



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR POST OF TRANSLATOR (BS-11) IN THE ARCHIVES & LIBRARIES WING, S&GAD (PUNJAB OFFICIAL LANGUAGE COMMITTEE) (Case No.21C2019)**

### **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. Any other assignment given by the competent authority

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