



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE ARCHIVES & LIBRARIES WING, S&GAD (Case No. 13-RC/2019)**

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

1. Preparation of Budget Estimates
2. Distribution of budget
3. Preparation of list of Excess and Surrenders
4. Compilation of Expenditure statement
5. Recognition of Accounts
6. Preparation of SNE
7. Maintenance of Cash Book.
8. Sanctions of Bills.

### **Occasional Tasks and Responsibilities**

1. To arrange literary gatherings and books exhibitions.

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