



PUNJAB PUBLIC SERVICE COMMISSION

LDA PLAZA- EGERTON ROAD, NEAR AWAN-E- IQBAL, LAHORE

JOB DESCRIPTION FOR PERSONAL ASSISTANT (BS-16)

(44G2023)

The Post Main Responsibilities and Tasks

1. To assist the concerned officer.
2. To prepare the meeting schedule.
3. To prepare minutes of the meetings.
4. To keep the record of the up-dated.
5. To take Dictation & notes.
6. Computer work.
7. Any other duty assigned by the authority.

Occasional Tasks and Responsibilities

1. Any other assignment assigned by the Authority

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