



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) IN THE BOARD OF REVENUE (CASE NO.54H2019)

Main Responsibilities and Tasks:

Clerks in the secretariat shall perform the following duties: -

1. Receipt and dispatched;
2. Diarizing (including entry with red ink on noted files) and maintenance of prescribed register;
3. Sorting, distribution and filing of papers;
4. Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the section;
5. Record keeping.
6. Establishment an/+d accounts matters (preparation of pay bills, T.A. bills etc.)
7. Handing of cash, if posted as cashier;
8. To do typing work.
9. Stationery indenting, storing and distribution.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. To maintain the record.
2. To maintain the movement of the cases.
3. Put up the PUC'S.
4. Make the red entries of the disposal of the case.
5. To maintain diary register.
6. Type the cases.
7. Receipt and dispatch including file tracking system.
8. Put up reminders.
9. Sorting, distribution and filing of papers.
10. Keep a register of pending cases.
11. Keep a register of references books.
12. To deal establishment and accounts matter.
13. Stationery, intending, storing.

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