



**PPSC-1**  
**Annexure – „A“**  
**TO PPSC-1**

**PUNJAB PUBLIC SERVICE COMMISSION**

**REQUISITION FORM**

**JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR**  
**MINES & MINERALS**

**Main Responsibilities and Tasks**

1. To act as branch officer in the Mines and Minerals Divisions of the Directorate.
2. To inspect mining leases/licenses for ensuring fulfillment of working obligations and enforcement of mining concession rules.
3. To scrutinize applications for the grant of mining concessions keeping in view the scientific development and conservations of mineral deposits.
4. To watch the performance of each mining concessionaires and propose suitable action against defaulters.
5. To check unauthorized excavation of minerals and wasteful mining practices by short inspections.
6. To asses Government dues payable by each mining concessionaires and realize the same.
7. To attend boundary disputes between mine owners and carry out the boundary demarcation surveys.
8. To advise small mine owners in tackling mining problems like roof control, underground fire, gas, etc.
9. To guide mine operators in mining methods including prospecting, exploration and environment facilitation.
10. To act as Secretary District Auction Committee for holding auctions of Mining leases.
11. To prepare development schemes for Annual Development Programe.
12. To act as Drawing and Disbursing Officer.
13. To attend court cases filed against department.

**Occasional Tasks and Responsibilities**

1. To act as member of recruitment / selection committee.
- 2.

