



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DIRECTOR LEGAL-CUM-LAW-OFFICER (BS-18) IN THE PUNJAB PUBLIC SERVICE COMMISSION S&GAD DEPARTMENT. CASE NO. 41C2018.**

### **Duties of Director Legal:**

- a. To supervise the Legal Branch and ensure its smooth functioning.
- b. To deal with all Writ Petitions against the Commission pertaining to his allocated Recruitment Branches.
- c. He shall be fully responsible for all court matters and advise the Commission on legal matters related to his allocated Recruitment Branches.
- d. He shall attend the Courts, Ombudsman and Services Tribunals etc. to represent the Punjab Public Service Commission with respect to cases pertaining to allocated Recruitment Branches.
- e. He shall prepare replies and parawise comments regarding Writ Petitions/Court Cases.
- f. He shall keep liaison with the Law Department, Solicitor to Government of the Punjab, Advocate General Punjab and other relevant Departments/Offices.
- g. He shall brief the Commission about pendency of court cases and suggest measures to reduce the number of these cases.
- h. He shall keep the concerned Member Incharge informed of pendency and disposal of important Court cases.
- i. He shall submit returns and statements, in time, through the Member Incharge (MI) to Chairman.
- j. He shall ensure punctuality, efficiency, discipline, training and timely objective assessment of performance of officer/officials working in the Legal Directorate.
- k. Will ensure all record is computerized.
- l. He shall be Casual Leave sanctioning authority for officer/officials of the Directorate under intimation to the Secretary, PPSC and Member Incharge.
- m. He shall be responsible to apply for certified copy of decision(s) of the Hon'ble Lahore High Court for filing CPLA in time before the Hon'ble Supreme Court of Pakistan.
- n. He shall put up draft amendment(s) in Law, Regulations and PD's, if any, to Member Incharge for approval by the Chairman or Full Commission.
- p. He shall perform any additional functions or duties as may be assigned by the Member Incharge/Chairman.

-----END OF DOCUMENT-----