



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

**JOB DESCRIPTION FOR RECRUITMENT TO TWO (02) POSTS OF ASSISTANT (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF 05-YEARS IN THE PUNJAB PROVINCIAL TRANSPORT AUTHORITY, TRANSPORT DEPARTMENT CASE NO. 33J2023.**

**MAIN RESPONSIBILITIES AND TASKS**

1. To act as Branch in-charge in Head Office.
2. To Act as Head Clerk in field Officer and supervise the office work.
3. To deal correspondence and various matters as described in law.
4. To prepare reports/ para-wise comments in connection of with the Civil Suit, Writ petition and appeals filed against the decisions of RTAs/PTA & attend the various courts in connection with said cases.
5. To prepare working paper /agenda for the meetings of PTA /RTAs and various meetings on transport traffic problems.

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