



PUNJAB PUBLIC SERVICE COMMISSION

LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR THE POST ASSISTANT DIRECTOR (LEGAL/REGISTRAR) (BS-17) CASE NO.35J2024

1. Normal hours of work (including, field work etc. if applicable)
As per government's policy/schedule.

2. **MAIN RESPONSIBILITIES AND TASKS**

- To examine the claims filed by the Consumers and the Authority;
- To admit or return the claim/case to file the same before relevant forum;
- To process the claims for hearing under the provision of the Punjab Consumer Protection Act, 2005;
- To issue notices after processing the claims to the parties for hearing;
- To issue certified copy of the Court order;
- To supervise the proper maintenance of record in the court;
- Correspondence with Directorate, High Court and Supreme Court in terms of provisions of record/data regarding consumer related issues;
- To submit data/ reports to Directorate of Consumer Protection Council (CPC), Lahore on monthly basis or as directed by Competent Authority i.e Secretary, Director, etc. ; &
- To perform any task assigned time to time by the CPC Directorate..

3. Occasional Task and Responsibilities

4. Qualities/Disposition and interests desirable

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

END OF DOCUMENT