



RECRUITMENT FOR THE POST OF SECRETARY, LAW & PARLIAMENTARY AFFAIRS DEPARTMENT, GOVERNMENT OF PUNJAB.

Main Responsibilities

The job is highly challenging, involving dedication, high quality legal expertise & professional approach: the responsibilities include supervision/management of Law Department; management/conduct of Government litigation, including examination, drafting & vetting of legal documents relating to litigation; interpretation of Constitution, legislation and legal instruments; legal advice/opinion on assorted legal issues, including service matters; scrutiny of judicial decisions for purposes of appeal, revision or review; legal research; preparation/drafting of concept papers, summaries & other correspondence; and administrative matters including accounts and finances.

Qualification & Experience

- (a) Ph.D. (Law), or LL.M or Bar-at-Law, or LL.B. (50% marks on the aggregate) or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission.
- (b) in case of LL.B., and Bar-at-Law, twenty two years; in case of LL.M., seventeen years; and, in case of Ph.D., fifteen years' experience as mentioned below:
 - (i) Legal experience of following kinds:
 - (a) Legislative drafting;
 - (b) Decision making involving interpretation of laws either as a Judicial Officer or Advocate or Civil Servant; and
 - (c) Teaching and/ or research in law or law related subjects.
 - (c) The candidate must demonstrate the following skills and abilities:
 - (a) a high degree of understanding of constitutional and legal frame work;
 - (b) a high degree of understanding of Civil and Criminal Justice systems;
 - (c) a high degree of understanding of regulatory laws or regulations and its impact; and
 - (d) excellent understanding and expression of English language.

Age: Minimum: 45 years

Maximum: 63 years

Mode of Recruitment: On Contract

Pay Package: BS-21 / MP-I

How to Apply

- Eligible candidates (male or female) may apply alongwith the following documents:
- attested copies of educational certificates/degrees/diplomas/CNIC/domicile/experience certificate.
 - detailed Curriculum Vitae of the candidate clearly highlighting all elements of the eligibility criteria and personal attributes, alongwith three recent passport size photographs.
 - Vision Statement pertaining to the post applied for.
 - The candidates already working in Government/semi Government institutions may apply through proper channel. Only short-listed candidates will be called for Test/Interview. No TA/DA will be admissible for the purpose.
 - The Government may dispense with the recruitment process without assigning any reason.

Last Date for Applications

Applications for the post must reach the following address by
23.04.2019 (Tuesday).

Secretary, Law & Parliamentary Affairs Department,
Government of the Punjab, Civil Secretariat, Lahore
042-99210043