



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR POST OF SENIOR TRANSLATOR (BS-16) IN THE ARCHIVES & LIBRARIES WING, S&GAD (PUNJAB OFFICIAL LANGUAGE COMMITTEE) (Case No.20C2019)

Main Responsibilities and Tasks:

1. Urdu Translation of Official work, departmental books, Laws, Bye-Laws Acts, Rules, Regulation, Manuals and other matter of important nature, Budget Speeches, Manuals and other matter of important nature, Budget Speeches, Notification, White papers, Assembly Questions & Answers and Summaries received by the Federal Provincial Departments.
2. To revise the translated material translated by the Translators.
3. Any other assignment given by the competent authority.

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