



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION OF ASSISTANT (BS-16)

- 1) Shall assist the Superintendent in administration office work etc.
- 2) Shall initiate the note on the files and put up with report/comments to superintendent.
- 3) Shall assist the Superintendent for maintaining office record and service record of the employees of Bait ul Maal.
- 4) Shall assist the Superintendent for disposal of applications, letter, Directives of CM, CS, and Administrative Department etc.
- 5) Shall ensure whether the Government rules instructions, Bait ul Maal Rules and Policies are being properly complied with.
- 6) Shall maintain the leave account, recruitment / appointments, transfers enquiries cases, disciplinary cases etc.
- 7) Shall assist the Superintendent for convening meetings and disposal of Assembly questions, court cases etc.
- 8) Shall carry out all the instructions of his senior officers and will assist shall Superintendent for maintaining office discipline and decorum
- 9) Shall perform any other task/ duty assigned by the controlling officers.
- 10) Assist the Superintendent in administration/office work etc.
- 11) Shall perform any other task/ duty assigned by the controlling officers.

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