



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF INSPECTOR LEGAL (SPECIALIST CADRE) (BS-16) IN THE PUNJAB POLICE DEPARTMENT (CASE NO 40G2020)

Main Responsibilities and Tasks

1. To represent the Police Department in litigation before the Supreme Court, High Court & PST.
2. To pursue appeals/Writ Petitions/Civil Suits in the Concerned Courts.
3. To advise Supervisory Officer in Legal Matters.
4. To work as Liaison Officer with Advocate General / Prosecutor General, District Attorney, Director Human Rights Cell in connection with disposal of Human Rights Cases.
5. To maintain the record of HR Cases and provide consolidated / periodical reports to the Supreme Court of Pakistan.
6. To supervise Malkhana and Judicial Lock-Up.
7. To supervise the Urdu Office.
8. To scrutinize Challans before submission to the Courts (internal scrutiny)
9. To act as Law Instructors in Training Institutions.
10. Preparation of comments on appeals / petitions for Supreme Court, High Court and PST.
11. To advise SHOs, SDPOs, DPOs, CPOs, CCPO, Lahore & RPOs in legal matters.
12. To prepare and vet the reports / comments in departmental appeals / representations on behalf of the competent authority.
13. To act as departmental representative (DR) in departmental enquiries.
14. Any other duty assigned by the Senior Officers.

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