



PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Task

1. Assistant Secretary / Assistant Controller (BS-17)

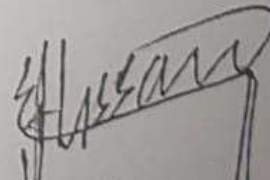
(Annexure - D)

JOB DESCRIPTION

Sector/Branch/Section	Examination Sector (Exam.9 th , Exam.10 th , Exam. Inter, Conduct, Secrecy, Records and Discipline)	
Title of Job	Assistant Secretary / Assistant Controller (BS-17)	Grade : BS-17
Objectives	To work as Branch Officer for maintaining discipline of the Branch and keeping liaison under the administrative control of Controller of Exams.(Sector Head)/Chairman.	
Functions/Duties		
(i)	To perform the duties of Branch Officer of the Branch assigned to him and he will be In-charge of his Branch under the administrative control of his Sector Head and of the Chairman.	
(ii)	To maintain proper discipline, law and order in his Branch and he will also be the controlling officer of the Sections headed by Superintendents.	
(iii)	To ensure the maintenance of proper record/registers/files etc. which are necessary to carry out the functions of his Branch.	
(iv)	To ensure the compliance of the provisions of Board's Act, Regulations/Rules/Policies/ Decisions of the Board and the orders/directions of the superiors.	
(v)	To make necessary arrangements for the Security/Safety of record, property and equipments etc. of his Branch and report measures to his superiors.	
(vi)	To ensure the disposal of fresh inquiries, correspondence, files and papers etc. relating to his Branch within stipulated period.	
(vii)	To put up draft replies, working papers and notes/summaries for the approval of his superiors.	
(viii)	To ensure the submission of notes/files referring relevant regulations/rules/policies and decisions of the Board for appropriate orders of his superiors identifying the authority who has to pass orders.	
(ix)	To ensure 1% physical random checking/scrutiny of the stocks/files/papers of his Branch and report to higher officers.	
(x)	To evaluate the performance of his sub-ordinate staff and counsel them from time to time.	
(xi)	To initiate/write Performance Evaluation Reports of the Staff working under him from BS-01 to 15.	
(xii)	To exercise administrative and financial powers as prescribed in the regulations, rules, policies and decisions of the Board under the administrative control of Sector Head and Chairman.	
(xiii)	To perform such other duties as may be prescribed and assigned to him by the authority from time to time.	
Approved by BISE, Rwp. in its meeting held on 20-9-2013 vide item No.24 of its proceedings.		

Occasional Tasks and Responsibilities

As Above


Secretary
Board of Intermediate
& Secondary Education
Rawalpindi