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PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

ANNEXURE "A"

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Task

1.	To promote Cooperative Movement amongst women with common economic needs for improving their socio-economic condition through self-help and mutual assistance.
2.	To educate the women in the Cooperative ideology, principles of Cooperation and management techniques.
3.	To organization, audit, inspection and liquidation of Women Cooperative Societies.
4.	Inspection of Women Cooperative Societies of her circle.
5.	Audit of Women Cooperative Societies of her circle.
6.	To ensure implementation of the polices/directions of the Department and Government.
7.	To act as supervisory officer for the establishment of her Cooperative Societies in her charge.

Subsidiary Duties

1.	To guide the Women Societies in launching their programmes and their execution.
2.	To assist the Women Societies in obtaining finances and other requisites.
3.	To assist the Women Societies in effecting recoveries of loans and dues from members.
4.	To assist the women societies in completion of their record.

Objectives required to be achieved

1.	Promotion of Cooperative Movement with limited means for members for their socio-economic condition especially in the rural areas.
2.	Development of small Women Industries through Women Cooperative Societies.
3.	To inculcate the spirit of thrift, mutual and self-help in the messes of limited means.