



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

**JOB DESCRIPTION TO TWENTY ONE (21 INCLUDING 02 POSTS RESERVED FOR SPECIAL PERSONS QUOTA, 02 POSTS RESERVED FOR MINORITY QUOTA, 07 POSTS RESERVED FOR WOMEN QUOTA AND 10 POSTS RESERVED FOR CHILDREN FOR EMPLOYEES QUOTA) POSTS OF JUNIOR CLERK (BS-11) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER, BAHAWALNAGAR (BOARD OF REVENUE) (CASE NO. 24J2023).**

**MAIN RESPONSIBILITIES AND TASK**

1. Receipt and dispatch including file tracking system.
2. Diarizing (enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the file.
3. Sorting, distribution and filing of papers.
4. Maintenance of registers relating to office files, recorded files, destroyed files and movement of register showing the whereabouts of the files received in or sent out of the section.
5. He should also keep a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain other prescribed register.
6. Record Keeping.
  - Establishment and accounts matters (preparation of pay bills, T.A Bills etc).
  - Handling of cash, if posted as a Cashier.
  - Stationery indenting, storing and distribution.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

1. Any other tasks and responsibilities assigned by the officers/authority.

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