



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SUB ENGINEER (CIVIL DEVELOPMENT DIVISION) (BS-14) IN THE PUNJAB IRRIGATION DEPARTMENT (CASE NO.28G2020)**

### **Main Responsibilities and Tasks**

1. Maintenance of all channels, works and gardens in his charge.
2. Proper execution of work and taking measurements thereof.
3. To put up measurement books regularly to his Sub Divisional Officer for orders of payment at least twice a month.
4. To maintain outlet note-books and to inspect all outlets in his charge once a month, while the channels are in flow and state in the modularity register whether the outlets are working modularly or not should submit the register to the Sub Divisional Officer on the 18<sup>th</sup> of each month.
5. Water distribution and check of tail discharges.
6. Preparation of miner Estimates.
7. To make an arrangements for Labour.

### **Occasional Tasks and Responsibilities:**

1. To check the visitors register of all rest-houses in his charge at least once a month and oftener if possible.
2. To supply all information regarding works when required.

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