



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

**JOB DESCRIPTION FOR THE (02) POSTS OF ASSISTANT / SUPERINTENDENT DUR-UL-AMAN (BS-16) AUQAF ORGANIZATION IN THE AUQAF AND RELIGIOUS AFFAIRS DEPARTMENT (CASE NO.6-RM-2023)**

**JOB DESCRIPTION**

**MAIN RESPONSIBILITIES AND TASKS**

**ASSISTANT**

1. Maintenance of register of Advances.
2. Maintenance of TA bills of Zonal Administrators.
3. Maintenance of files for advance of Auqaf employees.
4. Advance on files.
5. Any other matter relating to accounts.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

- i. Executing any assignment as assigned by the authority.

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