

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT/ HEAD CLERK (BS-16)

RESPONSIBILITIES AND TASKS

1. To write noting and drafting on the files.
2. The initiate cases of Establishment, Administration & Co-ordination.
3. To Quote Rules & Regulations.
4. Generally to assist the Superintendent.

OCCASIONAL TASKS AND RESPONSIBILITIES

- 1.
- 2.

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