



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR THE POST OF ASSISTANT LIBRARIAN**  
**CASE NO. 13C2024**

**Main Responsibilities and Tasks**

1. To classify and catalogue the reading material acquired by the library.
  2. Checking of duplication for selection and acquisition of reading material.
  3. Filling of catalogue cards.
  4. Preparation of bibliographies.
  5. To prepare lists of books required by the readers.
  6. Checking of catalogue cards.
  7. Supervision of the Binding Section.
  8. Shelf reading.
  9. Indexing/checking/filling of index cards
  10. Abstracting of important periodicals and newspapers articles
  11. Maintenance of old periodicals holdings.
  12. Any other duty assigned by seniors
- 

**END OF DOCUMENT**