



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

JOB DESCRIPTION FOR RECRUITMENT TO THIRTEEN (13 INCLUDING 02 POSTS RESERVED FOR WOMEN QUOTA, 01 POST RESERVED FOR MINORITY QUOTA AND 01POST RESERVED FOR SPECIAL PERSON QUOTA) POSTS OF ASSISTANT DIRECTOR (ACCOUNTS), ASSISTANT DIRECTOR (FINANCE) AND ASSISTANT DIRECTOR AUDIT) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN PUNJAB SMALL INDUSTRIES CORPORATION, ICI & SD DEPARTMENT CASE NO. 10J2023.

MAIN RESPONSIBILITIES AND TASKS

- To deal all matters relating to Finance & Accounts.
- To prepared Income & Expenditure Statement and Trial Balances on monthly basis.
- To prepare Final Accounts on Annual basis.
- To assist Auditors during conducting audit of Financial Year.

OCCASIONAL TASKS AND RESPONSIBILITIES

- Any other duties/ assignments assigned by the Management from time to time.

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