



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (TAXATION & FINANCIAL REPORTING) (LUMP SUM RS. 120,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (75H2021).

MAIN RESPONSIBILITIES AND TASKS

1. Responsible for all tax related matter of PLRA and its ARCs.
2. Responsible for filling monthly, quarterly, biannual and annual returns as required in taxation laws to Revenue Authorities.
3. Supervise monthly, half yearly and annual financial statements of PLARA.
4. Present monthly financial reporting of PLARA to Management.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leader Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Financial Responsibility.
5. Writing Skills.

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