

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR LAND RECORDS

Department	Board of Revenue
Functional Unit	Directorate of Land Records
Appointing Authority	Member (Revenue) Board of Punjab

- **Reporting Relationship**

Supervised by:	Director Land Records
Works Directly:	Board of Revenue

- **Duties and Responsibilities of the post**

- I. To supervise the staff at service centre in coordination with Service Centre Incharge
- II. To facilitate the walk in customers regarding their issues (Fards, Mutations) resolved promptly and to get their feed back in the form of suggestions or complaints
- III. Discharge of duties as revenue officer in the mutation process
- IV. To approve or disapprove mutations
- V. To approve or disapprove Fard Badars
- VI. To issue of memorandum for the mutations, ensuring deposit of fee in the bank and verification from treasury
- VII. To record statement of the parties (buyers, sellers and witness)
- VIII. To get thumb impressions, digital photographs and signatures of the parties (buyers, sellers and witness) as per prescribed manner
- IX. Any other duty assigned by Board of Revenue Punjab

- **Job Specification**

- **Qualification**

MBA/M.Sc in Computer Science/or Masters in Economics/Mathematics/Statistics/Commerce with at least 2nd division OR L.L.B (at least 2nd division) from a recognized University

- **Age Limit**

Minimum	21 Years	Maximum	28 Years
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