



## **PUNJAB PUBLIC SERVICE COMMISSION**

### **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) IN THE ANTI-CORRUPTION ESTABLISHMENT PUNJAB, S&GAD (CASE NO.9C2021)**

#### **MAIN RESPONSIBILITIES AND TASKS**

- 1 Perform duties as Receipt or Dispatch Clerk.
- 2 Diarsing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
- 3 Sorting, distribution and filing of papers.
- 4 Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register of pending cases. Showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain.
- 5 Record Keeping.
- 6 Establishment and accounts matters (preparation of pay bills, T.A. bills, etc.).
- 7 Handling of cash, if posted as a Cashier in the district office.
- 8 Custodian of the official stamps collected from the cashier for purpose and maintenance of its proper record for audit, if posted as dispatch clerk.
- 9 Typing of hand-written drafts, and enclosures to official communications.
- 10 Stationery indenting, storing and distribution and other duties.
- 11 Any other duty entrusted to him by the officer concerned.

#### **OCCASIONAL TASKS AND RESPONSIBILITIES.**

1. Any task assigned by the Competent Authority.

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