



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE PUNJAB OVERSEAS PAKISTANIS COMMISSION/S&GAD (CASE NO.2C2020)

JOB/ POSITION TITLE

Assistant

REPORTING RELATIONSHIP

Assistant Director (Administration)

ASSISTANT

The Assistant shall:-

- a) Add to the case any precedent, rules, regulations and policy decision relating to it, flag them properly and make reference (s) in the margin before submission of the case to AD (Admn).
- b) Undertake “reference” and “research work” i.e. acquaint himself with the rules and regulations pertaining to the subjects dealt with in the wing, maintain such statistics as are required by the Assistant Director (e.g. in a Service Branch, lists of officers belonging to a specific cadre, showing their latest postings, etc) and, while examining old records, take extracts of important policy decisions etc;
- c) Undertake periodically the proper classification, recording, indexing and weeding of files in accordance with the instructions and submit a half yearly certificate of compliance to the Deputy Director (Admn) through the Assistant Director (Admn) by the end of June and December each year;
- d) Look after the work and duties of the Junior Clerk (if provided in the wing) and in his temporary absence.
- e) Do such other work as may be prescribed for him by the higher authorities or assigned to him by the OPC, Punjab.
- f) Maintain reference books and keep them upto-date by getting correction slips pasted;
- g) Maintain charts of all outstanding reports and returns to be received in a wing and to be issued from the wing. May also maintain record of time-limit cases;
- h) Keep a note of all pending cases and put up reminders for signature of the concerned Assistant Director on due dates.
- i) Prepare notes of all pending cases to be disposed of at the level of the Assistant Director (Admn)
- j) Do such other office work as may be entrusted to him by Assistant Director (Admn)
- k) Open files and keep a record of movement of files;
- l) Watch the necessity of keeping priority and security labels on files and bring to the notice of the Assistant Director (Admn) on the first available opportunity, the need for removing/retaining labels.