



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR RESEARCH (BS-17) IN THE PUNJAB PUBLIC SERVICE COMMISSION S&GAD DEPARTMENT. (CASE NO. 1-RC/2019)

Duties of Assistant Director Research:

- a. To distribute work among the staff.
- b. To assist in preparation of PPSC Annual Report.
- c. To assist in preparation of PPSC Quarterly Reviews and PPSC Progress Reports.
- d. To collect, tabulate & analyze recruitment data and to make recommendations.
- e. To maintain close liaison with Recruitment Branches to keep the system functioning smoothly.
- f. To conduct research or case studies as assigned by the Authority.
- g. To maintain and update Panel of Advisors.
- h. To maintain and update lists of Outstanding Advisors recommended by Members as Examiners/ Paper-Setters.
- i. To maintain and update lists of debarred DRs/ Advisors.
- j. To prepare monthly brief or any other report with regard to progress of the branch.
- k. To maintain discipline and office decorum in the Wing.
- l. To perform any other duty assigned by the Authority.

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