



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 32 POSTS OF ASSISTANT (BS-16) IN THE SPECIAL EDUCATION DEPARTMENT (CASE NO. 127G2020).

Main Responsibilities and Tasks

- 1) Putting up previous paper and other references relating to the case under consideration.
- 2) Opening of files and keeping a record of movement of files.
- 3) Keeping a note of all important orders and decisions.
- 4) Recording, indexing and weeding of files.
- 5) Watching the necessity of keeping priority of security labels on file. He should bring to the notice of officer the first opportunity that occurs of removing these labels; and
- 6) Other clerical duties assigned to him, including casual typing, maintenance of diary register, preparation of statements and putting of routine reminders.

Occasional Tasks and Responsibilities

Any other assignment assigned by the Principal / Authority

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