



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

**JOB DESCRIPTION FOR THE POSTS OF LITIGATION OFFICER (BS-17)**  
**(Case No.4G2024)**

**Main Responsibilities and Tasks**

1. Represent the Department on matters before the court.
2. Provide advice on the less complex legal matters.
3. Drafts legal documents.
4. Assists in reviewing existing legislation, rules and regulations related to the Department's operations and recommending appropriate amendments.
5. Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and related materials in respect of the Department's operations.
6. Draft Cabinet / Ministerial Notes, letters and other documents on legal matters.
7. Research and prepare legal opinions on various civil matters.
8. Cause to be maintained, a database of the status of all court matters.
9. Performs other duties as required.

**Occasional Tasks and Responsibilities**

1. Any other assignment assigned by the Authority.

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