



## **PUNJAB PUBLIC SERVICE COMMISSION, LAHORE**

### **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE PUNJAB PUBLIC SERVICE COMMISSION (CASE NO.10C2021)**

#### **Main Responsibilities and tasks:**

The duties of the Assistant and Senior Clerk (when officiating as dealing clerk in place of Assistant) are as under:-

- a) He will be dealing Assistant/Clerk Incharge of the Departments entrusted to him and responsible for all work connected with recruitment of the posts advertised.
- b) He will keep up to date record of the requisitions and proposals in the prescribed Register.
- c) He will examine each requisition and proposal according to advertised terms, service rules, policy decisions and precedents and recommend its disposal.
- d) He will put up draft advertisement to the Wing Superintendent within 3 days if requisition is in order.
- e) In case requisition is defective, a back reference is to be made to the department, he will submit the draft letter within 2 days.
- f) He would process at least 40 applications folders in simple cases and 25 applications in technical cases.
- g) He will submit monthly statement of requisitions and proposals received from different departments.
- h) He will check with the relevant register to ensure that all the applications received have been put up by him and report this to the Superintendent.
- j) He will ensure intimation of interview to all the candidates according to the interview programme within prescribed time.
- k) The Dealing Assistant will put up to the Branch Superintendent on the same day draft letter, if required under the order of the Member Incharge on any issue.
- l) He will send letters of rejection to rejected candidates after approval of M/I.
- m) He will furnish recruitment data of the finalized cases to the Research Branch through Director.
- n) He will check the Marking Sheets for interviews before the date of interview and ensure that they are in accordance with the details submitted by the candidates and documents submitted by them.
- o) He will assist the Deputy Director in connection with writ petitions, legal cases and representations etc.
- p) He will maintain up to date copies of the Service Rules of various administrative departments allotted to him.
- q) He will ensure compliance on check sheet at the time of checking of documents for the interview.
- r) He will also undertake other duties common to all Assistants as are mentioned in Chapter- X.

- x) Examine the applications with reference to the requirement of the advertisement, point out deficiencies and examine eligibility or otherwise of the candidates.
- y) Put up the applications examined by him, in bundles, along with their lists also indicating whether fee paid or not through the Diarist to the Superintendent.
- z) He will assist the Branch Officer or the Superintendent in checking the original documents of the candidates on each day of interview and sign the certificate (check sheet) to this effect.
- aa) He will also mark the presence of the candidates and obtain their attendance on the prescribed sheet.

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