



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR CLERK (BS-11) IN THE SERVICES & GENERAL ADMINISTRATION DEPARTMENT (Case No.27RC2019)

Main Responsibilities and Tasks:

- i. Receipt and dispatch including File Tracking System.
- ii. Diarizing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
- iii. Sorting, distribution and filing of papers.
- iv. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain other prescribed registers;
- v. Record Keeping;
- vi. Establishment and accounts matters (preparation of pay bills, T.A. bills, etc.);
- vii. Handling of cash, if posted as a Cashier;
- viii. Stationery indenting, storing and distribution.
- ix. Other duties as contained in para 6.5.

Occasional Tasks and Responsibilities

Any other tasks and responsibilities assigned by the officers/ authority.

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