



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

JOB DESCRIPTION FOR THE POST OF PROTOCOL ASSISTANT
CASE NO. 22C2024

Main Responsibilities and Tasks

1. To assist Assistant Protocol Officer, Deputy Protocol Officer and Protocol Officer in Chief Minister's Office.
2. Conducting of daily Programme, invitations / functions / meetings or the duties assigned in this regard.
3. Conducting / Invitations / Functions of the Chief Minister, Lunches / Dinners and to inform all the invitees and get confirmation as well
4. Any assignments given by the Assistant Protocol Officer, Deputy Protocol Officer and Protocol Officer.
5. To perform all other official duties as directed by PSO to Chief Ministers, Chief Protocol Officer, Protocol Officer, Deputy Protocol Officer and Assistant Protocol Officer.
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Occasional Tasks and Responsibilities

1. As assigned by the Government.
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