



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR FOUR (04 INCLUDING 01 POST RESERVED FOR WOMEN QUOTA) POSTS OF ASSISTANT (BS-16) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER/DISTRICT COLLECTOR, HAFIZABAD (BOARD OF REVENUE) (CASE NO. 1J2024).

MAIN RESPONSIBILITIES AND TASK

1. He is personally responsible for adding to a case any Precedents Polices, rules or regulations relating to it and of flagging them properly and making reference in the margin of the case before its submission to the Deputy Commissioner/ Additional Deputy Commissioner/Assistant Commissioner.
2. He should keep himself acquaint with the rules and regulations pertaining to the subject within his undertake reference and research work, i.e. acquaint himself with the rules and regulations pertaining to the subject within his branch as required by the officer Incharge.
3. He will prioritize he case received in his branch and will submit to his senior officers within the due date as per requirement of the case.
4. He will generally instruct and guide the Branch Clerk and supervise his work.
5. He will prepare drafts for approval after final orders have been passed.
6. He will take follow up action by putting up reminders for signatures of the concerned Additional Deputy Commissioner/Assistant Commissioner on due dates.
7. He will collect information from concerned agencies/departments as per demand on case to case.
8. He will maintain separate running summary of each case having history, backgrounds, and the stage of disposal.
9. Make oral presentation of cases intrusted to him by the Additional Deputy Commissioner/Assistant Commissioner.
10. He will do such other office work as may be entrusted to him by the Additional Deputy Commissioner/ Assistant Commissioner.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Emergency duties during the visit of VVIPs.
2. Emergency duties in District Emergency Control during different festivals.
3. Emergency duties during Wheat Procurement and flood etc.
4. Duties during different initiatives of Govt. for General Public etc.
5. Other duties assigned by the Government from time to time.