



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) IN THE (PUNJAB OFFICIAL LANGUAGE COMMITTEE) DEPARTMENT, S&GAD. (CASE NO. 18-RC/2019)

Main Responsibilities and tasks:

1. To work as English Typist.
2. To perform the duties of Diary and Dispatch Clerk.
3. To maintain the office record properly.
4. Any other work to be assigned by competent authority.

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