



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR THE POST OF LIBRARIAN
CASE NO. 12C2024

Main Responsibilities and Tasks

1. To provide information to readers in locating the reading materials of their interest.
2. To Plan users education programs.
3. To prepare bibliographies on different subjects.
4. To manage serial publications.
5. To meet reference queries.
6. To response to the complaints of the users.
7. To prepare readers membership cards.
8. To prepare reports and statistics regarding reference services.
9. To attend conferences and meetings.
10. To supervise the work of semi-professional and non-professional staff.
11. To report the Chief Librarian about the work of the relevant section.
12. To write ACRs of the subordinate staff.
13. Any other duty assigned by the seniors.