PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF CASHIER CASE NO.42H2021

Main Responsibilities and Tasks

1. Responsible for daily petty cash management at PLRA HQTR. Along with support to Assistant Director (Payable)

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Administrative Ability.
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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