



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (HR) (LUMP SUM) CASE NO 49RH2021.

MAIN RESPONSIBILITIES AND TASKS

1. Support DD (HR) in recruitment and selection process.
2. Manage performance appraisal system of employees.
3. Maintain pay plan and benefits program.
4. Execute disciplinary proceedings as approved by competent authority.
5. Monitor attendance management system and put up daily and monthly attendance reports .

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