



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

JOB DESCRIPTION FOR THE POSTS OF JUNIOR CLERK (BS-11)
ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY
COMMISSIONER /DISTRICT COLLECTOR office, BAHAWALPUR
(BOR) (CASE NO. 16RJ2023).

MAIN RESPONSIBILITIES AND TASK

Duties of Junior Clerk

Clerks in the Deputy Commissioner Office are required to perform the following duties:

1. Receipt and dispatch including File Tracking System.
2. Diarising (to enter all receipts of the Branch in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
3. Sorting, distribution and filing of papers.
4. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Branch. He should also keep a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Branch and maintain other prescribed registers;
5. Record Keeping;
6. Establishment and accounts matters (preparation of pay bills, T.A. bills, etc);
7. Handling of cash, if posted as a Cashier;
8. Stationery indenting, storing and distribution; and
9. Other duties assigned from time to time by the Government.

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