



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

**JOB DESCRIPTION FOR THE POST OF JUNIOR CLERK (BS-11)**

**CASE NO. 18H-2021**

**MAIN RESPONSIBILITIES AND TASKS**

1. Noting & Drafting.
2. Dairy & Dispatch.
3. Handling of Office Record / Files.
4. Any other task assigned by authority.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

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