



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

**JOB DESCRIPTION FOR THE POSTS OF ASSISTANT (BS-16) ON  
REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER  
/DISTRICT COLLECTOR, BAHAWALNAGAR (BOARD OF REVENUE)  
(CASE NO. 5J2023).**

**MAIN RESPONSIBILITIES AND TASKS**

1. He will maintain reference book and keep them upto date by getting the correction slips pasted.
2. He is personally responsible for adding of a case any Precedents Polices, rules of regulations relating to it and of flagging them properly and making reference in the margin of the case before its submission to the Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioner.
3. He should take undertake reference and research work i.e acquaint himself with the rules and regulations pertaining to the subject within his branch such statistics as required by the Officer Incharge (e.g. in a service branch maintain list of the officer belonging to the specific cadre, showing their latest posting etc) and while examining old record, take extracts of important policy decisions etc.
4. He will record advice tendered by the service, Law and Finance Department on any important maters, refer to these department in a note book and also keep with him a separate reference collection of important decisions.
5. He will prepare such statements and returns and collect such materials and statistical as may be required by the Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioner.
6. He will also maintain prescribed charts/ledgers.
  - a) All outstanding reports and returns due to be received in the branch or to be submitted by the branch and
  - b) Time limit cases.
  - In the temporary absence of the Additional Deputy Commissioner/Assistant Commissioner, he will submit and personally explain urgent cases to the Deputy Commissioner.
  - He will compare typing work with Stenographer/Clerk, when necessary.
  - He will generally instruct and guide the branch clerk and supervise his work. In the temporary absence of the Additional Deputy Commissioner/Assistant Commissioner, he will attend to any urgent reference or cases that may require immediate attention.

**P.T.O.**

**From Pre-page**

**OCCASIONAL TASKS AND RESPONSIBILITIES**

1. Emergency duties during the visit of VVIPs.  
Emergency duties in District Emergency Control during different festivals.  
Emergency duties during Wheat Procurement and flood etc.
  
2. Duties during different initiatives of Govt. for general public etc.  
Other duties assigned by the Deputy Commissioner/Additional  
Commissioner/Assistant Commissioner.

**DATED: 20-09-2023**

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