



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

**JOB DESCRIPTION FOR THE POST OF CHIEF LIBRARIAN/SECRETARY**  
**CASE NO. 14C2024**

**Main Responsibilities and Tasks**

- Principal officer Incharge of the Library.
- Administration and Management of the Library.
- To implement the policies regarding Library Development.
- Drawing & Disbursing Officer of the Library.
- To prepare working papers and documentation for the meetings of the Board of Governors and its sub-committees.
- To work as Secretary of the all the Sub-Committees.

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