



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE AGRICULTURE DEPARTMENT (WATER MANAGEMENT WING) (CASE NO.43G2020)

MAIN RESPONSIBILITIES AND TASKS

1. MAIN RESPONSIBILITIES AND TASKS

To scrutinize the administrative / financial cases entrusted to him / her by the officers and to submit proposals to superintendent / administrative officer / Assistant Accounts Officer.

2. OCCASIONAL TASKS AND RESPONSIBILITIES

Any other task assigned by the authority from time to time.

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