



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT SECRETARY (E&L) (BS-17)**

### **Main Responsibilities and Tasks**

1. Preparation of para wise comments of court cases.
2. Appearance in the courts to defend and plead the cases relevant to administrative matters and Zakat Funds.
3. Liaison with the Advocate General's office, Attorney General's office, Solicitor's department. District Attorney Office and other concerned offices.
4. Maintenance of computerized record of all court cases sub-judice relating to department, attached department and field formations.
5. Dealing & Disposal of all the cases relating to complaints, inquiries & litigation.
6. Assurance of timeliness in court cases and follows up actions.
7. Action/measures for implementation of Court's decisions.

### **Occasional Tasks and Responsibilities**

1. Any other duty/work assigned by the Competent Authority

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