



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- EGERTON ROAD, NEAR AWAN-E- IQBAL, LAHORE

JOB DESCRIPTION FOR ASSISTANT (BS-16)

The Post Main Responsibilities and Tasks

1. To assist the Assistant Director.
2. To deal with all administrative matters of the staff working in the field of special education.
3. To deal with selection/promotion/appointment/transfer of the staff members of special education.
4. Maintenance of annual confidential reports.
5. Preparation of service book & maintenance of leave accounts.
6. Grant of encashment/leave and issuance of retirement notification.

Occasional Tasks and Responsibilities

Any other assignment assigned by the Authority

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