



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS MINERAL DEVELOPMENT OFFICER (BS-16) IN THE MINES & MINERALS DEPARTMENT (Case No.17H2019)**

### **Main Responsibilities and Tasks**

1. To act as Branch Officer.
2. To examine, process and submit cases of their port filio to their respective Assistant/ Deputy Director, Mines & Minerals.
3. To enter into correspondence with the concerned parties/field offices for completion of cases.
4. To perform inspections of ruining leases

### **Occasional tasks and responsibilities.**

1. File work and field duties.
2. Assessment of unauthorized excavation of minerals.

### **Qualities /Disposition and interests desirable.**

1. Ability to work in remote Held areas.

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