



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

7- Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore

Subject:-

RECRUITMENT OF 02 POSTS OF SUPERINTENDENT GOVERNMENT PRINTING PRESS (BS-18) ON REGULAR BASIS IN THE PUNJAB INDUSTRIES COMMERCE & INVESTMENT DEPARTMENT

JOB DESCRIPTION / JOB ANALYSIS. **(Main Responsibilities and Tasks)**

1. Planning.
2. Budgeting.
3. Close supervision of execution of all jobs.
4. Disposal of all sorts of establishment cases of all employees
5. Disposal of purchase cases.
6. Disposal of cases of acquiring supply of paper, binding material etc.
7. Importing of Technical instructions and advices to the staff.
8. Disposal of pension cases of all retiring/retired Government servants.
9. Maintenance of Service Books and Character Rolls of all employees.
10. Maintenance of service records as well as other records of all employees.
11. Procurement of machinery, spare parts etc.
12. Disposal of audit cases
13. Disposal of cases concerning to financial matters and accounts include TA Bills.

Occasional Tasks and Responsibilities

1. Importing of Technical instructions and advices to the staff.
2. Compilation of proforma accounts.
3. Disposal of cases of Valuation of job.
4. Disposal of cases of surplus and condemned articles as well as waste paper.
5. Disposal of cases of workshop including repair of machinery etc.
6. Disposal of cases concerning to annual stock taking including dead stock articles.
7. Disposal of cases concerning to financial matters and accounts include TA Bills.
8. Holding of meetings with the members of press union.
9. Attending meetings conducted by other departments outside the Press.
10. Close supervision of Fire Brigade and Civil Defense arrangements.
11. Disposal of other Misc. cases concerning to press and press employees.

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