



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

JOBDESCRIPTION

- 1) Job Title Deputy Director Architecture (Interior Design).
- 2) Basic Scale No. BS-18.
- 3) Functional Unit with total strength 01(One)
- 4) Department where post located Punjab Architecture Department.
- 5) Office / Wing / Branch Office of the Chief Architect Punjab, Lahore.
- 6) Reports to (designation of immediateSuperior) Director (Architecture)
- 7) Supervises (staff by scale & number) Assistant Director (Arch:) (Interior Design) (BS-17).
- 8) Coordinates with Deputy Director Architecture / Director Architecture and Chief Architect
- 9) No. of posts for which this proforma is valid 01 (One)

10) **MAIN DUTIES**

Assist to Chief Architect and Director Architecture for preparation of Interior Design, Digital Presentations, Concepts, Layouts and Detailed working drawings. Visit of relevant site for data collection and work supervision. Guidance to Assistant Director Architecture (Interior Design), Assistant Director Architecture and Para Architectural Staff.

11) **SUBSIDIARY DUTIES**

Develop and preparation of Architectural schemes or any other technical work assigned by the Chief Architect.

12) **MISCELLANEOUS FUNCTIONS**

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13) **OBJECTIVES REQUIRED TO BE ACHIEVED**

Development and preparation of Interior Design drawings for Architectural schemes.

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

As applicable to all the Govt. employees.

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

Computer as the basic tool with latest softwares. All computer related accessories like printers, plotters, scanners etc.