

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT REGISTRAR (GENERAL CADRE) (BS-18)

Main Responsibilities and Tasks

- i) To supervise and control all affairs of the Branch under his control.
- ii) To maintain the discipline and punctuality in the Branch.
- iii) To write self-contained notes while submitting cases to the higher officers.
- iv) To put up draft replies, summaries, working papers for approval of higher authority.
- v) To carry out all orders and jobs whether written or verbal, assigned by the Hon'ble Chief Justice/ Hon'ble Judges, Registrar or authority concerned.
- vi) To ensure the compliance of the Orders/Judgments passed by the Hon'ble Courts.
- vii) To comply with the directions/minutes of the Committees.
- viii) To maintain the record of the matters pending or disposed of.
- ix) To prepare agenda of meetings.
- x) To attend & interact with lawyers and litigant public with manners and inter-personal skills.

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