



**PUNJAB PUBLIC SERVICE COMMISSION**  
**REQUISITION FORM**

**JOB DESCRIPTION FOR THE POST**

**Main Responsibilities and Tasks**

1. Forwards information by receiving and distributing communications Handling mailing duties
2. Producing documents, briefing papers, reports and presentations General Admin duties
3. Maintaining spreadsheet registers
4. Coordinate messenger and courier service
5. Completing Trust procedures on a daily basis
6. Carrying out background research and presenting findings
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**Occasional Tasks and Responsibilities**

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- 2.
- 3.
- 4.
- 5.
- 6.