



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF PERSONAL ASSISTANT (BS-16) IN THE PUNJAB OVERSEAS PAKISTANIS COMMISSION/S&GAD (CASE NO.1C2020)

JOB/POSITION TITLE

Personal Assistant

REPORTING RELATIONSHIP

Director (Administration)

PERSONAL ASSISTANTS

PA attached to the Commissioner/Director General/Director/Deputy Director shall:

- a) Take down notes and drafts from their officers and type them neatly and accurately
- b) Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic/other messages received by them in the absence of officers;
- c) Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements diary.
- d) Handle and maintain classified documents/files in accordance with the instructions.
- e) Attend calls and to maintain trunk/private calls Telephone Register.
- f) Maintain reference books and keep them upto date by getting correction slips pasted.
- g) Receive and conduct visitors, arrange interviews as permitted by their officers
- h) Supervise the upkeep of the officer's and visitor's rooms wherever provided
- i) Make tour arrangements including the issue of tour programme.
- j) Assist the officer in such matters as he may direct.
- k) Keep proper record and movement of files and other papers.
- l) Keep record of suspension cases, where ordered, and their submission on due dates
- m) Attend any other routine official duty that may be assigned by the officer e.g. reproduction of documents, arranging petty amenities, recording of entries in the Staff Car Movement Register, receiving and delivering important Dak. The receiving and delivering of Dak will be done through the AD (Admn) of the OPC.

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