



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (Legal) (BS-17)**

**Main Responsibilities And Tasks**

To assist the higher ups in following matters:-

1. Preparation, filling & pleading of complaint cases against the Polluters in the Punjab Environmental Tribunal.
2. Filing of Appeals, Writ Petitions before Honorable Lahore High Court at all benches against Tribunal Orders & filling and pleading of CPLAs in Supreme Court of Pakistan.
3. Coordinating with all Directorate and field office regarding all legal and prosecution affairs.
4. Pleading / attending of Supreme Court, High Court, Environmental Tribunal, Session Courts, PST, Provincial Ombudsman and Civil Court on behalf of EPA/EPD.
5. Supervising environmental pollution cases.
6. Preparing defense replies, concise statements, Parawise comments report on behalf of EPA/EPD in all Courts including Human Right Complaints Cell.
7. Scrutinizing cases and legal make up of cases referred from all Directorates of EPA for filling in Courts.
8. Attending Assembly business & other issues relevant to the Environmental Prosecution /Litigation.

**Occasional Tasks and Responsibilities**

1. To undertake any other duties or functions assigned by the competent authority as and when required.