



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF JUNIOR CLERK (BS-11) IN THE FINANCE DEPARTMENT / APPELLATE TRIBUNAL OF PUNJAB REVENUE AUTHORITY (CASE NO. 09-RA/2019)**

### **Main Responsibilities and Tasks**

Clerk is required to perform the following duties:-

1. Receipt and dispatch.
2. Diarising (to enter all receipts of the Office in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
3. Sorting, distribution and filing of papers.
4. Maintenance of registers to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received or sent out of the Office. 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 Office and maintain other prescribed registers;
5. Record keeping.
6. Establishment and accounts matters (preparation of pay bills, T.A. Bills etc.).
7. Handling of cash, if posted as a Cashier;
8. Typing of hand-written drafts, and enclosures to official communications exceeding three pages;
9. Stationery indenting, storing and distribution;

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