

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF PERSONAL ASSISTANT(BS-17)

Main Responsibilities and Tasks

- i) To attend the Court and chamber for taking dictation of orders/ judgments from the Hon'ble Judges and to transcript the same neatly & correctly and present the same in the chamber of their lordships for reading, vetting and signature.
- ii) To perform all the duties already assigned to the Private Secretary in his absence.
- iii) To perform miscellaneous work etc.
- iv) To perform any other duty assigned by the Hon'ble Judge/ Officer.

END OF DOCUMENT