



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA Plaza, 7-Edgerton Road, Near Aiwan-e-Iqbal, Lahore.**

**SUBJECT: RECRUITMENT TO TWELVE (12) (INCLUDING 01 POST RESERVED FOR MINORITY QUOTA AND 02 POSTS RESERVED FOR WOMEN QUOTA) POSTS OF ASSISTANT CHIEF / DEPUTY DIRECTOR (DEVELOPMENT) (BS-18) ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS IN THE PLANNING & DEVELOPMENT BOARD.**

**JOB DESCRIPTION**

**Main Responsibilities and Tasks**

- Assistance in preparation of annual development programme / schemes for overall provinces.
- Preparation of brief for CDWP, ECNEC.
- Preparation of comments of the schemes to be considered in Departmental development sub-committee.
- Preparation of working paper of development schemes relating sector considered by the PDWP, appraisal & security of projects.
- Preparation of monthly monitoring reports relating to the sector.
- Preparation of overall development plan of the sector.
- Processing of schemes for DDSC, PDWP, CDWP.
- To assist in preparation of long-term plans.
- Technical scrutiny / furnishing of comments on the schemes to be placed before CDWP, PDWP & ECNEC.
- Overall in charge of the development activities in the district and Secretary of the DDC, presentation of working paper minutes of the DDC monitoring and assessment of development schemes.
- To formulate district ADP, to physically verify the proposed development schemes, preparation of District ADP, monitoring of development schemes in the district, DDD of the office of Deputy Director (Dev.).
- Liason with Nation Building Department and Provincial Government.

**END OF DOCUMENT**