



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) IN THE PUNJAB PUBLIC SERVICE COMMISSION S&GAD DEPARTMENT (Case No. 30C2019)

Main Responsibilities and tasks:

- a) Receive applications and 'Fresh Receipts' etc. from the Enquiry Clerk, diaries them on the same day, record in the peon book, and obtain receipt from each dealing/receiving person of the wing.
 - b) Not hand over any document to the dealing Assistants and Senior Clerks without obtaining receipt. In cases of refusal in giving receipt of official document by any dealing person, he will report the matter to his Superintendent and Branch Officer in writing.
 - c) Be held responsible if any document is lost due to his negligence.
 - d) Place the applications and the documents in the application covers/ folder-PPSC -7
 - e) Arrange the documents attached to the application in the sequence given in office order No. 21 dated 28-03-19780.
 - f) Page mark the application and the documents.
 - g) Write on the application covers the serial numbers as well as the particulars of the post and of the candidates.
 - h) Docket the entries in the column of the application covers by mentioning the page numbers of the relevant documents.
3. When posted at Regional Office, he/she will in addition to above, perform the duties of Enquiry Clerk.

-----END OF DOCUMENT-----