



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF MEDICAL OFFICER/ ASSISTANT DIRECTOR/ DEPUTY DISTRICT POPULATION WELFARE OFFICER (BS-17) IN THE PUNJAB POPULATION WELFARE DEPARTMENT (Case No. 07-RC/2019)**

### **Main Responsibilities and Tasks**

1. Incharge of Family Health Clinic and to maintain a close liaison with the Medical Superintendent and head of obstructs and Gynecology Department of the District Hospital.
2. To ensure proper selection and motivation of Clients for Minilap, Laparoscopy and tubeligation etc.
3. To make available sterilization services of high quality to the clients.
4. To be responsible for the pre and post-operative care and follow up.
5. To examine antenatal and postnatal cases and advise them on family planning.
6. To ensure proper maintenance of record and timely submission of reports to the concerned authorities.
7. To be responsible for proper dispensing of medicines and maintenance of accounts thereof.
8. To be responsible for implementation of reproductive health package in the centre.

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