



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT IN ZAKAT & USHR DEPARTMENT (BS-16) (CASE NO. 22-RC/2020)

Main Responsibilities and Tasks

1. He will maintain reference books and keep them up-to-date by getting the correction slips.
2. He is personally responsible by adding to a case any precedent, policy, rules or regulations relating to it, and for flagging them properly and making references in the margin of the cases before its submission to the branch officer.
3. He should undertake reference and research works. i.e. acquaint himself with the rules and regulations pertaining to the subjects deal with in his Section, maintain such statistics as are required by the officer.
4. He will record advice tendered by the Services, Law and Finance Department on any important matters referred to this Departments in a note book and also keep with him a separate reference collection of important decisions.
5. He will prepare such statements and returns and collect such material and statistics, as may be required by the officer.
6. He will also prepare prescribed charts regarding:
 - a. all outstanding reports and returns due to be recovered in the Section or to be submitted by the Section, and
 - b. Time-limit cases.
7. In the temporary absence of the officer, he will submit and personally explain urgent cases to the officer concerned.
8. He will compare typing work with the Stenographer/Clerk, when necessary.
9. He will generally instruct and guide the section clerk and supervise his work. In the temporary absence of the officer, he will attend to any urgent references or bases that may require immediate attention.
10. In the absence of a clerk /record keeper, he will perform the duties of the clerk/record keeper.
11. He will prepare drafts for approval after final orders have been passed.
12. He will maintain separate running summary of each case giving history, background and the stage of disposal.
13. Make oral presentation of cases entrusted to him by the officer.
14. Any other assignment given by the officer.

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