



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT PROTOCOL (BS-12) IN THE DIRECTORATE GENERAL PROTOCOL, S&GAD (CASE NO.39RC2019)**

### **Duties of the post are as under:**

1. Perform the protocol duties as assigned by the Director General Protocol, Punjab.
2. Assist the Deputy Director Protocol during VVIP / VIP visits.
3. Prepare guest lists and invitations for official events, ceremonies, ensuring that all such are handled properly and according to the government standards.
4. Conducting Officer throughout the VVIP / VIP visits, Foreign Heads of States / Foreign High Level delegations and VIP guest of Government of the Punjab.
5. Act as Transport Officer as assigned by the Director General Protocol.

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