



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

JOB DESCRIPTION FOR THE POST OF JUNIOR CLERK (BS-11) IN THE BOARD OF REVENUE (CASE NO.43J2022)

MAIN RESPONSIBILITIES AND TASKS

1. Receipt and dispatch including File Tracking System
2. Diarizing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
3. Sorting, distribution and filing of papers.
4. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register of pending cases showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain other prescribed registers.
5. Record Keeping.
6. Establishment and accounts matter (preparation of pay bills, T.A. bills, etc).
7. Handling of cash, if posted as a Cashier.
8. Stationery indenting, storing and distribution.
9. Other duties as assigned by the Competent Authority.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To maintain the record
2. To maintain the movement of the case
3. Put up the PUCs
4. Make the red entries of the disposal of the case
5. Put up reminders
6. To maintain diary register
7. Type the cases
8. Receipt and dispatch including file tracking system
9. Sorting, distribution and filing of papers
10. Keep a register of pending cases.
11. Keep a register of references book
12. To deal establishment and accounts matter
13. Stationery, intending, storing.

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