



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS OF PAROLE/ PROBATION OFFICERS (BS-16) THE MINES & MINERALS DEPARTMENT (CASE NO.04H2019)**

### **Main Responsibilities and Tasks**

1. Treatment and rehabilitation of offenders released on parole and placed on probation by the courts of competent jurisdiction.
2. Visit courts and jails in connection with matters relating to offenders.
3. Prepare social investigation report on offenders.
4. Instruct and guide offenders under Parole/Probation supervision to lead their lives as peaceful and law abiding citizens.
5. Consult history tickets, remission sheets, warrants etc. of prisoners to be released on parole.
6. Receive prisoners from Jails on parole release license, find suitable employment.
7. Inspection of offenders under supervision.
8. Prepare report about the behavior and conduct of offenders under supervision.

### **OCCASIONAL TASKS AND RESPONSIBILITIES.**

1. Field Tours, inspection of offenders under parole/probation supervision.
2. Meeting with the presiding officer of the court and district and Tehsil level in connection with Probation work.

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