



## **PUNJAB PUBLIC SERVICE COMMISSION**

7- Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

### **JOB DESCRIPTION FOR THE 20 POSTS OF JUNIOR CLERK (BS-11) AGAINST 3% SPECIAL PERSON QUOTA ON REGULAR BASIS IN THE PUNJAB POLICE DEPARTMENT. (CASE NO.11-RG / 2019)**

#### **Main Responsibilities and Tasks**

1. He shall perform the following duties:-
  - a. Receipt and dispatch of mail;
  - b. Diarizing (including entry with red ink on notes files) and maintenance of prescribed register;
  - c. Sorting, distribution and filing of papers;
  - d. Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the section;
  - e. Record keeping;
  - f. Establishment and accounts matters (preparation of pay bills, T.A. bills etc);
  - g. Handling of cash, if posted as cashier;
  - h. To do typing work as and when required; and
  - i. Stationery indenting, storing and distribution.

#### **Occasional Tasks and Responsibilities**

1. Intelligent, adaptability, appearance and bearing.
2. Acceptance of responsibilities in difficult cases.
3. Any other task assigned by the authority.

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