



PPSC-1

Annexure - 'A'

PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

1. To represent Authority before all appellate fora, Govt of the Punjab.
2. Draft parawise comments/replies/concise statements in collaboration with relevant officers and legal counsels.
3. Assisting formulate relevant policies, procedures, rules and regulations to achieve objectives of the organization.
4. Reviewing and advising management on legal implications of internal policies and procedures.
5. Reviewing and drafting contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
6. Liaising with relevant sections/wings to ensure that where legal risks have been identified, appropriate course of actions have been taken.
7. Maintaining and updating list of pending cases before the Supreme Court and High Court through Appeal Management System and Litigation Management System.
8. Reviewing progress of outstanding litigation and liaise with and managing external lawyers.
9. Providing and interpreting legal information, conduct training and disseminating appropriate legal requirements to staff.
10. Monitoring and evaluating performance of relevant staff.
11. Liaison Officer with Advocate General Office.
12. To attend Court as and when directed by superior officer.
13. Maintain Daily Diary and updated status of all assigned cases.
14. Promptly apply for certified copies of all orders passed in suits/appeals/petitions etc.
15. Remain updated about latest case laws and amendments.
16. Liaison with other Provincial Revenue Authorities.

Occasional Tasks and Responsibilities

1. Attend Meetings as and when directed by superior officers.
2. Provide legal assistance to officers of the Authority as and when required.
3. Various other duties assigned from time to time

SALMAN ZAFAR
Director (Admin)
Punjab Revenue Authority HQ
Lahore