



PUNJAB PUBLIC SERVICE COMMISSION
Edgerton7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION OF ASSISTANT DIRECTOR PROCESSING (BS-17).

Main Responsibilities and Tasks

1. Responsible for technical administration of shifts as shift engineer and making suitable arrangements thereof.
2. To assist in the arrangement of skilled or un-skilled labour in consultation with the Joint Director Processing/Deputy Director Processing (Plant Incharge).
3. Responsible to attend to all processing activities on the Plant as per specification of Seed Certification Department and responsible for maintenance of record of stocks in process from intake to bagging scale and its disposal to Store Officer alongwith bye-products.
4. Maintenance processing and maintenance schedule and operation Programme.
5. Maintenance of electrical and mechanical installations repairs requirements of machinery.
6. Assignment of duties to skilled and un-skilled and technical staff of Processing Plant.
7. Responsible for complete trouble free supervision/running and maintenance of the Processing Plant.
8. To arrange and identify arrangement of spares or technical stores, mechanical attachments and accessories on the Plant.
9. To execute all type of local fabrications where-over necessary with the permission and guidance of the Plant Incharge.
10. To act as technical Incharge of the Plant in the absence of the Plant Incharge.
11. To submit daily shift wise processing report to the Plant Incharge.
12. To ensure the proper weighment, stitching, labeling and sealing of need bags.
13. any other assignment given by his superiors.

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