



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF LIBRARIAN/SECTION INCHARGE (BS-17) IN THE ARCHIVES & LIBRARIES WING, S&GAD. (CASE NO. 26C2019)**

### **Main Responsibilities and tasks:**

1. Administration of the Library.
2. Drawing & Disbursing Officer of the Library.
3. Secretary Purchase Committee and Book Selection Committee.
4. Supervision of Technical Services.
5. Incharge Reference & Guidance Service

### **Occasional Tasks and Responsibilities**

1. To arrange literary gatherings and books exhibitions.

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