



PUNJAB PUBLIC SERVICE COMMISSION

REQUISITION FORM

(21)

JOB DESCRIPTION FOR THE POST

Assistant Director (Admin) (BS-17)

Main Responsibilities and Tasks

1. Provide administrative and logistic support to the management including officers and officials.
2. Ensure repair & maintenance of all office equipment's building furniture and transport.
3. Maintain all record of employees of the functional unit.
4. Any other task/duty assigned by higher authorities.

Occasional Tasks and Responsibilities

1. Any other task/duty assigned by higher authorities.