



PUNJAB PUBLIC SERVICE COMMISSION

LDA PLAZA- EGERTON ROAD, NEAR AWAN-E- IQBAL, LAHORE

JOB DESCRIPTION FOR HEADMASET/ HEADMISTRESS (H.I FIELD) (BS-18)

(CASE NO. 2G2024)

The Post Main Responsibilities and Tasks

1. Supervise and administration control of institution.
2. To supervise financial matters being drawing and disbursing officer.
3. Supervision of educational activities as per curriculum.
4. Preparation of school schedules/time table etc.
5. To approach other organizations/departments for medication and rehabilitation of the students.
6. To arrange the co-curricular activities/seminars/educational visits.
7. Sanctioning authority of maternity leaves/leave of class-iv employees.
8. Allotment of quarter under the premises of institute.
9. To ensure security and safety of special students.

To ensure the vaccination of special students

Occasional Tasks and Responsibilities

Any other assignment assigned by the Authority

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