



PUNJAB PUBLIC SERVICE COMMISSION
LDA Plaza, 7-Edgerton Road, Lahore.

JOB DESCRIPTION FOR THE POST OF GRAPHIC DESIGNER (BS-17)

MAIN RESPONSIBILITIES AND TASKS

1. Develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.
2. Develop graphics for product illustrations, logos, and websites.
3. Think creatively to produce new ideas and concepts and develop interactive designs that suit the department's purpose.
4. Use innovation to redefine a design brief within the constraints of cost and time.
5. Select colors, images, text style, and layout.
6. Incorporate the recommended changes into the final design.
7. Proofread to produce accurate and high-quality work.
8. Review designs for errors before printing or publishing them.
9. Work as part of a team with printers, photographers, other designers, account executives, web developers and other staff of the department.

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