



**PUNJAB PUBLIC SERVICE COMMISSION**  
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

**JOB DESCRIPTION**

- 1) Job Title Assistant Director Architecture (Interior Design).
- 2) Basic Scale No. BS-17.
- 3) Functional Unit with total strength 02(Two)
- 4) Department where post located Punjab Architecture Department.
- 5) Office / Wing / Branch Office of the Chief Architect Punjab, Lahore.
- 6) Reports to (designation of immediate superior) Deputy Director Arch: (Interior Design)
- 7) Supervises (staff by scale & number) --
- 8) Coordinates with Deputy Director Architecture (Interior Design) Deputy Director Architecture / Director Architecture and Chief Architect
- 9) No. of posts for which this proforma is valid 02 (Two)

10) **MAIN DUTIES**

Work under the supervision / guidance of the Chief Architect, Director Architecture and Deputy Director Architecture (Interior Design) for preparation of Interior Design, Digital Presentations, Concepts, Layouts and Detailed working drawings. Visit of relevant site for data collection and work supervision. Guidance to Para Architectural Staff.

11) **SUBSIDIARY DUTIES**

Development and preparation of Architectural schemes or any other technical work assigned by the Chief Architect.

12) **MISCELLANEOUS FUNCTIONS**

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13) **OBJECTIVES REQUIRED TO BE ACHIEVED**

Development and preparation of Interior Design for Architectural schemes.

14) **LAWS, RULES etc. DEALT WITH ON THE JOB**

As applicable to all the Govt. employees.

15) **DESCRIPTION OF EQUIPMENT AND TOOLS USED**

Computer as the basic tool with latest softwares. All computer related accessories like printers, plotters, scanners etc.