



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DEPUTY DIRECTOR (TECHNICAL) (BS-18) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO.8C2020)**

### **Main Responsibilities and Tasks**

<b><u>Sr. No.</u></b>	<b><u>Job Description</u></b>
1	Preparing and providing Technical Report/Assistance relating to enquiries and cases referred to him.
2	Examination technical matters involved in cases and enquiries pertaining to different regions.
3	Site inspections/verification of development projects.
4	To act as Purchase officer of ACE in purchase matter.
5	Supervision of Technical Wing i.e Assistant Director Technical, Sub-Engineer and Draftsman).
6	Attendance in Court as and when required.
7	To co-ordination regarding activities maintenance of ACE Building.
8	Supervision and maintenance of vehicles and machinery at HQ.
9	To assist the Director (Tech) in the important assignments which are technical nature.
10	Preparation and maintenance/submission of Periodical Reports on the performance of Technical wing at HQ and Regions.
11	Any other assignment entrusted by the Director.

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