



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR ENGG / SDO (BS-17)
ON CONTRACT BASIS FOR A PERIOD OF (03) THREE YEARS IN THE MULTAN
DEVELOPMENT AUTHORITY, MULTAN (HOUSING URBAN DEVELOPMENT & PUBLIC
HEALTH ENGINEERING DEPARTMENT LAHORE) (CASE NO. 5E2022).**

Main Responsibilities and Tasks

1. He is responsible to his XEN and perform the following duties:
2. To manage the all works within his sub-division.
3. To prepare completion report of works under his charge and submit it to XEN for final checking.
4. Preparation of estimate and design etc.
5. To report his seniors any irregularity or incidents etc. coming to his notice.
6. To inspect sites of work under his responsibility regularly and enter his observations in the register meant for the purpose ensuring their rectification at the same time by the contractor.
7. To carryout complete check of work of the contractor under his jurisdiction as specified in the CA Regulations / instructions of his seniors.
8. To regularly check expenditure on each work and ensure that it does not exceed the prescribed limit.
9. To maintain correct account of all stores, machinery, equipment under his charge.
10. He is responsible for safe custody of all stores, machinery, equipment placed under his charge.
11. To sign contractor's bills after 100% scrutiny of work.

Occasional Tasks and Responsibilities

1. To carryout all such official work which are entrusted to him by DG MDA / Director Engineering.