



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

JOB DESCRIPTION FOR THE POST OF JUNIOR CLERK
CASE NO. 17C2024

Main Responsibilities and Tasks

- Perform duties as Receipt or Dispatch Clerk.
- Diarizing (to 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 files.
- Sorting, distribution and filing of papers.
- Maintenance of registers relating of office files, recorded files, destroyed file and movement register showing the whereabouts of the files received in sent out of the Section. He should also keep a register of pending case 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.
- Record keeping.
- Establishment and accounts matters (preparation of pay bills, T.A Bills etc.).
- Handling of cash, if posted as a Cashier in the district office.
- Custodian of official stamps collected from the cashier for purpose of maintenance of its proper record for audit, if posted as dispatch clerk.
- Typing of hand written drafts, and enclosures to official communications.
- Stationery indenting, storing and distribution and other duties.

Occasional Tasks and Responsibilities

- Any other duty entrusted to him by the officer concerned.

END OF DOCUMENT