



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) PUNJAB PUBLIC SERVICE COMMISSION (CASE NO.20C2020)**

### **Main Responsibilities and Tasks**

The duties of Junior Clerk shall be as under:-

- i. He will perform duties of Diarist/Dispatcher/typist of the Branch in exigencies of duty.
- ii. He will be responsible to maintain record of applications of new recruitment.
- iii. He will maintain and issue Interview Duty Roster on direction of Assistant Director (Admin.) on weekly/need basis.
- iv. Receipt and Despatch and routine typing work
- v. Diarizing (including entry with red ink on the notes files) and maintenance of the prescribed registers.
- vi. Sorting, distribution and filing of papers.
- vii. Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the data and whereabouts of the files received in or sent out of the section. They should also keep a register(s) showing the files required to be submitted for issue of reminders or otherwise on due dates and a register of reference books available in the section.
- viii. Record keeping.
- ix. Stationery indenting, storing and distribution to all officers/officials.
- x. Assist the Assistant/Senior Clerk.
- xi. He will receive files, notes, applications and "Fresh Receipts" diarize them on the someday, and obtain receipt from each dealing/receiving person of the Branch.
- xii. He will record the outgoing files/ notes and applications in the Dak Register and obtain receiving from concerned persons.
- xiii. He will be held responsible if any document is lost due to his negligence.
- xiv. He will perform typing/computer related work.
- xv. Any other task assigned to him.

-----END OF DOCUMENT-----