



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 01 POST OF DOCUMENTATION OFFICER (BS-16) IN THE AGRICULTURE DEPARTMENT (SEED CORPORATION OF PUNJAB) (CASE NO 16G2021)

Main Responsibilities and Tasks

1. To work under the control / guidance of Director Works and Executive Engineer (civil).
2. Preparation of Tender / Contract Documents of all the construction works to be carried out in the Corporation.
3. Preparation / Checking of estimates of the construction Works.
4. To deal with the litigation of cases relating to construction works.
5. Responsible for proper maintenance of record / files of Works Division and keep ready for presentation to the higher authorities.
6. To deal with the case of Legal Fee Arbitration cases in connection with the construction work / Supplies of Plant Machinery.
7. Any other duty assigned by the Director Works / Executive Engineer (civil).

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