



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF RESEARCH OFFICER (BS-17) IN THE ARCHIVES & LIBRARIES WING, S&GAD (CASE NO.5C2020)

Main Responsibilities and Tasks

1. Indexing / cataloguing of record.
2. Proper handling of record sorted out for research scholars.
3. To provide research facilities to the visiting research scholars.
4. Conducting research assignments on archives subjects.
5. Preservation and conservation of historical records.
6. Handling of the Persian records and its calendaring.

Occasional Tasks and Responsibilities

1. As per Government instructions issued time to time

Qualities/ disposition and interest desirable

1. As above.

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