



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT CURATOR/FIELD OFFICER (BS-16) IN THE YOUTH AFFAIRS, SPORTS, ARCHAEOLOGY AND TOURISM DEPARTMENT DIRECTORATE GENERAL OF ARCHAEOLOGY, PUNJAB (CASE NO.08RH2019)

MAIN RESPONSIBILITIES AND TASKS

1. All the antiquities on display in show cases (inclusive) other than the valuable antiquities will be under his personal charge.
2. He will be personally responsible for proper storage, preservation and safety of antiquities.
3. He will be responsible for preparing card index and catalogue of all the antiquities in the collection.
4. He will also be the in-charge of Library and for safe custody of the books, journals etc.
5. He will be the in-charge of the garden attached with the museum and its maintenance.
6. He will assist the Curator in his day to day work of the Museum etc.
7. He will be responsible for the safety of the antiquities placed in the reserve collection of the Museum.

Occasional Tasks and Responsibilities

1. Brief about the history of the site/Museum to the visiting delegation, if required.
2. Other duties as assigned by the Director General Archaeology.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

3. Administrative Ability
4. Leadership Qualities.
5. Writing Skills
6. Financial Responsibility.
7. Communication Skills.

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