



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF LIBRARIAN (BS-17) IN THE ARCHIVES & LIBRARIES WING, S&GAD. (Case No. 14-RC/2019)**

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

1. Administration of the Library.
2. Drawing & Disbursing Officer of the Library.
3. Secretary Purchase Committee and Book Selection Committee.
4. Supervision of Technical Services.
5. Incharge Reference & Guidance Services

### **Occasional Tasks and Responsibilities**

1. To arrange literary gatherings and books exhibitions.

-----END OF DOCUMENT-----