



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR STAFF OFFICER (TECH)/EXECUTIVE ENGINEER/DEPUTY DIRECTOR (BS-18) IN MULTAN DEVELOPMENT AUTHORITY (CASE NO. 82H2019)

MAIN RESPONSIBILITIES AND TASKS

1. Execution and maintenance of all works within his division in accordance with the estimate costs and admn approval.
2. Permission of projects, designs and estimates for new work / repairs.
3. To organize and supervise execution of works and ensure economy and quality of work.
4. Maintaining record of expenditure of all works and ensure economy and quality of work.
5. To ensure that works are executed and completed in accordance with the sanctioned designs, standard specifications and in time in accordance with contract agreement.
6. To recommend resale of security to contractors on completion of work.
7. To ensure correctness of original record of cash, stores, receipts and expenditure of all allotment of funds.
8. To ensure timely report about probability of excess expenditure over estimated cost and works.
9. Safe custody and efficient functioning of all machinery / equipment incharge of his division.
10. Preparation of PC-IV for all completed work within two weeks of payment of final bill.

OCCASIONAL TASKS AND RESPONSIBILITIES.

To carry out all such official work which are entrusted to him by DG MDA/Director TP.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Administrative Ability
2. Communication Skills.
3. Financial Responsibility.
4. Ability to Think Out of the Box.
5. Writing Skills.

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