



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE PUNJAB PUBLIC SERVICE COMMISSION. (CASE NO. 47C2018)

Main Responsibilities and tasks:

- a) He will be Dealing person of the Departments entrusted to him and responsible for processing of requisitions from advertisement to recommendation.
- b) He will enter the requisitions status in the Requisition Register.
- c) He will examine each requisition according to Service Rules, Punjab Public Service Commission Regulations, Policy Decisions, Precedents and submit the same along with draft advertisement to the Superintendent Recruitment Branch within a day.
- d) He will start action on the applications immediately after receipt of documents. He will put up at least 40 applications in simple cases and 25 applications in technical cases. In case of posts in BS-19 and BS-20, 10 applications will be scrutinized by him and will be put up to the Superintendent.
- e) He will:
 - i) Attach the documents with the online application form.
 - ii) Place the applications along with documents in the application covers.
 - iii) Mark the page number on documents.
 - iv) Mention the serial numbers as well as the particulars of the post and of the candidates on application covers.
 - v) Docket the entries in the left hand column of the application covers by mentioning the page numbers of the relevant documents.
 - vi) Examine the applications with reference to the terms & conditions of eligibility advertised. Point out deficiencies and examine eligibility or otherwise of the candidates.
 - vii) Put up the applications examined by him, in bundles, to the Superintendent.
- f) He will submit weekly statement of requisitions received from different Departments to the Branch Superintendent.
- g) He will check with the relevant register to ensure that all the applications received have been put up by him and submit report to the Superintendent.
- h) He will assist the Branch Officer/ Superintendent in checking the original documents of the candidates on each day of interview.
- i) He will download the interview schedule from the computer and will put up file for nomination of Advisors and Departmental Representatives immediately as per interview schedule and confirm that Departmental representatives are attending the interview. In case any one of them is unable to attend he will ensure alternate arrangements well in time.
- j) He will ensure intimation of interview to all the candidates according to the interview program within prescribed time through SMS, E-Mail and PPSC Website.
- k) He will put up draft letter for approval on the same day, as required by his superiors on any issue.

- l) He will send letters of rejection to rejected Candidates and screening letters through E-Mail immediately after approval.
- m) He will put up and send the detail of rescheduled interviews with reasons on every week end to Research Wing.
- n) Check the Marking Sheets for interviews before the date of interview and ensure that they are in accordance with the details given by the candidates.
- o) On receipt of deficient documents of provisionally interviewed candidates, he will immediately put up the same to the Presiding Member/ Member Incharge through Superintendent/ Deputy Director/ Assistant Director/ Branch Officer for orders.
- p) He will put up file/ break up of each case on the final day of interviews.
- q) He will put up final break Up of the case after clearance of provisionally interviewed candidates.
- r) He will dispatch the Recommendations letter to the Administrative Department along with applications of recommended candidates immediately on receipt of result.
- s) He will assist the Deputy Director/ Assistant Director/ Branch Officer in connection with Writ Petitions, legal cases and representations etc.
- t) He will maintain up to date copies of the Service Rules of various Administrative Departments assigned to him. He will also maintain list of qualifications equated by the QEDC of concerned department from time to time.
- u) He will ensure correctness of entries on Check Sheet at the time of checking of documents for the interview.
- v) He will furnish recruitment data of the finalized cases through Superintendent and Branch Officer to the Research Branch immediately after declaration of result.
- w) He will monitor and update the PUC Tracking System on daily basis.
- x) He will maintain the record of main recruitment files, applications, litigations record under his custody.
- y) Any other duty assigned by the superiors.

-----**END OF DOCUMENT**-----