



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT SUB INSPECTOR (BS-09) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO 16C2020)

Main Responsibilities and Tasks

<u>Sr. No.</u>	<u>Job Description</u>
1	He will work under the supervision of Inspector/ Circle Officer/Investigation Officer
2	He will be incharge of arrest squad in Regional Offices/DACE HQ.
3	In absence of Enquiry Officer/Investigation Officer he will produce record in ACE Cases/Enquiries before the H'able Courts.
4	To prepare the challan in ACE Cases.
5	Prepare monthly crime diary reports.
6	Assist the Enquiry Officer/ Investigating Officer as reader in the disposal of Cases/Enquiries.
7	Preparation of reports u/s 173 Cr.P.C.
8	Any other assignment entrusted by the Circle Officer/Deputy Director (G).

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