



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT**  
**CASE NO. 18C2024**

**Main Responsibilities and Tasks**

- He will maintain reference books and keep them up-to-date by getting the correction slips pasted.
- He is personally responsible for adding to a case any precedent, policy, rules, or regulations relating to it, and flagging them on E-FOA as PDF properly and making references in the margin of the case before its submission to the Section Officer.
- He should undertake reference and research work, i.e., acquaint himself with the rules and regulations pertaining to the subjects dealt with in his Section, maintain such statistics as are required by the Section Officer (e.g. in a Service Branch, maintain lists of officers belonging to a specific cadre, showing their latest postings, etc.), and while examining old records, take extracts of important policy decisions, etc.
- He will record advice tendered by the Services, Law and Finance departments on any important matters referred to these Departments in a note book and also keep with him a separate reference collection of important decisions.
- He will prepare such statements and returns and collect such material and statistics as may be required by the Section Officer.
- He will maintain prescribed charts regarding:
  - a. All outstanding reports and returns due to be received in the Section or to be submitted by the Section; and
  - b. Time-limit cases (Priority will be assigned on E-FOAS).
- In the temporary absence of the Section Officer, he will submit and personally explain urgent cases to the Deputy Secretary concerned.

- He will undertake periodically a proper classification, recording, indexing and weeding of files in accordance with the instructions contained in this Manual under the guidance of the Section Officer and submit a half-yearly certificate of compliance to the Deputy Secretary concerned through the Section Officer, by the end of June and December each year.
- He will compare typing work with the Section Stenographer/Clerk, when necessary.
- He will generally instruct and guide the Section Clerk and supervise his work. In the temporary absence of the Section Officer, he will attend to any urgent references or cases that may require immediate attention.
- In the absence of a clerk/record keeper, he will perform the duties of the clerk/record keeper.
- He will prepare drafts for approval after final orders have been passed.
- He will take follow-up action by putting up reminders for signature of the concerned Section Officer on due dates. He will also collect information from the concerned agencies.
- He will keep tract of summary on E-FOA and maintain separate running summary of each case giving history, background, and the stage of disposal.
- Make oral presentation of cases entrusted to him by the Section Officer.
- He will do such other office work as may be entrusted to him by the Section Officer.
- Any other duties assigned by the Seniors.

**END OF DOCUMENT**