



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (TECHNICAL) (BS-17) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO.14C2020)**

<b><u>Sr. No.</u></b>	<b><u>Job Description</u></b>
1	Preparing and providing Technical Report/Assistance relating to enquiries and cases concerning HQ.
2	Examination of technical matters involved in cases and enquiries pertaining to different regions
3	Site inspections/verification of development projects.
4	To assist Deputy Director (Technical) in purchase case.
5	Supervision of Technical Wing at HQ (Sub-Engineer and Draftsman).
6	Attendance in Court where required.
7	Co-ordination with Deputy Director (Tech) regarding maintenance of ACE Buildings.
8	To assist the Director (Tech). Deputy Director (Tech) in the important assignments which are of technical nature.
9	Preparation and maintenance/submission of Periodical Reports on the performance of Technical wing at HQ.
10	Any other assignment entrusted by the Director Technical/Additional Director General/Director General

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