



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (FIELD ACCOUNTING) (LUMP SUM RS. 120,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (80H2021).

MAIN RESPONSIBILITIES AND TASKS

1. Responsible for Accounting and reporting at ARCs including bank reconciliations at ARCs.
2. Responsible for processing of funds requirement cases for ARCs on the basis of Financial reports of ARCs.
3. Guide ARC staff regarding operational expenditures at ARCs.
4. Monitor Bank Accounts of ARCs.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

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

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