



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST JUNIOR CLERK 3J2023

Main Responsibilities and Tasks

1. Diary and Dispatch
2. Typing Work
3. Noting and Drafting
4. Any other Task assigned by the Superiors
- 5.
- 6.

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

DATED: 21-08-2023

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