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PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

ANNEXURE "A"

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Task

1.	To promote cooperative movement amongst persons with common economic needs for improving their socio-economic conditions through self-help and mutual aid.
2.	To educate the people in the Cooperative ideology, principles of Cooperation and management technique.
3.	Organization, audit, inspection and liquidation of Cooperative Societies.
4.	Inspection of Cooperative Societies in his circle.
5.	Audit of cooperative societies of his circle.
6.	To ensure implementation of the polices/directions of the Department and Government.
7.	To act as supervisory officer for the establishment of his Cooperative Societies in his charge.
8.	To guide the societies in planning their programme and their execution.
9.	To assist the societies in obtaining finances and other requisites.
10.	To assist the societies in effecting recoveries of loans and dues from members.
11.	To assist the societies in completion of their record.
12.	To coordinate with allied departments and agencies, particularly Project Managers of Agricultural Department, Food Department, Punjab Seed Corporation and all agencies relating with Agricultural Inputs.

Occasional Task and Responsibilities

1.	Development of the cooperative movement to improve socio-economic condition of persons with common economic needs especially in the rural areas.
2.	Increase in agricultural production for achieving self-sufficiency in food through Cooperatives.
3.	Development of small industries through Cooperatives.
4.	To inculcate the spirit of thrift mutual aid and self-help in the masses with limited means.