



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF OFFICE COORDINATOR (BS-14) IN THE LAHORE HIGH COURT, LAHORE (CASE NO.46C2019)

MAIN RESPONSIBILITIES AND TASKS

- i) To receive and dispatch files;
- ii) To diarize the relevant files;
- iii) To sort, distribute and file the papers;
- iv) To maintain Registers, relating to the office files;
- v) To maintain Movement Register;
- vi) To keep records;
- vii) To receive official correspondence/judicial files;
- viii) To work as typing assistant;
- ix) To maintain the record of office orders/ circulars/ notifications;
- x) To trace out precedent/reference cases and previous files;
- xi) To prepare Pay, T.A/D.A and Medical bills etc;
- xii) To maintain date-wise record of pending cases in the Register;
- xiii) To consult daily Diary on daily basis and to submit report in this regard to the Assistant/ Assistant Registrar;
- xiv) To perform any other job assigned to him by the supervisory officer.

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