



PUNJAB PUBLIC SERVICE COMMISSION
7- Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POSTS OF ASSISTANT ENGINEERS (BS-17)

Main Responsibilities and Tasks

1. Collection of development schemes from the public representative.
2. Preparation of cost estimates & feasibility reports, PC-I of the developments schemes, identified by the sponsors and its submission before the DPC for accord of Administrative Approval.
3. Technical sanction and acceptance of tenders of schemes as authorized by the Authority.
4. Ensure payments after physical verification of development schemes, Assistant Engineer must check all measurements himself for works; while recommending running payment of bills to the Disbursing Officer and final payment of bills to the Executive Engineer, the Assistant Engineer will sign following certificate in respect of bills.
5. “ I have checked the bill 100% and satisfied myself that the physical work entered in this bill has been actually done according to approved scope/specifications and is in accordance with the detail entered therein”
6. Assistant Engineer will also invite tenders for development schemes after completion of all codal formalities as laid down in delegation of financial power (Rules. 1990) in coordination with concerned Assistant Director.
7. Preparation of monthly progress reports for submission to the Director General, LG through concerned XEN
8. Other works/duties assigned by the Department from time to time.

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