



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (LEGAL/PROSECUTION) (BS-17) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO15C2020)**

<b><u>Sr. No.</u></b>	<b><u>Job Description</u></b>
1	To legally examine the enquiry/case referred to them by Director (Legal/ Prosecution) or Deputy Director (Legal/ Prosecution) and Put-up for opinion and onward transmission to Competent Authority.
2	To prepare report pare wise comments in petitions filed before the High Court or other Courts regarding all matters and put up appearance before the court as and when required in consultation with Deputy Director (Legal/Prosecution) or Director (Legal/Prosecution).
3	Examination and opinion on the matter referred by Director (Legal) or Deputy Director (Legal). Any other assignment entrusted by Director (Legal).
4	Prosecution of Cases in special AC.
5	Maintenance/preparation of record of ACE Cases being under trial in the court.
6	Preparation of monthly performance report.
7	Examination of Cases and recommendation in those Cases acquitted by the court.
8	Examination of the Challans/documents before submission in the court.
9	Filing of Appeal in consultation with Deputy Director (Prosecution).

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