



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR THE POST OF CLASSIFIER / CATALOGUER**  
**CASE NO. 11C2024**

**Main Responsibilities and Tasks**

- To assist the librarian in delivery of Public services.
- Acquisition and automation of library stock.
- Classification and cataloguing of books.
- Reference and user advisory services of library resources.

**Occasional Tasks & Responsibilities**

- To assist the librarian in conduction of books exhibition.
- To arrange literary gatherings
- Arrangements of functions on natural / religious days.

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