



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR RECRUITMENT TO TWELVE (12) POSTS (INCLUDING 02 POSTS RESERVED FOR WOMEN QUOTA, 01 POST RESERVED FOR MINORITY QUOTA AND 01 POST RESERVED FOR SPECIAL PERSON QUOTA) OF ASSISTANT DIRECTOR (LEGAL & PROSECUTION) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT CASE NO. 20J2023.**

**MAIN RESPONSIBILITIES AND TASKS**

1. Reports to Deputy Directory (Legal).
2. To attend meetings on behalf of Legal Wing, PFA as and when required.
3. Drafting brief for legal advisors/consultants for preparation of parawise comments and then vetting the para-wise comments prepared by them.
4. Briefing to legal advisor/consultants on different legal issues as and when required.
5. Formulation of regulations under the Punjab Food Authority Act, 2011 for further approval from the higher authority/board of directors.
6. Vetting of orders, letters, replies of letters, replies of assembly questions, adjournment motions etc. Vetting of contracts/agreements prepared by legal advisors/consultants or by the other party.
7. Any other duty assigned by Deputy Director (Legal).

**OCCASIONAL TASKS AND RESPONSIBILITIES**

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