



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT CIVIL ENGINEER /ASSISTANT DIRECTOR (CIVIL) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB SMALL INDUSTRIES CORPORATION, ICI&SD DEPARTMENT CASE NO. 11J2023.

MAIN RESPONSIBILITIES AND TASKS

- The Assistant Civil Engineer is responsible to the civil engineer for the management and execution of works within his charge.
- Checking of bills of contractors and supervision of execution of civil works.
- To ensure timely completion of projects.
- To execute the civil works as per approved scope, technical sanctions and specifications.
- To prepare estimates of Civil Works and progress report of civil works.
- Responsible for quality and quantity of the executed works.

OCCASIONAL TASKS AND RESPONSIBILITIES

- Any other duties/assignments assigned by the Management from time to time.

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