

PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

1. Keeps control of transport fleet of the vehicles of the Board and maintenance thereof.
2. Maintains record of log books and deals with the working of the drivers.
3. To perform all sort of duties assigned by the authorities as per requirement of the office.
4. To ensure the allotment of vehicles to concerned employees.
5. To ensure the safe and secure movement material through vehicles.
6. To ensure the maintenance of the vehicles before examination schedule

Occasional Tasks and Responsibilities.

1. Perform such other duties as may be assigned to him/her by the Superiors from time to time.


Assistant Secretary (Admin)
Board of Intermediate & Secondary
Education, Sargodha


Secretary
Board of Intermediate & Secondary
Education, Sargodha
19/10/22