



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 12 POSTS OF ASSISTANT REGISTRAR COOPERATIVE SOCIETIES (BS-17) IN THE COOPERATIVES DEPARTMENT (CASE NO.139G2019)

Main Responsibilities and Tasks

1. To educate the people in Cooperative Ideology, principles of Cooperation and management techniques.
2. Organization, Registration, Audit, Inspection and Liquidation of Cooperative Societies in respective jurisdiction.
3. To adjudicate upon the matters relating to the affairs of Cooperative Societies under the Cooperatives Act, 1925 and Cooperative Societies Rules, 1927 and other Cooperative Laws.
4. To ensure implementation of policies / directions of the department and the Government.
5. Development of the Cooperative Movement for socio economics water of persons with the modest means in the Tehsil, especially in the rural areas.

Occasional Tasks and Responsibilities

1. To guide the societies in planning their program and their execution.
2. To assist the societies in obtaining finance and other requisites.
3. To assist the societies in effective recoveries of loans and dues from their members.
4. Inspection of sub ordinate offices.
5. Increase in Agriculture Production through Cooperatives.

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