



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

JOB DESCRIPTION FOR THE POST OF ASSISTANT
CASE NO 18H2024

Main Responsibilities and Tasks

- He shall maintain reference books and keep them up-to-date by getting the correction slips pastes
- Undertake reference and research work ie, acquaint himself with the rules and regulations pertaining to the subject dealt within his section, maintain such statistics as are required by his seniors and while examining old records, take extracts of important policy decisions etc.
- Record advice tendered by the Government on any important matter referred to Police Department.
- Keep a note book with him for separate reference collection of important decision.
- Prepare such statements and returns and collect such material and statistics as may be required by the Office Superintendent/Assistant Director.
- Also maintain prescribed charts regarding: (i) All outstanding reports and returns due to be received in the section or to be submitted by the section, and (ii) Time-limit cases.
- Generally instruct and guide the section clerk and supervise his work
- Prepare drafts for approval after final orders have been passed
- Take follow-up action by putting up reminders by signatures of the concerned Senior Police Officer/Office Superintendent/Assistant Director on due dates. He will also collect information from the concerned agencies.
- Maintain separate running summary of each case giving history background, and the stage of disposal.
- Make oral presentation of cases entrusted to him by the Office Superintendent/Assistant Director.
- Any other duty assigned by the seniors

Occasional Tasks and Responsibilities

- He is personally responsible for adding to a case any precedent, policy, rules, or regulations relating to it and for flagging them properly and making references in the margin of the case before its submission to the Office Superintendent/Assistant Director.
- In the temporary absence of the Office Superintendent/Assistant Director, he will submit and personally explain urgent cases to the Senior Police Officer under whose command the branch is working.
- He will undertake periodically a proper classification, recording indexing and weeding of files in accordance with the instruction contained in the Manual under the guidance of the Office Superintendent/Assistant Director and submit half-yearly certificate of compliance to the Senior Police Officer concerned through the Office Superintendent/Assistant Director by the end of June and December each year.
- He will compare typing work with the Section Stenographer/Clerk, when necessary.
- He will perform duties of a Clerk/Record keeper whenever.

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