



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (EXT) AH (BS-16) **IN THE LIVESTOCK & DAIRY DEVELOPMENT DEPARTMENT, LAHORE.** **(CASE NO.17-RK/2018)**

Main Responsibilities and Tasks

1. To Supervise the Official work presented by Senior Clerk and Junior Clerk.
2. To initiative drafts/proposals/summaries for submission to higher ups.
3. To assist the Office Superintendent/Admin Officer in routine official matters.
4. To prepare/maintain data regarding staff/field activities and its compilation.
5. To assist the I/C of the Office/DDO in account matters/store maintenance and keeping the inventory of assets.
6. To deals with the IT related matters.
7. Other tasks assigned by the seniors from time to time.

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