



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR FOODGRAINS SUPERVISOR (BS-09) DIVISION WISE

MAIN RESPONSIBILITIES AND TASKS

1. Preparation of accounts and PR documents in respect of purchase, receipt, storage and disposal of stock. Gunny bags and stocks articles.
2. Assist Assistant Food Controller and Foodgrains inspector in discharge of their duties
3. Hold charge of stored stocks, gunny bags and stock articles jointly both Foodgrains Inspector/AFC.
4. Where posted independently, he will perform all duties to Assistant Food Controller & Foodgrains Inspector.