



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (SERVICE CENTER OPERATIONS) (LUMP SUM) CASE NO 51RH2021.

MAIN RESPONSIBILITIES AND TASKS

1. Provide wide range support to the operational directorate for the smooth functioning of the section.
2. Provide the operational support for design, plans, proposals and their implementation through the HQ and field team.
3. To ensure that Arazi Record Centers are operational and deliver quality services as per the laid down standards.
4. Suggest and design remedial steps (Guidelines, SOPs, directions etc.) for the sake of betterment of services being rendered to the public at ARCs.
5. Take follow up and regular cross checking by the virtue of reporting from the field regarding ongoing operations of ARC to escalate the drawbacks and bottlenecks.
6. Liaise among the PLRA wings for the timely rectification of bottlenecks in ARC operations reported through field teams.
7. Liaise with different agencies working on the platform of PLRA collaboration for provision of land records.
8. Plan and draft different policies, guideline, instructions as and when desired by the management.
9. Any other related assignment given by authority.

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