



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE SERVICES & GENERAL ADMINISTRATION DEPARTMENT (CASE NO.19C2020)**

### **Main Responsibilities and Tasks**

<b><u>Sr. No.</u></b>	<b><u>Job Description</u></b>
i.	He will maintain reference books and keep them up-to-date by getting the correction slips pasted.
ii.	He will be personally responsible for adding to a case any precedent, policy, rules or regulations relating to it, and flagging them properly and making references in the margin of the case before its submission to the Section Officer.
iii.	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.
iv.	He will record advice tendered by the Service, 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.
v.	He will prepare such statements and returns and collect such material and statistics, as may be required by the Section Officer.
vi.	He will also 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.
vii.	In the temporary absence of the Section Officer, he will submit and personally explain urgent cases to the Deputy Secretary concerned.
viii.	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.

### **Occasional Tasks and Responsibilities**

i.	He will compare typing work with the Section Stenographer/ Clerk, when necessary.
ii.	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.
iii.	In the absence of a clerk/ record keeper, he will perform the duties of the clerk/ record keeper.
iv.	He will prepare drafts for approval after final orders have been passed.

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