



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE 01 POST LIBRARIAN/DOCUMENTATION OFFICER (BS-17) IN THE AGRICULTURE DEPARTMENT (DIRECTORATE OF AGRICULTURAL INFORMATION, PUNJAB) (CASE NO.29G2021)**

### **Main Responsibilities and Tasks**

#### **TO ASSIST IN:**

1. Managing reference library of the Directorate of Agricultural Information Punjab for professionals working in various formations of Agriculture Department.
2. Classification and cataloging of library stock / holdings by using IT Tools.
3. Preparing bibliographies on different subjects to provide information to readers for locating reading materials on their interest.
4. Preparation of press clippings of agricultural news / features etc. published in newspapers daily and maintaining record.

\_\_\_\_\_END OF DOCUMENT\_\_\_\_\_