tenders, procurement, contracts, agreements and MoUs;
- Matters involving Government departments, Boards, Corporations, PSUs or State Transport Undertakings; and
- Drafting and vetting of pleadings, legal notices, agreements and written legal opinions.

4. NATURE AND TENURE OF ENGAGEMENT

The engagement shall be purely contractual for an initial period of one year. Subject to satisfactory performance and approval of the competent authority, it may be extended from time to time, up to a maximum total period of three years or until attainment of 65 years of age, whichever is earlier. No extension shall be automatic; it shall require a specific written order of PRTC.

5. REMUNERATION

The proposed monthly remuneration shall be Rs 1,00,000/- per month. No additional allowance or remuneration shall be admissible except as specifically approved by Managing Director, PRTC.

6. DUTIES AND RESPONSIBILITIES

- Provide legal advice to the Managing Director and other competent authorities on matters referred by PRTC.
- Examine and advise on cases before the Supreme Court of India, Punjab and Haryana High Court, district and subordinate courts, labour courts, industrial tribunals, MACTs, consumer commissions, arbitration tribunals and other judicial or quasi-judicial forums.
- Monitor important litigation and coordinate with standing counsel and panel advocates engaged by PRTC.
- Advise on service, disciplinary, pension, recruitment and other employee-related matters.
- Examine tender documents, contracts, agreements, MoUs, procurement and concession-related documents.

- Advise on bus operations, motor vehicle laws, passenger and accident claims, permits, routes and transport contracts.
- Provide written legal opinions, monitor important legal records and advise on compliance with judgments and statutory orders.
- Perform any other legal duty assigned by the Managing Director or competent authority in the interest of PRTC.

7. PLACE OF POSTING AND OFFICIAL TRAVEL

The normal place of posting shall be PRTC Head Office, Nabha Road, Patiala. The appointee may be required to attend courts, tribunals, Government offices, depots and other locations for official work. TA/DA for authorised official journeys shall be governed by the applicable PRTC rules/orders. No other allowance shall be admissible unless specifically approved.

8. LEAVE

Casual leave shall be admissible in accordance with applicable PRTC instructions or the contractual agreement. Any other leave shall be admissible only if specifically provided for or approved by PRTC.

9. CONFLICT OF INTEREST AND CONFIDENTIALITY

The appointee shall disclose any professional engagement or assignment that may create a conflict of interest. No assignment directly conflicting with PRTC's interests may be undertaken without prior written permission of the competent authority. Strict confidentiality shall be maintained in respect of all records, legal opinions, litigation strategy, contracts, employee matters and other confidential information, subject to disclosure authorised by PRTC or required by law.

10. TERMINATION

Either party may terminate the engagement by giving one months' notice or remuneration in lieu thereof, subject to the contract. PRTC may terminate the engagement without notice in cases including misconduct, unsatisfactory performance, breach of contractual conditions, submission of false information/documents, conflict of interest or other circumstances warranting termination in the interest of the Corporation.

11. MODE AND PLACE OF APPLICATION

Applications shall be submitted offline to the Office of the Managing Director, Pepsu Road Transport Corporation, Head Office, Nabha Road, Patiala – 147001, in the prescribed application format and within the notified period. The detailed application format and any further instructions shall be made available through the official PRTC website. Applications by any other mode shall not be accepted by PRTC.

12. DOCUMENTS TO BE ENCLOSED

- Proof of date of birth and Matriculation certificate;
- Punjabi qualification certificate and other educational qualification documents, if applicable;
- Retirement order and detailed judicial service record;
- Last pay slip and Pension Payment Order (PPO);
- Details/certificates of relevant experience and important assignments or litigation handled;
- Last five years' ACR/APAR, wherever available;
- Recent passport-size photograph and specimen signature; and
- Any other document specifically required by PRTC.

13. SCRUTINY, VERIFICATION AND SELECTION

Applications shall be scrutinised for completeness and eligibility. Shortlisted applicants may be called for verification of original documents and personal interview. Selection shall be made by a Selection Committee constituted with the approval of the competent authority, in accordance with criteria approved by PRTC. The date, time and venue shall be notified separately through the contact details provided by the applicant and/or the official PRTC website. No TA/DA shall be paid for attending document verification or interview.

14. GENERAL TERMS AND CONDITIONS

- Candidature shall remain provisional until eligibility and original documents have been verified. Submission of an application or an interview call shall not confer any right to appointment.
- Any false, incorrect, fabricated or misleading information may result in rejection of candidature or termination/cancellation of appointment, besides any action permissible under law.
- Canvassing in any form shall lead to disqualification.
- The selected candidate shall execute a contractual agreement before joining and shall comply with applicable PRTC instructions.

- The contractual engagement shall not confer any right to regular appointment in PRTC and shall end on expiry of the approved term unless specifically extended in writing.
- PRTC reserves the right, for reasons recorded and subject to applicable law and approval of the competent authority, to amend, withdraw or cancel this notice or reject an incomplete/ineligible application.
- Decisions on eligibility and selection shall be taken by PRTC subject to applicable law. Disputes shall be subject to the jurisdiction of competent courts at Patiala.

15. HELP DESK

Office of the Managing Director, Pepsu Road Transport Corporation, Head Office, Nabha Road, Patiala – 147001, Punjab.
Telephone: 0175-2311701 E-mail: mdprtc@gmail.com

Managing Director
Pepsu Road Transport Corporation
Patiala

PEPSU ROAD TRANSPORT CORPORATION (PRTC)

HEAD OFFICE: NABHA ROAD, PATIALA – 147001, PUNJAB

APPLICATION FORM

FOR ENGAGEMENT OF SENIOR LEGAL ADVISOR ON CONTRACTUAL BASIS

Advertisement No. PRTC/Sr.LEGAL ADVISOR/01/2026

Instructions: Please fill in all applicable fields in BLOCK LETTERS. Attach self-attested copies of the required documents. Do not leave any field blank; write “N/A” wherever not applicable. Submit the completed application offline at the address specified in the recruitment notice, within the prescribed period.

Application No. (for office use): _____ Date of receipt: _____	AFFIX RECENT PASSPORT-SIZE PHOTOGRAPH HERE
---	--

PART A — PERSONAL DETAILS

S. No.	Particulars	Details to be filled by applicant
1	Full name (as per official records)	
2	Father's / Spouse's name	
3	Date of birth (DD/MM/YYYY) and age	
4	Gender (optional)	
5	Nationality	
6	Permanent address	
7	Correspondence address (if different)	
8	Mobile number	
9	Alternate contact number (optional)	
10	E-mail address	
11	Punjabi qualification (qualification, board/university, year, marks received)	
12	Matriculation or equivalent details (board, year, roll no., marks received)	

PART B — JUDICIAL SERVICE AND RETIREMENT DETAILS

S. No.	Particulars	Details to be filled by applicant
1	Designation/rank held immediately before retirement	
2	Name of court / judicial department / cadre	
3	Date of entry into judicial service	
4	Date of retirement	

5	Ground of retirement (superannuation / other)	
6	Last place of posting	
7	Retirement order number and date	
8	Whether retired Judge or Retired District Attorney, Assistant District Attorney Officer of equivalent/higher rank of equivalent or higher rank (Yes/No) and kindly specify the post from which retired.	
9	Brief details of judicial service (attach separate sheet if required)	

PART C — RELEVANT EXPERIENCE

Please provide brief details of experience relevant to the post. Attach a separate signed sheet if the space is insufficient.

S. No.	Area of experience	Years / period and brief particulars
1	Civil and criminal litigation	
2	Service, disciplinary, pension and employee matters	
3	Labour and industrial disputes	
4	Writ petitions / appeals before Punjab & Haryana High Court	
5	MACT, passenger and accident claims	
6	Arbitration and commercial disputes	
7	Tenders, procurement, contracts, agreements and MoUs	
8	Government departments / Boards / Corporations / PSUs / STUs	
9	Legal drafting, vetting and written legal opinions	
10	Other relevant experience / important assignments handled	

PART D — PAY AND PENSION DETAILS

S. No.	Particulars	Details to be filled by applicant
1	Last gross monthly pay drawn at retirement (₹)	
2	Gross monthly pension currently being drawn (₹)	
3	PPO number and date	
4	Last pay slip month/year	
5	Any other pension/benefit relevant to remuneration calculation (give details, if required)	

PART E — DOCUMENTS ENCLOSED

Tick (✓) the documents enclosed with the application.

S. No.	Document	Enclosed (Yes/No)
1	Proof of date of birth	
2	Matriculation certificate	
3	Punjabi qualification certificate	
4	Other educational qualification certificates, if applicable	
5	Retirement order	
6	Detailed judicial service record	
7	Last pay slip	
8	Pension Payment Order (PPO)	
9	Experience details/certificates and important assignments/litigation Handled	
10	Last five years' ACR/APAR, wherever available	
11	Recent passport-size photograph affixed	
12	Specimen signature	
13	Any other document prescribed by PRTC (specify)	

PART F — DECLARATION BY APPLICANT

I hereby declare that the information furnished in this application and in the documents enclosed is true and correct to the best of my knowledge and belief. I understand that my candidature is provisional and subject to verification of eligibility and original documents. I further understand that furnishing false, incorrect or misleading information may result in rejection of my candidature or cancellation/termination of engagement in accordance with applicable rules and law.

I have read and understood the terms and conditions of the recruitment notice for engagement as Senior Legal Advisor on contractual basis and agree to abide by them if selected. I understand that the engagement is contractual and does not confer any right to regular appointment in PRTC.

Place:	Date:
Applicant's signature:	Applicant's name:

PART G — FOR OFFICE USE ONLY

Scrutiny item	Remarks / status
Application received within time	
Application complete	
Eligibility verified	
Original documents verified	
Called for interview (Yes/No)	
Recommendation / decision	
Scrutinising official's name and signature	
Date	

Submission address: Office of the Managing Director, Pepsu Road Transport Corporation, Head Office, Nabha Road, Patiala – 147001, Punjab.