



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

JOB DESCRIPTION FOR THE POST ASSISTANT DIRECTOR (BS-17)

Main Responsibilities and Tasks

1. To assist the Deputy Director (Admn) in following matters;-
 - a. Maintenance and regular updation of online portals of Human Resource Management System (HRMS).
 - b. To prepare Central Data Bases of Sections/ Field Offices regarding their staff.
 - c. To assess training needs to apply and monitor training programs.
 - d. To provide decision support through HR metrics.
 - e. Maintain ACR/ PER dossier of each officer of EPA.

Occasional Tasks and Responsibilities

1. To undertake any other duties of functions assigned by the competent authority as and when required.

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