



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS ASSISTANT DIRECTOR APPEALS IN THE MINES & MINERALS DEPARTMENT (CASE NO.12H2019)**

### **Main Responsibilities and Tasks**

1. To assist Director General, Mines & Minerals/Appellate Authority in the legal matters pertaining to the quasi-judicial proceeding under rules 185 & 234 of the Punjab Mining Concession Rules, 2002.
2. To put up notes on the appeals/miscellaneous cases and issue notices for hearing.
3. To maintain hearing schedule and prepare cases lists.
4. To arrange and facilitate hearing proceedings of the appeals & miscellaneous cases before the Director General, Mines & Minerals, Punjab/Appellate Authority.
5. to record hearing proceeding of the cases.
6. To draft and issue interim orders passed by the Director General, Miens & Minerals, Punjab/Appellate Authority.
7. To ensure compliance of the interim orders from the field formations concerned.
8. To put I:p draft orders of the appeals and miscellaneous cases decided by the Director General, Mines & Minerals, Punjab/Appellate Authority.
9. Prepare cases for appeals/revision in court of law as and when required
10. Prepare reply of litigations & as and when require
11. Any other duty assigned by competent authority.

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