



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF INFORMATION OFFICER (BS-17) IN THE INFORMATION & CULTURE DEPARTMENT (CASE NO.81H2019)

MAIN RESPONSIBILITIES AND TASKS

Information Officer (BS-17) in general cadre one each is posted as Public Relations Officer to Governor, Chief Minister, Ministers, Lahore High Court, Lahore and other Government Departments. They are responsible for the publicity and Public Rationing for the Minister and the Departments allocated them.

Some Information Officers are posted in Headquarters Office in different Sections to assist the Sectional In-charge in disposal of day to day publicity as well as other state of official affair.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leadership Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Financial Responsibility.
5. Ability to Think Out of the Box.
6. Decisiveness.
7. Writing Skills.

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