



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS OF SURVEY & DRAWING OFFICER THE MINES & MINERALS DEPARTMENT (CASE NO.22H2019)**

### **Main Responsibilities and Tasks**

1. To act as Branch Officer of Drawing Branch.
2. To prepare maps for allotment of Mining Leases and Prospecting Licenses.
3. To assess unauthorized excavation of minerals.
4. To demarcate the area of Mining Leases and Prospecting Licenses.
5. To check half yearly plans furnished by the concessionaires.
6. To perform underground mine survey.
7. Preparation of maps for allotment of mining leases, assessment of unauthorized excavation of minerals, demarcation of mining.
8. Licenses, inspection of Minor Minerals, Leases, checking of half yearly maps furnished by concessioners etc.

### **Occasional Tasks and Responsibilities.**

9. To inspect minor minerals leases.

### **Qualities /Disposition and interests desirable.**

10. Ability to work in remote field areas.

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