



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

**JOB DESCRIPTION**

- 1) Job Title Assistant Director Architecture
- 2) Basic Scale No. BS-17.
- 3) Functional Unit with total strength (11-Posts Reserved For Initial Recruitment and 03-for Promotion)
- 4) Department where post located Punjab Architecture Department.
- 5) Office / Wing / Branch Punjab Architecture Department.
- 6) Reports to (designation of immediate Superior) Deputy Director (Architecture)
- 7) Supervises (staff by scale & number) Technical Staff with BS-01 in BS-16.
- 8) Coordinates with With the Technical staff and the client Department pertaining to Architectural Work.
- 9) No. of posts for which this proforma is valid (11-Posts Reserved For Initial Recruitment and 03-for Promotion).

10) **MAIN DUTIES**

He works under the supervision and guidance of the Chief Architect, Director Architecture and Deputy Director Architecture. He also handles the schemes independently including preparation of working drawings, details presentation drawings and preparation of models etc.

11) **SUBSIDIARY DUTIES**

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12) **MISCELLANEOUS FUNCTIONS**

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13) **OBJECTIVES REQUIRED TO BE ACHIEVED**

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

As applicable to all the Govt. employees.

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