



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF PERSONAL STAFF OFFICER (BS-17) IN THE PUNJAB OVERSEAS PAKISTANIS COMMISSION/S&GAD (CASE NO.3C2020)

JOB/POSITION TITLE

Personal Staff Officer

REPORTING RELATIONSHIP

Commissioner/ Director General

PERSONAL STAFF OFFICER/PRIVATE SECRETARY

The Personal Staff Officer shall perform the following duties:-

- a) To attend telephones and keep record of trunk calls;
- b) To screen callers and telephone calls;
- c) To arrange engagement and maintain engagement dairy;
- d) To collect papers for meetings and interviews;
- e) To see that matters requiring Commissioner/Director General attention are brought to his notice well in time complete and in proper form;
- f) To receive and arrange and, where necessary, register the Commissioner/DG papers and correspondence including secret and top secret papers;
- g) To keep record of suspension cases and to see that such cases are put up to Commissioner/Director General on due dates.
- h) To keep reference books upto date;
- i) To attend to work connected with Commissioner/DG tour etc;
- j) To assist the Commissioner/Director General in such matters as he may direct;
- k) To keep record of movement of files and other classified document;
- l) To receive visitors and arrange interviews etc; and
- m) To take dictation and make fair copies of draft and other papers of secret/confidential nature and also other communications with enclosures.

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