



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF MOLECULAR BIOLOGIST (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (CASE NO.81RM2019)**

### **Main Responsibilities and Tasks:**

1. Molecular Biologist will develop and maintain standard operating procedures such as the management of viruses for conducting experiments.
2. Molecular Biologist will supervise technical personnel in laboratory system and safety procedures.
3. Molecular Biologist will manage and resolve work related issues in accurate manner.
4. Molecular Biologist will prepare reports and arrange meetings for presentations.
5. Molecular Biologist will evaluate new supplies and equipment to ensure operability in specific laboratory settings.
6. Molecular Biologist will perform laboratory procedures following protocols including deoxyribonucleic acid (DNA)
7. Molecular Biologist will maintain accurate laboratory records and data.
8. Molecular Biologist will maintain clean and safety environment for laboratory staff.
9. Molecular Biologist will evaluate new technologies to enhance current diagnostic procedures.

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