



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

**JOB DESCRIPTION FOR THE POSTS OF ASSISTANT (BS-16) ON
REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER
/DISTRICT COLLECTOR, BAHAWALPUR (BOARD OF REVENUE)
(CASE NO.9J2023).**

MAIN RESPONSIBILITIES AND TASK

1. He will maintain reference book and keep them upto date by getting the correction slips pasted.
2. He is personally responsible for adding to a case any Precedents Polices, rules or regulations relating to it and of flagging them properly and making reference in the margin of the case before its submission to the Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioner.
3. He should take undertake reference and research work i.e acquaint himself with the rules and regulations pertaining to the subject within his branch maintain such statistics as a required by the Officer Incharge (e.g. in a service branch maintain lists of the officer belonging to a specific cadre, showing their latest posting etc) and while examining old record, take extracts of important policy decisions etc.
4. He will record advice tendered by the service, Law and Finance Department on any important maters, refer to these department in a note book and also keep with him a separate reference collection of important decisions.
5. He will prepare such statements and returns and collect such materials and statistical as may be required by the Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioner.
6. He will also maintain prescribed chart regarding:
 - a) All outstanding reports and returns due to he received in the branch or to be submitted by the branch and
 - b) Time limit case.
7. In the temporary absence of the Additional Deputy Commissioner/Assistant Commissioner, he will submit and personally explain urgent case to the Deputy Commissioner.
8. He will undertake periodically a proper classification, record indexing and weeding of files in accordance with the instruction contained in this manual under the guidance of the Addition Deputy Commissioner/Assistant Commissioner and submit a half-yearly certificate of compliance to the Deputy Commissioner through Additional Deputy Commissioner/Assistant Commissioner by the end of June & December each other,

P.T.O.

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9. He will compare typing work with Stenographer/Clerk, when necessary.
10. He will generally instruct and guide the branch clerk and supervise his work. In the temporary absence of the Additional Deputy Commissioner/Assistant Commissioner, he will attend to any urgent reference or cases that may require immediate attention.
11. In the absence of a clerk/record keeper he will perform the duties of the Clerk/Record Keeper,
12. He will prepare drafts for approval after final orders have been passed.
13. He will take follow up action by putting up reminders for signatures of the concerned Additional Deputy Commissioner/Assistant Commissioner on due dates. He will also collect information from concerned agencies.
14. He will maintain separate running summary of each case having history, backgrounds, and the stage of disposal.
15. Make oral presentation of cases entrusted to him by the Additional Deputy Commissioner/Assistant Commissioner.
16. He will do such other office work as may be entrusted to him by the Additional Deputy Commissioner/ Assistant Commissioner.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Emergency duties during the visit of VVIPs.
2. Emergency duties in District Emergency Control during different festivals.
3. Emergency duties during Wheat Procurement and flood etc.
4. Duties during different initiatives of Govt. for General Public etc.
5. Other duties assigned by the Govt. from time to time.