



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ESE (URDU) (BS-14) IN PUNJAB WORKERS WELFARE BOARD / LABOUR & HUMAN RESOURCE DEPARTMENT (CASE NO. 07J2019)

Main Responsibilities and Tasks

1. To teach the relevant subject to elementary classes.
2. To participate in all co-curricular / curricular activities assigned by the Principal
3. To ensure excellent results in relevant results subject & classes taught by him / her.
4. To maintain discipline in his / her classes.

Occasional tasks and Responsibilities

1. Invigilating of examinations of the students
2. Marking of papers
3. Preparation of results

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