



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

JOB DESCRIPTION FOR THE POST OF ESTATE OFFICER (BS-16)

Main Responsibilities and Tasks

1. Assisting AD (Estate) in land issues.
2. Day to day affairs of the Lahore Press Club Housing Scheme and other
3. Housing schemes of Journalists.
4. Transfer of files of housing schemes alongwith AD (Estate).
5. Management and Record Keeping.
6. Preparing correspondence files of all schemes.
7. Verification of plots.
8. Any other assignment given by higher officers / Competent Authority.

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.

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