



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF COMMUNICATIONS ASSISTANT (LUMP SUM) IN THE PUNJAB TREATY IMPLEMENTATION CELL (PTIC) OF HUMAN RIGHTS AND MINORITIES AFFAIRS DEPARTMENT (CASE NO. 2-RA/2019)

MAIN RESPONSIBILITIES AND TASKS

1. Providing all necessary assistance to his / her Communications Specialist in context of functions assigned to them.
2. Keeping track of all the communications being carried out by their sections and preparation of weekly reports for information of concerned Communications specialist.
3. The Communications Assistant shall work under the directions of concerned Communications Specialist and support him / her in achievement of the assigned duties.

OCASSIONAL TASKS AND RESPONSIBILITIES

1. As may be assigned to him / her for effective disposal of business related to the Treaty Implementation Cell.

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