



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, 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 OFFICE, RAJANPUR (BOARD OF REVENUE) (CASE NO.12J2023).

MAIN RESPONSIBILITIES AND TASK

1. Duties assigned by his officer Incharge and Appointing Authority
2. Attend the visitors/applicants smoothly
3. Attend telephone of his Officer Incharge.
4. Keep the Personal record of officer intact.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Attend duties with his officer even in field during any emergency duty.
2. Ready to do job even round the clock during exigencies.

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