



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

SUBJECT: - **RECRUITMENT TO TWO 02 POSTS OF ASSISTANT (BS-16) ON REGULAR BASIS IN THE PUNJAB QURAN BOARD IN AUQAF & RELIGIOUS AFFAIRS DEPARTMENT.**

JOB DESCRIPTION

Main Responsibilities and Task

1. Maintain reference books and keep them up-to-date by getting the correction slips pasted.
2. Personally responsible for adding to a case any precedent. Policy, rules and regulations pertaining to the subjects dealt with in office.
3. He will prepare such statements and returns and collect such material and statistics as may be required by the Administrative Officer.
4. He should undertake reference and research work.
5. He will record advice tendered by the Services, Law and Finance Departments on any important matters referred to these Departments.
6. He will generally instruct and guide the Section clerk and supervise his work.

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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