



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (HR)

(CASE NO. 29H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Responsible for recruitment and selection process.
2. Review performance appraisal system of employees.
3. Review pay plan and benefits program.
4. Monitor disciplinary proceedings as approved by competent authority.
5. Review attendance management system.

End of Document

