



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

JOB DESCRIPTION TO TWENTY SIX (26 INCLUDING 01 POST RESERVED FOR SPECIAL PERSONS QUOTA, 01 POST RESERVED FOR MINORITY QUOTA, 04 POSTS RESERVED FOR WOMEN QUOTA AND 05 POSTS RESERVED FOR CHILDREN FOR EMPLOYEES QUOTA) POSTS OF JUNIOR CLERK (BS-11) ON REGULAR BASIS IN THE REVENUE DEPARTMENT DEPUTY COMMISSIONER/DISTRICT COLLECTOR OFFICE, JHELMUM (BOARD OF REVENUE). (CASE NO.04RJ2024)

MAIN RESPONSIBILITIES AND TASK

1. Typing Work.
2. Duties assigned by his officer/in charge.
3. Attend the visitors /applicants smoothly.
4. Diary and Dispatch
5. Keeping the office record.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Field duties during any emergency
2. Ready to do job even round the clock during emergency.

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