



13

PPSC-1
Annexure —“A”
To PPSC-1

PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (RECORDS)

Main Responsibilities and Tasks

1. Dealing with record Management i.e. evaluating, selecting, retrieving and arranging record received from Administrative Departments.
2. Archives Administration i.e. Management of permanent collection kept in Punjab Archives.
3. Making the Archives accessible to a wide range of users.
4. Negotiating the acquisition of new collection from public and private sectors.
5. Organizing events such as exhibitions, seminars and talks etc.
6. Supervising establishment and budgetary matters of Archives Wing, S&GAD as DDO.
7. Any other assignment which may be entrusted by the Competent Authority.

Occasional Tasks and Responsibilities

As per Government instructions issued time to time.

Qualities / disposition and interest desirable

Preference shall be given who has interest and experience of budgetary and accounts matters.