

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT (BS-16)

Main Responsibilities and Tasks

- i) To work on the files of administration as well as judicial cases on daily basis to get them disposed from the Authority/ Court.
- ii) To undertake the references and research work relating to aforesaid cases/ files.
- iii) To acquaint himself with the Rules and Regulations/ Laws relevant to the assignments allocated from time to time.
- iv) To prepare statements and returns in accordance with the assigned business.
- v) To maintain and update Diary regarding all outstanding reports/matters due to be completed in a cutoff time frame.
- vi) To prepare drafts for approval after final orders have been passed.
- vii) To maintain separate running summary of each file giving history, background and further stages.
- viii) To ensure & keep a follow up of the compliance of the judicial/ administrative orders.
- ix) To send the files to the concerned court/office.
- x) To receive the files from the court/ office.
- xi) To complete the judicial files with proper index.
- xii) To add precedent, policy, rules or regulations relating to the subject.
- xiii) To do such other official work as may be entrusted by the authority.

END OF DOCUMENT