



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR RESEARCH AND  
PLANING PROJECT (CASE NO. 37H-2021)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Assist the Deputy Director on the data collection of new interventions
2. Collect and generate the compiled reports
3. Carry out the spade work for the initiation of new projects and preparation of the PC-1
4. Drafting of project concept notes
5. Preparation of presentations for the management
6. Liaison with the different wings and departments

37

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