



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

JOB DESCRIPTION FOR THE POST OF LIBRARIAN
CASE NO. 16C2024

Main Responsibilities and Tasks

- To plan user education programs.
- To prepare bibliographies on different subjects.
- To manage serial publications.
- To meet reference queries.
- To respond to the complaints of the readers.
- To prepare reports and statistics regarding reference services.
- To supervise the work of the Semi-professional and non-professional staff.
- To write ACRs of the subordinate staff.
- To prepare quarterly programs of the library promotion activities.
- Program officer of the library.
- To guide researchers visiting the library.
- To review the books for the purchase and for library journals.
- To recommend useful and disposable material for the Library.
- To be responsible for caretaking of building and stock of the section concerned.
- Any other duty assigned by the seniors.
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