



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT (BS-17) ON
REGULAR BASIS IN THE PROVINCIAL DISASTER MANAGEMENT
AUTHORITY, BOR, PUNJAB CASE NO. 41J2024.**

Main Responsibilities and tasks:

He shall perform the following duties:

- (a) He should acquaint himself with the Rules and regulations pertaining to the subjects dealt with by him, maintain such statics as required by the Superintendent e.g.
 - He shall maintain:
 - List of officers/officials belonging to a specific cadre showing their latest postings and seniority position.
 - Chart regarding all outstanding reports and returns due to be received and are to be submitted by him.
 - And time limit cases.
- (b) In the temporary absence of the Superintendent he will submit cases to the next higher authority and personally explain urgent cases to him, if necessary.
- (c) He will compare typing work with the Stenographer/Clerk, when necessary.
- (d) He will put up reminders or signatures to the concerned officers on due dates.
- (e) He will generally supervise the working of Stenographer/Clerk and guide him in putting up the cases to him in complete form.
- (f) He will do such office work as may be entrusted to him by his Superintendent or next higher officer.