



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

JOB DESCRIPTION FOR THE (02) POSTS OF LIBRARIAN (BS-17) AT CHILDREN LIBRARY COMPLEX IN THE SCHOOL EDUCATION DEPARTMENT (CASE NO.7-RM-2023)

MAIN RESPONSIBILITIES AND TASKS

1. Incharge of the Complex.
2. Administration and organization of the Complex.
3. Supervision of the officers and officials.
4. Building up learning collection and improvement of services.
5. Writing of ACR's of officers and counter signatory for officials.
6. Technical processing of books and other reading material.
7. Responsible for cataloguing, classification, indexing and computerization of books.
8. Arranging exhibitions / events / festivals for children.
9. To assess the needs and requirements of the members for library and plan activities accordingly.
10. Delivering of lectures to the children.
11. Publishing of magazine / news letter for children.
12. To make requisitions for purchase of books.
13. To play an active role in the purchase of books for libraries.
14. Maintenance of Accession and other specified registers.
15. Monthly progress report.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To organize and attend seminars / trainings / conferences relating to education.
2. Any other duty assigned by the Managing Director / Deputy Director.