



**PUNJAB PUBLIC SERVICE COMMISSION, LAHORE**

**JOB DESCRIPTION FOR THE POST OF STATISTICAL OFFICER (BS-17) IN THE FORESTRY, WILDLIFE & FISHERIES DEPARTMENT (CASE NO.4K2022)**

**JOB DESCRIPTION**

**MAIN RESPONSIBILITIES AND TASKS**

1. All correspondence related to different department.
2. Tour Diaries / Inspection Notes of officers in (BS-19) in FW&F Department.
3. Coordination of Chief Minister / Prime Minister's Directives.
4. Coordination on Assemble Business.
5. To deal with local & foreign trainings.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

1. Any other duty assigned by the Superiors.

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