



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR RECRUITMENT TO THREE (03) POSTS OF OFFICE ASSISTANT / SALES ASSISTANT / SUPERVISOR/SURVEY INSPECTOR (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB SMALL INDUSTRIES CORPORATION, ICI&SD DEPARTMENT CASE NO. 17J2023.**

**MAIN RESPONSIBILITIES AND TASKS**

- To report and assist to Assistant Director.
- To assist in dealing with Government directives/references.
- To assist in dealing with Corporation policy matters.
- To assist in implementation PSIC Board decisions regarding Corporation matters/issues.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

- Any other duties/assignments assigned by the Management from time to time.

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