



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT DIRECTORATE GENERAL OF LABOUR WELFARE PUNJAB (Case No.71RM2019)**

### **Main Responsibilities and Tasks:**

1. Inspector under Factories Act, 1934.
2. Deputy Chief Inspector under Shops & Establishment Ordinance, 1969.
3. Authority under Payment of Wages Act, 1936.
4. Commissioner (Compensation) under Workmen's Compensation act, 1923.
5. Conciliator under Punjab Industrial Relations Acts, 2010.

### **Occasional Tasks and Responsibilities:**

1. Welfare Measures
2. Survey duties
3. Qualities/Disposition and interest desirable
4. Honest, Hardworking & Decision-making

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