



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA Plaza, 7-Edgerton Road, Lahore.**

**JOB DESCRIPTION FOR THE POST OF ASSISTANT (BS-16)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Forwards Information by Receiving and Distributing Communication Handling Mailing Duties.
2. Preparing Notes, Reports and Drafts adding to any precedent, policy, rules or regulations relating to it before its submission to the authority.
3. Maintaining Spreadsheet Registers.
4. Coordinate Messenger and Courier Service.
5. Taking Follow up action by putting up reminders for signature of the authority.
6. Completing Trust Procedures on a Daily Basis.
7. Carrying out background Research and Presenting Findings.
8. Any other duty assigned by the authority.

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