



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (LEGAL) (BS-17) ON CONTRACT BASIS FOR A PERIOD OF (03) YEARS IN THE FAISALABAD DEVELOPMENT AUTHORITY, FAISALABAD (HOUSING URBAN D EVELOPMENT AND PUBLIC HEALTH ENGINEERING DEPARTMENT), LAHORE. CASE NO 10E2021.

Main responsibilities and tasks

1. To legally examine the enquiry/case referred to them by Director (Leal/Prosecution) or Deputy Director (Legal/Prosecution) and Put-up for opinion and onward transmission to Competent Authority.
2. To prepare report para 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 others 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. Filling of Appeal in consultation with Deputy Director (Prosecution).

Occasional tasks and Responsibilities

1. He will do such other office work as may be entrusted to him by the High ups.
2. He will render services during the emergency or exceptional circumstances.