

# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION / JOB ANALYSIS.**

### **(Main Responsibilities and Tasks)**

1. The Assistant Civil Engineer is responsible to the civil engineer for the management and execution of works within his charge.
2. Checking of bills of contractors and supervision of execution of civil works
3. To ensure timely completion of projects.
4. To execute the civil works as per approved scope, technical sanctions and specifications.
5. To prepare estimates of Civil Works and progress report of civil works.
6. Responsible for quality and quantity of the executed works.

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