



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT ENGINEER/SUB DIVISIONAL OFFICER/ ASSISTANT DIRECTOR (CIVIL) (BS-17) IN THE COMMUNICATION & WORKS DEPARTMENT (CASE NO. 49K2019)**

### **Main Responsibilities and Tasks:-**

1. Execution of construction and maintenance works of Government Buildings, Roads & Bridges etc in the Sub Division.
2. Measurement of work done and payment of work to the contractors concerned.
3. Maintenance of various accounts of Sub Division.
4. Compilation of accounts for submission to Executive Engineer.
5. Control of Departmental Labor.
6. Help the XEN in designing and preparation of cost estimates.
7. Preparation of site plans.
8. Assessment of cost/rent of various buildings.
9. Help other departments in technical matters.
10. Management and control of Government lands to guard against encroachments.
11. Litigation i.e defend and represents the government in court cases and etc.

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

1. Periodical meeting in administrative department about progress of assigned project / task.
2. Taking all stake holders on board concerning the schemes under his control
3. Complying with all instructions issued by Administrative department from time to time.

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