

JOB DESCRIPTION

- 1) Job Title Assistant Director Architecture (CAD)
- 2) Basic Scale No. BS-17.
- 3) Functional Unit with total strength 13(Thirteen)
- 4) Department where post located Punjab Architecture Department
- 5) Office / Wing / Branch Office of the Chief Architect Punjab, Lal
- 6) Reports to (designation of immediate superior) Deputy Director (cture)
- 7) Supervises (staff by scale & number) --
- 8) Coordinates with Deputy Director Architecture, Director Architecture and Chief Architect.
- 9) No. of posts for which this proforma is valid 13 (Thirteen)

10) MAIN DUTIES

- a) To develop the architectural concepts / details, working drawing of projects using on Computer Softwares using 2D & 3d techniques.
- b) Training to Para-Architectural Staff.

11) SUBSIDIARY DUTIES

- a) Preparation of Architectural Schemes.
- b) Training to Para-Architectural Staff.
- c) Any other assignment as assigned by the officer incharge / Chief Architect.

12) MISCELLANEOUS FUNCTIONS

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13) OBJECTIVES REQUIRED TO BE ACHIEVED

Development and preparation of projects on latest software keeping in view the market trends thereby giving the Department a competitive edge.

14) LAWS, RULES etc. DEALT WITH ON THE JOB

As applicable to all the Govt. employees.

15) DESCRIPTION OF EQUIPMENT AND TOOLS USED

Computer as the basic tool with latest softwares. All computer related accessories, printers, plotters, scanners etc;

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LOCATION (Job requirements as per rules for the post)

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Metitment.
(by ntment by
prom/ transfer)

By initial recruitment.

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		Essential	Desirable
2)	Acad'professional Quali	(i) Bachelor's degree (five years) (second division) in Architecture from a University / institution recognized by the Higher Education Commission; (ii) proficiency in AutoCad, Adobe Photoshop, Coraldraw such like applications; and (iii) registered with Pakistan Council of Architects and Town Planners.	--
3)	Experie	02-years	--
4)	Training	Such post induction training as the Administrative Department may determine.	--
5)	Special e	--	--
6)	Agegrorecruitment	22-30	--
7)	Anyotheition	--	--

A. Mudassir Khan
(AHMAD MUDASSIR KHAN)
CHIEF ARCHITECT PUNJAB