



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

JOB DESCRIPTION FOR THE POST OF INFORMATION OFFICER (BS-17)

1. Posted as Public Relations Officer to Governor, Chief Minister, Ministers and other government Departments etc.
2. Responsible for the Publicity and Public Relationing for the Minister and the Departments allocated to them.
3. Posted at Hqs Office, Lahore and Divl. & District Information Offices, in the Province.
4. Should be aware about all kind of media & its requirement.
5. To translate the news items in both language (English & Urdu).
6. To prepare the Handouts, Press statements etc.
7. To prepare the packages on different Government campaigns.
8. To make good relationship with the media men for better press coverage.
9. Any assignment given by the Authority.

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