



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

**SUBJECT: - RECRUITMENT TO ONE 01 POST OF ASSISTANT SECRETARY (BS-17)  
ON REGULAR BASIS IN THE PUNJAB QURAN BOARD IN AUQAF &  
RELIGIOUS AFFAIRS DEPARTMENT.**

**JOB DESCRIPTION**

**Main Responsibilities and Task**

1. Responsible for ensuring that the work is conducted by his staff properly.
2. There is tidiness and discipline in his office.
3. Responsible for the accurate sorting of Dak, Section wise and should ensure further.
4. Confidential/Secret communications are dispatched under his personal Supervision.
5. To perform such other miscellaneous duties as the Chairman and Secretary may require them to perform.
- 6.

**Occasional Tasks and Responsibilities**

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

**DATED: 25-08-2023**

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