

**KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION**

# **JOB DESCRIPTION**

**OFFICERS AND STAFF**



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Assistant Director (Admn)**

## **PREFACE**

The Khyber Pakhtunkhwa Public Service Commission is a constitutional body. It plays vital role in ensuring good governance in the public sector by making merit based recruitment of suitable persons against all posts in BPS-16 and above reserved for initial appointment and also posts in BPS-11 to 15 in Provincial Government Departments and Attached Departments (Excluding district cadre posts). The Public Service Commission is committed to the provision of its service fairly, justly and in a transparent manner. Moreover, the Commission, in order to promote efficiency, effectiveness, economy and transparency in execution of its charter has embarked upon the human resource policy of upgrading the academic level, skills, expertise in I.T intensive services of its functionaries.

2. To enforce the goal, the Chairman Khyber Pakhtunkhwa Public Service Commission constituted a committee comprising of Mr. Muhammad Hamayun Member as Chairman and Mr. Akbar Ali Khan Secretary, Mr. Ghulam Dastagir Ahmad Director Recruitment, Dr. Mrs. Asad Bano Senior Psychologist as Member. A meeting of the committee was held on 05.12.2016 wherein it was decided that a sub committee comprising of Syed Ilyas Shah Deputy Director as Chairman and Miss Eshrat Sultan Psychologist, Mr. Hayat Hussain Accounts Officer, Mr. Muhammad Arshad Assistant Director Recruitment, Mr. Munawar Khan Assistant Director (Admn) and Mr. Naqash Nisar Superintendent Examination as Members is required to be constituted with a view to examine and consolidate the draft Job Descriptions and to present the same to main committee for finalization at earliest. The subcommittee submitted draft Job Descriptions (JDs) of all positions in BS-19 and below in the PSC Office to the main committee on 16.02.2017.

3. The Committee discussed the Job Descriptions threadbare, asked views of the stakeholders and finalized the gigantic task of framing Job Descriptions of all the cadres and posts. This dissertation will be instrumental in target setting and performance management system for pioneering professional excellence in execution of Commission's functions.

4. Timely and appropriately accomplishment of this monumental achievement would have not become possible without guidance of Mr. Attaullah Khan Chairman and Mr. Akbar Ali Khan Secretary Public Service Commission, as well as full cooperation of all the heads of the Wings/Branches. The committee is indebted to all of them.

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# **ADMINISTRATION WING**

# **ADMINISTRATION WING**

## **FUNCTIONS:**

1. To process cases with regard to appointment of Chairman and Members of the Commission.
2. Appointment, promotion, transfer and retirement of the officers and staff.
3. Maintenance of record of Khyber Pakhtunkhwa Public Service Commission.
4. To process cases regarding amendments in Khyber Pakhtunkhwa Public Service Commission Ordinance, 1978 and the rules/regulations framed thereunder including policy and procedure ancillaries to rules/regulations.
5. Issuance of certificates regarding classified documents.
6. Diary and Dispatch sections of PSC.
7. Co-ordination of Assembly business.
8. Nomination of Members on selection board of the Public Sector Universities in the Province.
9. Disciplinary cases of officers and staff.
10. Circulation of instructions received from the Government from time to time.
11. Nomination of officers and staff for trainings.
12. Any other task assigned by the Chairman/ Secretary PSC.

Wing	Job Title	BPS
Administration	Secretary	19/ 20
<b>Immediate Supervisor</b>		
Chairman		

### Main Tasks & Responsibilities

- To supervise the work of Establishment, Accounts, Library and I.T Sections.
- To exercise all administrative and financial powers etc in accordance with rules and regulations.
- To act as Liaison officer between the Government and the Commission.
- To act as focal person between the Federal Public Service Commission and other Provincial Public Service Commissions.
- To make arrangements for Inter Public Service Commission meeting as and when required.
- To publish all kinds of advertisements, tenders and press releases etc through Information Department.
- To act as Chairman of the Departmental Promotion Committee for promotion/selection of official from BPS-1 to 10.
- To act as a Member of Departmental Promotion Committee in respect of officers / officials from BPS-11 and above.
- To deal with establishment matters of the officers and staff.
- To communicate advice of the Commission on policy matters as and when required.
- To deal with disciplinary cases and conduct of officers and staff as per rules/ regulations/ instructions etc.
- To make arrangements for timely payments of pay and allowances etc to Members, officers and staff of PSC.
- Payment of remuneration to examination staff and other bills / payments to individuals / firms.

- To sanction leave of staff in BS-16 and below excluding Statistical Investigator BPS-16 as per rules and instructions.
- To coordinate among various Wings.
- To sign applications forms received by the Commission for various posts.
- To ensure supply of stationary and forms to designated branches of Banks.
- Any other duty assigned by the Chairman.



<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	<b>Assistant Director (Admn) (Establishment)</b>	17
<b>Immediate Supervisor</b>		
Secretary		

### **Main Tasks & Responsibilities**

- To assist the Secretary PSC in disposal of cases relating to recruitment , seniority, promotion, confirmation, posting, transfer, retirement and leave etc, of the officers and staff.
- To process cases regarding discipline and conduct of employees of the Commission as per rules and instructions.
- To supervise the work of Administration and Establishment Section.
- To issue office orders and instructions with the approval of competent authority.
- To deal with cases relating to creation / abolition / upgradation / down gradation of posts, training matters of the employees of PSC, as per rules and instructions.
- Make arrangements for oath taking ceremony of Members PSC.
- To ensure timely payment of pension, gratuity, benevolent fund and other service terminal benefits in case of retired/deceased officers/officials.
- To initiate PERs of Matriculate Class-IV and the staff working in the Administration Establishment section.
- To maintain Service Books, PERs and Personal Files of the officers/ officials.
- To make arrangements for safety and security of the office premises of the Commission.
- Any other task assigned by the Chairman/ Secretary or any other officer of the Commission.

Wing	Job Title	BPS
Administration	Establishment Assistant	16

**Immediate Supervisor**

Assistant Director (Admn)

**Main Tasks & Responsibilities**

- To assist the Assistant Director (Admn) in the disposal of his official duties.
- To implement the orders and instructions issued by the higher authorities from time to time.
- To process appointment/ promotion/ transfer/ posting/ seniority/ confirmation/ retirement and disciplinary cases of the officers and staff.
- To process cases of medical examination, verification of character and antecedents of the employees of the Commission on first entry into service.
- To process pay fixation cases and pay verification from AG Office and grant of annual increments etc.
- To process cases relating to grant of honoraria, pension and commutation etc.
- To deal with all kind of leaves, departmental permission certificates of officers/ officials, general circulars on different matters, Performance Evaluation Reports (PERs), Assets declaration of officers/ officials, and matters relating to service books etc.
- To maintain or weed out office records / files in accordance with Government / Commission's instructions.
- To initiate all correspondence / letters relating to his section.
- To supervise the work of the class IV employees of his section and ensure discipline/ efficiency amongst them.
- To ensure safety and security of office equipments and record at his disposal.
- To maintain updated record of pending cases and submit cases to the officer in-charge for issuance of reminders periodically.
- To perform the duties of Clerk in his absence.
- Any other duty assigned to him by senior officers.

The following additional assignments/duties & responsibilities are hereby incorporated to the Job Description of Assistant Director (Admn)/Administrative Officer with immediate effect:

- i) To determine & ensure maintenance of Duty Roster of Chowkidars (Watch-men) for security of the PSC building, Parking related matters and liaison & correspondence with cantonment authorities, stopping entry of miscreants, undesired elements & touts to the Commission premises. To maintain proper register and ensure Computerized record-keeping of visitors to the Commission noting their CNICs. Maintenance & supervision of the system regarding Visitors Cards for visitors to the Commission and helping to ensure quick resolution of problems and disposal of issues faced by visitors to the Commission. To maintain a public friendly and corruption-free environment in public dealings vis-a-vis the Commission.
- ii) To keep strict vigilance over activities of staff and to maintain secret intelligence network to timely inform the Secretary/ CPSC about any immoral & corrupt activity taking place or a storm brimming in the background for any ulterior motives detrimental to interest of the Organization. To have an eye on those sleeping in the building after office hours through support of the Chowkidars (Watchmen). To timely report and assist in stopping and discouraging un-desirable and un-wanted activities during & after office hours in premises of the Commission and stop misuse of Official transport, stationery, letter heads/pads or stamps for ulterior motives and recommend disciplinary action against the mischief mongers. To discourage facilitation of touts in the garb of relatives of any staff member. To monitor and have an eye on touts & their clandestine activities into Commission premises timely reporting their nefarious designs & monitoring the same.
- iii) All affairs regarding maintenance & repair of PSC building. To make & maintain record of correspondence related to addition/alteration in the PSC building and coordination with P&D and C&W Department affairs like preparation of PC-1 Proposals, plans related to removal of defects in the PSC building, construction of Ramp for disabled, sick or old citizens for easy access to the PSC building, construction of Cafeteria, Reception and similar structures & ensuring proper working of Electronic Notice Board, Display of results, Display of Name and Monogram of Commission over the main building, revision of PC-1s for removal of defects in the building, Facilitation of visitors & general public & candidates, ensuring cleanliness and sanitation on daily basis, Stopping unnecessary collection of water in building, rains & storms, Controlling leakage of pipes and correspondence related thereto with C&W Department.
- iv) To prepare proposals for repair/replacement of old furniture, weeding out of old record.
- v) To check daily cleanliness situation in the Commission premises and take corrective remedial action. To keep an eye on smooth working & functioning of the Telephone Exchange.
- vi) To have frequent meetings and listen to the problems of the Commission Staff and help resolve their problems as far as possible and advise Budget and Accounts Wing to demand funds for resolution of such problems.
- vii) To make plans for beautification of the Commission building, mowing of lawns, trimming plants and other similar arrangements according to the season & weather.
- viii) To suggest revisiting the JDs of other Branches and suggest proper amendments, addition/ alteration from time to time.
- ix) To suggest innovative /creative ideas from time to time to help improve performance & efficiency of staff.
- x) To detect flaws, defects, weaknesses, inconsistencies and failures of the Examination & Recruitment System and suggest robust, fool-proof and lasting mechanisms for safeguarding the image, reputation and integrity of the Commission as a Corruption free Organization.

Wing	Job Title	BPS
Administration	Senior/ Junior Clerk	14/11
<b>Immediate Supervisor</b>		
Establishment Assistant		

### **Main Tasks & Responsibilities**

- To do typing work, in the absence of Computer Operator.
- To maintain proper record of files including personal files, general files, enquiry files, service books and PERs files etc.
- Proper page marking and cross references etc.
- To receive and issue letters/files.
- To maintain diary and dispatch registers in the section.
- Proper record keeping i.e., to place office copies of letters, office orders, circulars in their relevant files.
- To ensure safety and security of office record and equipments at his disposal.
- Any other task assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Computer Operator	16

**Immediate Supervisor**

Assistant Director (Admn)/  
Establishment Assistant

**Main Tasks & Responsibilities**

- To do all typing work of section.
- To type academic marks of the candidates in descriptive / assessment sheets on the basis of DMCs/ Certificates/ Degrees etc.
- To operate computer in accordance with the standing instructions.
- To maintain record of computer accessories and stationary.
- To maintain and update systems properly.
- To generate various reports from the data base as and when asked for.
- To ensure safety and security of computer equipments, devices, data files and programs etc.
- To ensure regular preventive maintenance of the systems, printers and allied items etc.
- Updation of data files.
- To plan and prepare schedule of utilization of equipments in accordance with the priorities.
- Any other task assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Diary Clerk / Assistant	11-16
<b>Immediate Supervisor</b>		
Establishment Assistant		

### **Main Tasks & Responsibilities**

- To receive and diarize all letters / applications forms / documents etc.
- To put up and distribute correspondence received in the Commission office.
- To enter application forms in the diary register and to sort out post wise application form before onwards submission to the dealing sections.
- To guide candidates/ visitors in the absence of receptionist.
- To ensure safety and security of office record and equipments at his disposal.
- To maintain diary and dispatch registers in the section.
- To perform the duties of Clerk in his absence.
- Any other duty assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Dispatch Clerk/ Assistant	11-16
<b>Immediate Supervisor</b>		
Establishment Assistant		

### **Main Tasks & Responsibilities**

- To dispatch all types of letters and return the office copies to concerned branches on daily basis.
- To maintain service postage stamps account.
- To prepare envelopes for dispatch of dak/letters.
- To ensure safety and security of office equipments at his disposal.
- To seek guidance from his seniors if any problem is confronted.
- To maintain diary and dispatch registers in the section.
- To perform the duties of Clerk in his absence.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Dafatri	04

**Immediate Supervisor**

Establishment Assistant

**Main Tasks & Responsibilities**

- To retrieve and place files in the cupboard/ shelves.
- To replace old file covers.
- To perform duty of Naib Qasid in his absence.
- To ensure safety and security of office record and equipments at his disposal.
- To perform any other duty as assigned to him by his seniors.



<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Electrician	03
<b>Immediate Supervisor</b>		
Assistant Director (Admn)		

### **Main Tasks & Responsibilities**

- To properly look after electronic appliances installed in the office of PSC.
- To ensure that generators, tube well and water supply mano block are always in working conditions.
- To carry out seasonal overhauling of the air conditions, refrigerators and other electronic appliances, if required.
- To ensure that power supply to the office is safe and is not damaging the electronic equipments.
- To carry out repair work of electronic appliances as and when required.
- To check that sound system installed in the conference room, examination hall and mosque is properly functioning.
- Any other work assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Behshti/Mali	03

**Immediate Supervisor**

Assistant Director (Admn)

**Main Tasks & Responsibilities**

- To cater for the water supply to the inaccessible areas in the Commission premises.
- To sprinkle water with fountain of the office courtyard on daily basis.
- To properly look after the plants and green grass in the lawn.
- To grow and maintain seasonal flowers and plants.
- To paint the plants bud vase with red colour on quarterly basis.
- To ensure the safety and security of the equipments and record at his disposal.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Administration / Recruitment / Examination / Psychology / Chairman / Member / Offices	Naib Qasid	03

**Immediate Supervisor**

Officer concerned

**Main Tasks & Responsibilities**

- To carry office files/ papers/ documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors of the office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	<b>Chowkidar</b>	03

**Immediate Supervisor**

Assistant Director (Admn)

**Main Tasks & Responsibilities**

- To perform security duty at main gate of Public Service Commission building.
- To check vehicles properly for security purpose.
- To check visitors and their luggage with metal detector.
- To check out going office vehicles and ensure that no official equipments and furniture are taken away in the vehicles.
- To collect the gate passes of outgoing officials if any and ensure no thefts/ no loss of office property takes place.
- To ensure safety and security of office vehicles and equipments of the Commission.
- Any other duty assigned to him by his seniors.

**Wing****Job Title****BPS**

Administration

Dispatch Rider/ Naib Qasid

03

**Immediate Supervisor**

Establishment Assistant

**Main Tasks & Responsibilities**

- To deliver letters on daily basis handed over to him.
- To ensure safety and security of motor cycle/ bicycle at his disposal.
- To perform any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Administration	Sweeper	03
<b>Immediate Supervisor</b>		
Establishment Assistant		

### **Main Tasks & Responsibilities**

- To maintain the Commission office and bathrooms neat and clean.
- To be available during office hours.
- To ensure safety and security of equipments at his disposal.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Administration	Private Secretary	17

**Immediate Supervisor**

Chairman/ Member/ Officer

**Main Tasks & Responsibilities**

- To submit files / cases received by him to the Chairman/ Members/ Officer.
- After obtaining orders thereon pass on files/letters to the dealing sections.
- To attend visitors who call on the Chairman/ Members/ Officer.
- To make arrangements for reservation of suitable accommodation, transport for the Chairman/ Member/ Officer as and when on official tour.
- To take dictation and carry out typing and assist Chairman/Member/ Officer in performance of their duties.
- To attend cases relating to salary, TA/ DA bills, finalization of Income Tax returns and declaration of assets etc of the Chairman/ Member/ Officer.
- To assist Member in-charge in conduct of interviews, personal hearings and meetings etc.
- To ensure maintenance and cleanliness etc. of the office of Chairman/ Member/ officer.
- To attend telephone calls and maintain its record. In case of P.S to Chairman telephone clerk will attend telephone calls.
- To maintain and update engagements diary.
- To ensure that cases requiring attention of Chairman/ Member/ Officer are brought to their notices well in time.
- To receive and register all the official documents, papers and correspondence including secret and top secret material.
- To ensure maintenance of furniture, equipments and files in the office of Chairman/Member/ officer and his own office.
- To maintain log book with the help of driver.
- To maintain secrecy of office.
- Any other duty assigned to him by Chairman/Member/Officer.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Admn:/ Recruitment/ Exam: / Psychology	<b>Senior Scale Stenographer</b>	16
<b>Immediate Supervisor</b>		
Officer Concerned		

### **Main Tasks & Responsibilities**

- To submit files / cases received by him to the Secretary/ Director/ Senior Psychologist.
- After obtaining orders thereon pass on files/letters to the dealing sections.
- To attend visitors who call on the Secretary/ Director/ Senior Psychologist.
- To make arrangements for reservation of suitable accommodation, transport for the Secretary/ Director/ Senior Psychologist as and when on official tour.
- To take dictation and carry out typing and assist Secretary/ Director/ Senior Psychologist in performance of their duties.
- To attend cases relating to salary, TA/ DA bills, finalization of Income Tax returns and declaration of assets etc of the Secretary/ Director/ Senior Psychologist.
- To ensure maintenance and cleanliness etc. of the office of Secretary/ Director/ Senior Psychologist.
- To attend telephone calls and maintain its record.
- To maintain and update engagements diary.
- To ensure that cases requiring attention of Secretary/ Director/ Senior Psychologist are brought to their notices well in time.
- To receive and register all the official documents, papers and correspondence including secret and top secret material.
- To ensure maintenance of furniture, equipments and files in the office of Secretary/ Director/ Senior Psychologist and his/her own office.
- To maintain log book with the help of driver.
- To maintain secrecy of office.
- Any other duty assigned to him by his officers.



Wing	Job Title	BPS
Admn:/ Recruitment/ Exam / Psychology	<b>Junior Scale Stenographer</b>	14
<b>Immediate Supervisor</b>		
Officer Concerned		

### **Main Tasks & Responsibilities**

- To submit files / cases received by him to the Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examinations/ Accounts Officer.
- After obtaining orders thereon pass on files/letters to the dealing sections.
- To attend visitors who call on the Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination / Accounts Officer.
- To make arrangements for reservation of suitable accommodation, transport for the Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination / Accounts Officer as and when on official tour.
- To take dictation and carry out typing and assist Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination / Accounts Officer in performance of their duties.
- To attend cases relating to salary, TA/ DA bills, finalization of Income Tax returns and declaration of assets etc of the Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director /Controller of Examination / Accounts Officer.
- To ensure maintenance and cleanliness etc. of the office of Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination / Accounts Officer.
- To attend telephone calls and maintain its record.
- To maintain and update engagements diary.
- To ensure that cases requiring attention of Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination/ Accounts Officer is brought to their notices well in time.
- To receive and register all the official documents, papers and correspondence including secret and top secret material.

- To ensure maintenance of furniture, equipments and files in the office of Deputy Director/ Psychologist/ Assistant Psychologist/ Assistant Director / Controller of Examination / Accounts Officer and his own office.
- To maintain log book with the help of driver.
- To maintain secrecy of office.
- Any other duty assigned to him by seniors.

Wing	Job Title	BPS
Admn:/ Recruitment/ Exam/ Psychology	Driver	06
<b>Immediate Supervisor</b>		
Officer Concerned		

### Main Tasks & Responsibilities

- To drive safely and cautiously.
- To check engine oil, radiator, battery water, brake oil, C.oil and changing oil, tyres, filters and battery etc at appropriate time.
- To wash, clean and polish the vehicle.
- To maintain the log book with the help of Private Secretary/Private Assistant.
- To manage time in reaching destination.
- To identify and faults and personally supervise the repairs of vehicle at the workshop.
- To abide by traffic rules.
- To ensure safety and security of vehicle and machinery at his disposal.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Admn:/ Recruitment/ Exam/ Psychology	<b>Naib Qasid</b>	03

**Immediate Supervisor**

Private Secretary/  
Stenographer

**Main Tasks & Responsibilities**

- To carry office files/ papers/ documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors of office.
- To serve tea or drink to the officers and staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments etc.
- Any other duty assigned to him by his seniors.

**Wing****Job Title****BPS**

Chairman / Members

**Resident Orderly**

03

**Immediate Supervisor**

Private Secretary/  
Stenographer

**Main Tasks & Responsibilities**

- To perform duties as assigned to him by Chairman/Member.

## **ACCOUNTS SECTION**

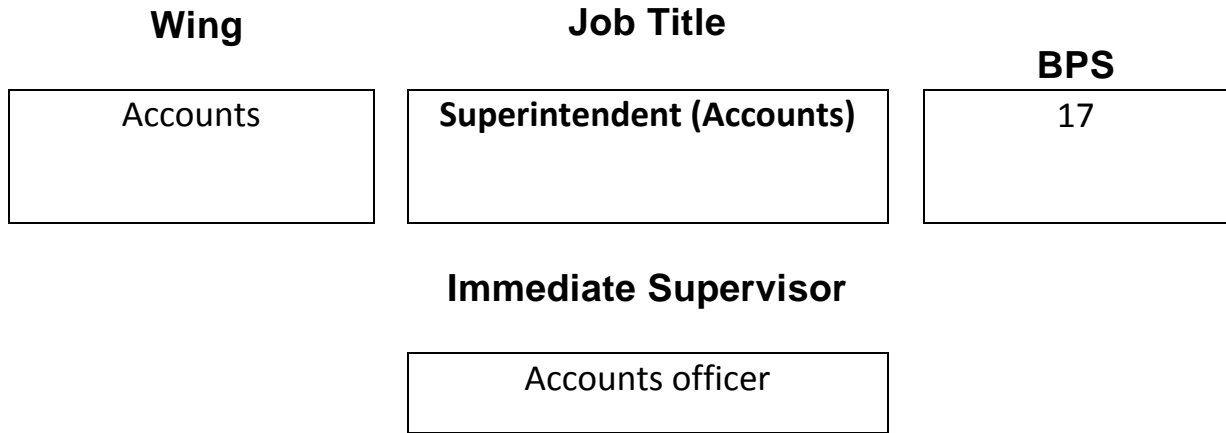
### **FUNCTIONS:**

1. Preparation and presentation of budget estimates and revised estimates etc.
2. Reconciliation of departmental accounts with Accountant General office and submission of statements to the Establishment and Finance Departments.
3. Re-appropriation of funds.
4. To process cases for additional and supplementary grants.
5. Disposal of cases relating to audit objections and PAC, DAC Committees meetings etc.
6. Drawing and disbursement of salaries, TA/DA, contingent bills and other allied matters.
7. Procurement of stationery, furniture and fixture, machinery and equipments etc.
8. Cases relating to maintenance of office building.
9. Utilization of developmental budget.
10. Any other duty assigned to him by seniors officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Accounts	<b>Accounts Officer</b>	17
<b>Immediate Supervisor</b>		
Secretary		

### **Main Tasks & Responsibilities**

- To supervise Accounts Branch under the supervision of Secretary PSC.
- To ensure that requirements of the Commission are included in the demand.
- To ensure that the financial matters are dealt with in accordance with the rules and regulations etc.
- To prepare and submit Budget Estimates and Revised Estimates well in time.
- To process demands for additional grant.
- To surrender funds before close of financial year.
- To reconcile figures of receipt and expenditure with the Accountant General Khyber Pakhtunkhwa on monthly basis.
- To supply application forms to all designated branches of National Bank of Pakistan for onward sale and distribution amongst candidates.
- To ensure timely transfer of amount collected by the Banks on account of application form fee in the relevant head of the Provincial Government.
- To supervise reconciliation of forms with National Bank of Pakistan Branches or other agencies on quarterly basis.
- To attend audit paras and meetings of PAC and DAC etc.
- To ensure compliance of General Financial Rules (GFRs), Treasury Rules, Audit/Accounts & Financial instructions of the Government.
- Any other duty assigned to him by his seniors.



### Main Tasks & Responsibilities

- To supervise the work of Care Taker, Cashier, Account Assistant, Transport Assistant/ Utility bills Clerk, Application form Assistant/Clerk under the supervision of Accounts Officer.
- To check the Budget and Revised Estimates of the Commission prepared by the Accountant.
- To check demand for funds in accordance with the need of the Office and ensure that no excess or saving takes place at the end of financial year.
- To check figures of reconciliation of receipt and expenditure prepared by the Assistant Accounts on monthly basis.
- To ensure timely transfer of sale proceeds of applications forms of the Commission's to relevant head of the Provincial Government.
- To check and process cases relating to re-appropriation of funds and audit paras.
- To check the cash books, stock register and application forms record from time to time.
- To ensure compliance of General Financial Rules (GFRs), Treasury Rules, Audit and Accounts instructions in the discharge of his duties.
- To make arrangements for internal audit/ check.
- Any other duty assigned to him by his seniors.



<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Accounts	<b>Accountant / Assistant</b>	16
<b>Immediate Supervisor</b>		
Superintendent Accounts		

## **Main Tasks & Responsibilities**

- To work under the supervision of Superintendent Accounts and Accounts Officer.
- To prepare Budget and the Revised Estimates in consultation with Superintendent (Accounts).
- To prepare working papers of Appropriation Accounts and Finance Accounts in consultation with the Superintendent (Accounts).
- To initiate replies to draft audit paras.
- To check that rates of individual bill/ statement have been calculated correctly.
- To check that number, date, description, amount, rate and calculation of vouchers/ bills tally with the sanction note and order.
- To stamp individual voucher with “passed for” stamp.
- Proper maintenance of record and timely processing of pending cases.
- Prepare bills for payment to the examiners / advisors / departmental representatives / individuals etc.
- To carry out reconciliation of expenditure with Accountant General Khyber Pakhtunkhwa and submit statements to the Administration and Finance Departments on monthly basis.
- To ensure safety and security of office equipments and office record of Accounts Branch.
- To maintain and update record of pending cases and submit cases to the officer in-charge for issuance of reminders periodically.

- To do the work of Clerk in his absence.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Accounts	Care Taker	14
<b>Immediate Supervisor</b>		
Superintendent (Accounts)		

### Main Tasks & Responsibilities

- To maintain files and process the cases relating to logistics, purchase of stationeries, machinery and equipment, furniture and fixture etc
- To process cases relating to condemnation of unserviceable machinery, equipment, furniture and fixture etc.
- To process cases relating to hiring of building(s) for tests and examinations.
- To attend cases relating to PSC Cafeteria.
- To process cases relating to printing including printing of application forms, file covers and printed pad etc.
- To look after repair of the building, machinery and furniture etc.
- To ensure safety and security of office equipments and files at his disposal.
- Auction of unserviceable items.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Accounts	Cashier	11-14

**Immediate Supervisor**

Superintendent (Accounts)

**Main Tasks & Responsibilities**

- To collect cheques and vouchers from Accountant General office.
- To receive cash from state bank and disburse to the concerned staff/ parties.
- To deal with all payments of officers and staff.
- To maintain cash book properly.
- To maintain record of permanent advance.
- To make timely changes of pay and allowances of officers and staff.
- To prepare and process bills of appropriations under contingent heads of accounts.
- To deal with different advances and recovery registers of the officers and staff.
- To ensure safety and security of office equipments and files at his disposal.
- Any other duty assigned by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Accounts	Transport Assistant/Clerk	11-14
<b>Immediate Supervisor</b>		
Superintendent Accounts		

### **Main Tasks & Responsibilities**

- To maintain separate files in respect of each staff car/ vehicle.
- To process cases relating to supply of POL, repair of vehicles and allied matters etc.
- To put forth demand for funds to the Superintendents (Accounts) relating POL, CNG and repair of transport etc.
- To ensure that the office generators is always in working conditions.
- To maintain stock of unserviceable items for auction.
- To ensure safety and security of office equipments and files at his disposal.
- To maintain diary and dispatch registers in the section.
- To process and obtain Cantt/secretariat stickers for staff cars.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Accounts	<b>Application form/Utility bill Assistant/Clerk</b>	16
<b>Immediate Supervisor</b>		
Superintendent Accounts		

### **Main Tasks & Responsibilities**

- To ensure availability of sufficient application forms in stock for supply to the designated branches of NBP well before the advertisement.
- Keep liaison with each branch of NBP and ensure regular supply of required number of forms to the designated branches.
- To ensure that reconciliation with designated branches NBP is carried out.
- To maintain record of applications forms and receipts thereof.
- To process cases of utility bills relating to PSC.
- To ensure that utility bills pertaining to telephone, gas and electricity etc are timely processed / paid.
- To carry out reconciliation relating to utility bills.
- To ensure uninterrupted supply of gas and electricity and facility of telephone.
- To ensure safety and security of office equipments and files at his disposal.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Accounts	Junior Clerk	11

**Immediate Supervisor**

Assistant/Accountant  
(Accounts)

**Main Tasks & Responsibilities**

- To do typing work of Accounts Branch in the absence of Computer Operator.
- Proper page marking and cross references etc.
- To receive and issue letters/files.
- To maintain diary and dispatch registers in the section.
- Proper record keeping i.e., to place office copies of letters, office orders, circulars in their relevant files.
- To ensure safety and security of office record and equipments at his disposal.
- To ensure safety and security of office equipments, data files etc at his disposal.
- To use computer and accessories in accordance with the standing instructions.
- To maintain record of computer accessories and stationary etc.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Accounts	Naib Qasid	03

### Immediate Supervisor

Accounts  
officer/Superintendent/Assistant

### Main Tasks & Responsibilities

- To carry office files/ papers/ documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors of the office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments.
- Any other duty assigned to him by his seniors.



<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Library	<b>Librarian</b>	17
<b>Immediate Supervisor</b>		
Secretary		

### **Main Tasks & Responsibilities**

- To procure relevant and latest books, magazines and other publications and to process bills for payment.
- To maintain record of books and publications in Accession Register.
- To classify and arrange books according to the prescribed system.
- To maintain computerized catalogue of books and arrange them in alphabetical order.
- To maintain register of Newspapers and Periodicals and circulation thereof.
- To maintain Issue and Receipt register of books and publications and recover the outstanding books/ publications from the borrowers.
- To keep record of important news clipping on contemporary affairs / economy and other social issues etc.
- To maintain record of news clippings pertaining to PSC and submit to the Secretary for perusal of the Chairman on daily basis.
- To act as focal person for publication of press releases relating to Screening / written tests, schedule of interviews, recommendations of suitable candidates etc.
- To borrow books from other libraries, if required by the Commission.
- To deal with budget and audit matters of library.
- To collect Gazette of Pakistan and other journals for perusal of Commission.

- To deal with fumigation of books, publications and other records.
- To collect publications of Bureau of Statistics and other such organizations for consumption of the Commission.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Library	Junior Clerk	11
<b>Immediate Supervisor</b>		
Librarian		

### **Main Tasks & Responsibilities**

- To assist the Librarian in performance of his duties.
- To do typing work.
- Proper page marking and cross references etc.
- To receive and issue letters/files.
- To maintain diary and dispatch registers in the section.
- Proper record keeping i.e., to place office copies of letters, office orders, circulars in their relevant files.
- To ensure safety and security of office record and equipments at his disposal.
- To use computer and accessories in accordance with the standing instructions.
- To maintain record of computer accessories and stationary etc.
- To ensure safety and security of office equipments, data files etc at his disposal.
- To issue and receive books in the absence of Librarian.
- Any other duty assigned to him by his seniors.

Wing	Job Title	BPS
Library	Naib Qasid	03
<b>Immediate Supervisor</b>		
Librarian		

### **Main Tasks & Responsibilities**

- Carrying official files/paper from one place to another within and without office premises.
- General arrangement and tidiness of office furniture and books including visitors to the library.
- To attend visitors.
- To serve tea, drink to Officers, staff and visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture, fixtures and cupboards etc.
- To arrange the books and newspapers in the shelves/cupboards etc.
- Binding of reading material.
- To ensure safety and security of office equipments at his disposal.
- Any other duty assigned to him by Librarian.

## **INFORMATION TECHNOLOGY SECTION**

### **FUNCTIONS:**

1. Administration of database.
2. Data processing activities related to test/examinations and interviews.
3. Maintenance of Local Area Network (LAN) infrastructure, Wide Area Network (WAN) and website of PSC.
4. Development and implementation of application software/e-based systems.
5. Implementation of Information and Communication Technology (ICT ) solutions by the Information and Technology Department.
6. Provision of technical guidelines for implementation of Information Technology related systems/processes.
7. Training of officers and staff of the Commission in Information Technology.
8. Maintenance and operation of ICT related Hardware & Software.
9. Safety/security of information and data of the organization loaded on the Servers (Online/Offline).
10. Compilation of Annual Report of PSC.
11. Preparation of briefs, booklets, quarterly newsletter and other reports on functions of Commission.
12. Submission of Monthly progress report to the Chairman through Secretary PSC.

Wing	Job Title	BPS
Information Technology	Assistant Director (I.T)	17
<b>Immediate Supervisor</b>		
Secretary		

### Main Tasks & Responsibilities

- Computerization of PSC.
- To supervise the work of I.T. section.
- Software development for Recruitment, Examination, Administration wing.
- To ensure the administration of Recruitment and Examination Database.
- To create reports in Recruitment & Examination Software.
- To identify hardware related problems for repair.
- To troubleshoot software related problems.
- To supervise the updating of the Commission Website.
- Development of Software and assigning tasks.
- To prepare and enforce project schedules to finalize software development.
- To evaluate standards of software and its performance.
- Submission of Monthly progress report to the Chairman through Secretary PSC.
- To report development activities, progress and performance of team members.
- To keep liaison with system personnel, operations personnel and representatives of user wings/sections.
- To guide the Assistant Director (Web /Network) in Software development and its maintenance.

- To assist in scheduling and imparting training in I.T.
- To ensure accuracy of outgoing letters of all examinations.
- To ensure accuracy of test description mentioned in call letter duly approved by the authority.
- To supervise the work of statistical investigator in compilation of monthly and annual report etc.
- Any other task assigned to him by the seniors.

Wing	Job Title	BPS
Information Technology	Assistant Director (Web)	17

### Immediate Supervisor

Assistant Director (I.T)

### Main Tasks & Responsibilities

- To develop and update website of PSC.
- To upload the details of screening tests, ability tests, competitive examinations results and other related activities of the PSC.
- To develop new web pages as and when required.
- To download information and data required by the Commission.
- To attend web related problems.
- To prepare presentations for Secretary and Commission.
- To ensure that no classified information is placed on the PSC website.
- To ensure compliance of the parameters defined in the Information Act, 2004, Email and internet Policy of the Government.
- To provide information asked for by the general public / applicants and to attend their queries on daily basis.
- To coordinate with I.T Department & Telecom regarding hosting/development of website.
- To deploy/implement necessary software for e-mail and internet filtering
- To maintain record of e-mails on the mail server.



- To configure, install supporting server and email client software.
- To perform any other duty assigned by the senior officers relating to his functions.

Wing	Job Title	BPS
Information Technology	<b>Assistant Director (Network)</b>	17
<b>Immediate Supervisor</b>		
Assistant Director (I.T)		

### Main Tasks & Responsibilities

- To be responsible for maintenance and smooth functioning of PSC office computer network.
- Management and troubleshooting of the network applications installed at users computers.
- To define, deploy and implement network security, system administration policies and network management policies.
- To interact with end-users, operational and development teams to provide technical support in network related issues.
- To impart training to employees of the PSC.
- To configure, manage and maintain i.e. servers, routers, switches, DSL Modems, Firewall, IDS, IPS, Load Balances, and UPS etc.
- To keep liaison with the ISP for reliable and smooth internet connectivity.
- To guide and direct the Assistant Network Administrator in managing networking of PSC.
- Working on internet management system using firewall to make internet secure and efficient.
- Configure of network services, servers and protocols i.e. DNS, DHCP, NAT, IPv4/6, load balances, IDS and IPS.
- Accessibility and connectivity of database server, litigation system, biometric system,

data entry system etc.

- To ensure connectivity of online website of PSC.
- Managing network resources i.e. File sharing, Print sharing and other applications, services and task accomplished to the network.
- Creating hardware reports on critical hardware issues.
- Management of installation of network applications, required system and application software at the user computer.
- To perform any other task assigned by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Information Technology	<b>Statistical Investigator</b>	16
<b>Immediate Supervisor</b>		
Assistant Director (I.T)		

### **Main Tasks & Responsibilities**

- To compile data relating to pending Requisitions on monthly basis for onward submission to Chairman.
- To maintain and update list of disqualified candidates.
- To arrange Psychological reports and dossiers in order.
- To ensure Data entry, management and record keeping.
- To analyse Statistical data for annual report.
- To compile annul reports of the Commission, newsletter and other reports under the supervision of Assistant Director I.T.
- To ensure safety and security of office equipments and files in his custody.
- To perform other duty assigned to him by seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Information Technology	<b>Computer Operator</b>	16
<b>Immediate Supervisor</b>		
Assistant Director (I.T)		

### **Main Tasks & Responsibilities**

- To operate computer equipments in accordance with the prescribed instructions.
- To maintain record of computer accessories and stationary etc.
- To generate various reports from the databases.
- To ensure proper cleanliness and suitable environmental conditions, temperature etc. in the Computer Lab for efficient operation of equipments.
- To ensure safety and security of computer equipments and data.
- To organize data files for further processing.
- To plan and prepare schedule for utilization of equipments in accordance with the priorities
- To compile monthly progress reports
- Any other task assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Information Technology	Naib Qasid	03

**Immediate Supervisor**

Assistant Director (I.T)

**Main Tasks & Responsibilities**

- To carry office files, papers and documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors of the office.
- To serve tea or drink to the officers, staff their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments.
- Any other duty assigned to him by his seniors.

# **RECRUITMENT WING**

## **RECRUITMENT WING**

### **FUNCTIONS:**

1. To process cases for Commission's to advise the Governor relating to the matters of qualifications for and methods of appointment to civil posts as under:-
  - a. Method of appointment viz. initial appointment or promotion or transfer or any other as deemed fit.
  - b. Principles and qualifications including length and nature of experience and age limits for initial appointment by selection.
  - c. Principles and conditions for appointment by promotion including the length of service and promotional examination if any.
  - d. Principles and qualification including conditions for appointment by transfer.
2. Processing requisitions for making recruitment including verification of recruitment rules, quota allocation and advertisement of vacancies.
3. Processing application forms; including pre-selections/scrutiny dealing with the representations, review petitions and conduct of personal hearings.
4. To process cases for nomination of Departmental Representatives and Subject Specialists.
5. Conduct of interviews by the Commission, preparation of merit list, and issuance of nominations.
6. Liaison with Departments for appointment of PSC selectees.
7. To process cases regarding amendments in the Khyber Pakhtunkhwa Public Service Commission Regulations.



Wing	Job Title	BPS
Recruitment	Director Recruitment	19
<b>Immediate Supervisor</b>		
Chairman		

### Main Tasks & Responsibilities

- To supervise the work of Recruitment and Litigation wings.
- To forward requisitions for various posts received from Departments and submit to the Commission for approval.
- Draft advertisement of in order requisitions, may be sent to Secretary for publication in leading newspapers
- To make arrangements for conducting Interviews.
- To process the complicated cases of eligibility of candidates for obtaining orders of the Member in-charge.
- To process appeals and review petitions of candidates.
- To supervise preparation of result and upload on website after approval.
- To submit cases of recommended candidates to the Commission for approval.
- To forward draft Annual Report of recruitment wings to Assistant Director (I.T) for consolidation.
- To issue recommendation letters to departments concerned.
- Member of the Departmental Promotion Committee for selection/promotion of staff BPS-1 to BPS-16.
- Defect if any, may be got rectified through person contact.
- Any other duty assigned to him by the senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	Deputy Director	18

**Immediate Supervisor**

Director Recruitment

**Main Tasks & Responsibilities**

- To supervise the work of Assistant Director and subordinate staff.
- To counter check and put-up requisitions for seeking approval of the Commission.
- To comply instructions of the Provincial Government and Khyber Pakhtunkhwa Public Service Commission Regulations pertaining to recruitment.
- To make arrangements for smooth conduct of interviews.
- To coordinate with other sections.
- To compile results of interviews in coordination with Assistant Director, Superintendent and Director Recruitment and submit same for approval of the Commission.
- To process cases of eligibility or otherwise for obtaining order of the Member in-charge. However complicated cases/representations may be sent to Director Recruitment.
- To accomplish task assigned in respect of preparation of Annual Report and its onward submission to Assistant Director (I.T) for consolidation.
- To ensure safety and security of office files at his disposal.
- To deal with all policy matters and Commission's Orders and Government's instructions pertaining to recruitment process.
- To keep secrecy in the wing.
- Any other work assigned to him by senior officer.
- To countercheck all work relating to Litigation Wing.

Wing	Job Title	BPS
Recruitment	Assistant Director	17

**Immediate Supervisor**

Deputy Director
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**Main Tasks & Responsibilities**

- To supervise the work of the branch in accordance with standing instructions.
- To check requisitions for obtaining approval of the Commission.
- To counter check the entries recorded on application cover/note with documents submitted by the Section / Branch for eligibility or otherwise in accordance with the advertised terms and conditions, rules and regulations.
- To countercheck and sign descriptive and assessment sheets with regard to all entries.
- To deal with policy matters and Commission’s Orders and Government’s instructions pertaining to recruitment process.
- To report to high ups when Department fails to implement the recommendations of Commission within two/three months.
- To make arrangements for the smooth conduct of interviews.
- To coordinate with other sections.
- To supervise the work of advertisements and allied matters.
- To ensure timely preparation of Annual Report on monthly basis.
- To assist Director Recruitment, Deputy Director, Superintendent and Assistant in compilation of results and process the same for seeking approval of the Commission.
- To ensure safety and security of the office files at his disposal.
- To maintain secrecy in the wing.
- Any other work assigned to him by senior officer.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	<b>Superintendent</b>	17
<b>Immediate Supervisor</b>		
Assistant Director		

### **Main Tasks & Responsibilities**

- To supervise the work of the branch/section in accordance with notified instructions.
- To process requisitions for obtaining approval of the Commission.
- To check draft advertisement for obtaining approval before its publication.
- To check entries on application cover with documents of candidates in accordance with the advertised terms and conditions, rules and regulations.
- To check and sign descriptive and assessment sheets with regard to entries i.e. age, qualification, experience, higher qualification and distinction etc.
- To coordinate with other sections.
- To issue all kind of letters for tests or interview with the approval of the Commission.
- To check and submit Annual Report.
- All candidates who appeared in the interview may be informed.
- To ensure and maintain secrecy in the wing.
- Any other task assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	Assistant	16

**Immediate Supervisor**

Superintendent

**Main Tasks & Responsibilities**

- To examine requisitions and put up draft advertisement for approval.
- To examine all particulars/ information of candidates.
- To prepare all types of letters addressed to the candidates.
- Custodian of all files and applications.
- To put up all correspondence on relevant files.
- To put serial number on received application forms and handover to Computer Section for entries.
- To check the candidates lists and then attendance sheets before commencements of all tests/examination and hand over corrected list to Computer Wing for issuing call letters.
- To arrange applications forms according to merit after test result with the help of Junior Clerk.
- To maintain record of instructions, Commission's decisions, orders and circulars etc.
- To prepare and sign interview papers with regard to age, qualification, experience, higher qualification, distinction etc.
- To submit application forms of qualified candidates in screening test for eligibility with his own proposal to the Superintendent.
- To put up application forms and other representations/queries of the candidates after tendering his/ her initial comments/remarks.

- To take attendance and check original documents on the day of interview.
- After receiving results of Ability Tests from examination wing, Assistant and J/C will draw a list of eligible candidates to be called for interview after obtaining approval of target from the Member In-charge and will thoroughly check domicile of each candidate. On finding domiciles in order, a batch comprising all merit quota candidates then Zone 1,2,3,4 and 5 will be put up for scrutiny. If any zone does not coincide to their domicile mentioned in application form, such discrepancies should be reported first.
- He will thoroughly check all columns of application cover and will tick mark.
- He will write first qualification date, domicile date, Husband domicile date, Experience date ( if required) on right space of application cover and then decide his eligibility whether eligible or otherwise.
- Higher relevant qualification and distinction etc will be written on application cover with red pen while scrutinizing applications.
- He will give his specific proposal/decision regarding eligibility or otherwise on application cover.
- To prepare monthly progress report and Annual Report in respect of his branch.
- To ensure safety and security of office record at his disposal.
- To maintain updated record of pending cases and submit cases to officer in-charge for issuance of reminders periodically.
- To perform the duties of Clerk in his absence.
- To keep secrecy in the section.
- Any other work assigned to him by senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	<b>Computer Operator</b>	16
<b>Immediate Supervisor</b>		
Superintendent/ Assistant		

### **Main Tasks & Responsibilities**

- To do all typing work of section.
- To operate computer equipments in accordance with standing instructions.
- To maintain record of computer accessories and stationary etc.
- To maintain and update system libraries.
- To generate various reports from the databases.
- To ensure safety and security of computer equipments, its attached devices/items, data files and programmes.
- To ensure maintenance of the systems, printers, and allied items.
- To organize data files for further processing.
- To plan and prepare schedule of utilization of equipments in accordance with the priorities.
- To record academic marks of candidates in interview papers form on the basis of DMCs/Certificates.
- To ensure safety and security of office equipments at his disposal.
- Any other work assigned to him by senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	Senior/Junior Clerk	14-11
<b>Immediate Supervisor</b>		
Assistant		

### **Main Tasks & Responsibilities**

- To do typing work in absence of Computer Operator.
- To receive Dak/application forms and hand over to Assistant.
- To put numbers on application forms.
- To help the Assistant in checking of lists of candidates prepared by computer section.
- To put applications in covers with the help of Naib Qasid.
- To fill the columns 1 to 33 and boxes of application covers as per standing instructions.
- To attach in sequence all the documents with applications forms.
- To attach the documents with the applications forms received subsequently from candidates.
- To maintain secrecy in the section.
- To ensure safety and security of office record at his disposal.
- To maintain diary and dispatch registers in the section.
- To perform any other duty assigned to him by senior officers.



<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Recruitment	Naib Qasid	03

**Immediate Supervisor**

Officer/official concerned

**Main Tasks & Responsibilities**

- To maintain cleanliness of office, furniture and files etc.
- To attend visitors of office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments.
- Any other duty assigned to him by his seniors.

## **LITIGATION SECTION**

### **FUNCTIONS:**

1. Processing of writ petitions, appeals and complaints etc.
2. Preparation of para wise comments in consultation with concerned wing.
3. Vetting of draft comments from the office of Advocate General/Government Pleader or his representative prior to filing appeal before the courts.
4. To examine draft service rules received from different Departments before their submission to the Commission for concurrence.
5. To deal with cases relating to nominations of government counsels/ Advocate General or his representative to defend the litigation cases.
6. Attendance of court as representative of the Commission.
7. Liaison with Commission's Wings, Government counsel / Attorney General or his representative and concerned Departments and courts of law.
8. Preparation of monthly reports of litigation cases and its submission to the Chairman.
9. To examine the qualifications in relation to different posts filled in by initial recruitment through Public Service Commission.
10. To examine cases regarding amendments and framing of service rules in all Provincial Government Departments.
11. To compile monthly progress report and annual report relating to litigation section.
12. Any other task assigned to him by his senior officers.

Wing	Job Title	BPS
Litigation	<b>Assistant Director (Litigation)</b>	17
<b>Immediate Supervisor</b>		
Deputy Director		

### **Main Tasks & Responsibilities**

- To process litigation cases i.e. Writ Petitions, Appeals and Complaints etc.
- Preparation of parawise comments or reports in consultation with concerned wing.
- To get vetted draft comments, reports, statements from the office of the Advocate General/Government Pleader or his Representative for submission before the court.
- To assist Advocate General/Government Pleader to defend cases of the Commission before the court of law.
- To ensure representation of the Commission before the court of law by himself or through any officer of the Commission.
- To attend the Supreme Court of Pakistan, High Court, Service Tribunal, Provincial Ombudsman office etc.
- To compile and submit monthly progress reports and Annual Report of litigation cases.
- To process cases relating to framing/amendment in the service rules of Departments.
- To attend meetings of Scrutiny Committee in the Law Department.
- Any other task assigned to him by senior officer.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Litigation	<b>Superintendent</b>	17

**Immediate Supervisor**

Assistant Director (Litigation)

**Main Tasks & Responsibilities**

- To check and process legal cases including Writ Petitions, Appeals and Complaints etc.
- Preparation of parawise comments and reports.
- To get vetted all draft comments/reports/statements from the office of Advocate General / Government Pleader or their Representative for submission before the courts.
- In the absence of Assistant Director (Litigation) to attend courts cases in which the Commission is a party.
- To compile and submit monthly progress reports pertaining to litigation cases to Assistant Director (Litigation).
- To process cases with regard to framing and amendments in the Service Rules of the Departments.
- To assist the Assistant Director (Litigation) in discharge of his duties.
- To obtain certified copies of judgments for filing appeals in the next higher court or implementation.
- Any other task assigned to him by his senior officers.

Wing	Job Title	BPS
Litigation	<b>Assistant (Litigation/ Service Rules)</b>	16
<b>Immediate Supervisor</b>		
Superintendent		

### **Main Tasks & Responsibilities**

- To maintain all files and records of court cases and keep updated.
- To process litigation cases of the Commission.
- To prepare draft parawise comments/ replies etc and comparative statement of Service Rules.
- In the absence of Assistant Director (Litigation) and Superintendant (Litigation) pursue cases in courts.
- To ensure safety and security of office record.
- To compile monthly progress report and Annual Report of litigation cases.
- To maintain updated record of pending cases and submit cases to officer in-charge for issuance of reminders periodically.
- To perform duties of Clerk in his absence.
- To perform any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Litigation	<b>Computer Operator</b>	16
<b>Immediate Supervisor</b>		
Superintendent		

### **Main Tasks & Responsibilities**

- To do typing work of litigation section.
- To operate computer in accordance with standing instructions.
- To maintain record of computer accessories and stationary.
- To maintain and update systems.
- To generate monthly reports relating to litigation cases.
- To ensure safety and security of computer equipments, devices, data files and programmes etc.
- Updation of data files.
- Any other task assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Litigation	Senior/Junior Clerk	14-11
<b>Immediate Supervisor</b>		
Assistant		

### **Main Tasks & Responsibilities**

- To do typing work, in the absence of Computer Operator.
- To maintain proper record of files.
- Proper page marking and cross references etc.
- To receive and issue letters/files.
- To make photocopies of documents to be annexed with Writ Petitions and parawise comments etc.
- To deliver copies/sets of comments/replies in the office of Advocate General, Government Pleader and Courts etc.
- To maintain diary and dispatch registers in the section.
- Proper record keeping i.e., to place office copies of letters, office orders, circulars in the relevant files.
- To ensure safety and security of office record and equipments at his disposal.
- Any other task assigned to him by his seniors.

Wing	Job Title	BPS
Litigation	Naib Qasid	03

**Immediate Supervisor**

Assistant Director (Litigation)  
/ Superintendent/Assistant

**Main Tasks & Responsibilities**

- To carry office files/ papers/ documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors in the office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments etc.
- Any other duty assigned to him by his seniors.



# **EXAMINATIONS WING**

## **EXAMINATIONS WING**

### **FUNCTIONS:**

1. To process cases for Commission to advise the Governor on matters relating to framing of rules for conduct of Competitive Examinations.
2. To obtain approval of the Chairman/Commission regarding the mode of examinations for various posts advertised by the Commission.
3. To process and notify schedule of examinations as approved by the Chairman.
4. To examine eligibility of candidates appearing for competitive examination and allied matters etc.
5. Announcement of result of written part of the examinations and issuance of DMCs to the candidates through registered letters.
6. Announcement of results of examinations.
7. To arrange viva voce for the post of Provincial Management Service, Excise and Taxation Officer, Civil Judge cum Magistrate /Alaqa Qazi, Member of Service, Assistant Sub Inspector, Tehsildar, Naib Tehsildar & Deputy Ranger Wildlife.

Wing	Job Title	BPS
Examination	Director Examination	19
<b>Immediate Supervisor</b>		
Chairman, PSC		

### Main Tasks & Responsibilities

- Director Examination shall be the overall in-charge of the examination wing and ensure that examinations are conducted in accordance with the laid down SOP /instructions of the Commission.
- To forward requisitions for obtaining approval of the Commission.
- To utilize MCQs Data Bank for conducting Ability Tests in coordination with I.T section.
- To prepare question papers from the Subject Specialists/Examiners for ability test in the relevant subject/field.
- To supervise the work of Controller Examination (Conduct) and Secrecy Section.
- To maintain and update panel of examiners duly approved by the Chairman.
- Appointment of examiners of question papers and marking of scripts with approval of Chairman.
- To supervise typing, comparing, printing and packing of question papers of competitive examinations and handover to Controller Examination (Secrecy).
- To check and rectify discrepancies pointed out in posting, totaling of marks & unmarked questions etc.
- To supervise results preparation and obtain approval of the Commission.
- To deal with policy matters of the Commission.
- Effective management and highest standard of secrecy & accuracy relating to matters relating to examinations, screening tests and ensure conduct of examinations, tests and finalization of results adhering to the schedule of the Commission.

- To submit cases of Recruitment relating to Competitive examination.
- To forward draft advertisement (duly signed) relating to Examination Wing to Secretary for publication in the leading newspapers.
- To supervise arrangements for conduct of examinations such as reservations of examination hall, checking of papers etc.
- To forward representations, review petitions and appeals of the candidates concerning the competitive examination.
- To cooperate with Litigation Section in cases concerning the Examination Wing.
- Any other duty assigned to him by the Chairman.

Wing	Job Title	BPS
Examination (Secrecy)	<b>Controller Examination (Secrecy)</b>	17
<b>Immediate Supervisor</b>		
Director Examination		

### Main Tasks & Responsibilities

- To supervise the printing/ booklet compilation for Screening / Ability Test(s).
- To deliver sealed packets of question papers along with brass seal to Registrar/Superintendent for issuance to Inspection Supervisors.
- To detach roll number slips of candidates after allotting fictitious roll numbers.
- To handover sealed packets of roll numbers slips to the Director Examination.
- To deliver sealed packets of answer books to the Director Examination for onwards transmission to the Examiner.
- To hand over coded answer books to the Registrar Examination.
- To issue Detail Marks Certificates (DMCs) to the candidates.
- To point out discrepancies in the marking of scripts.
- To check and submit results of written examinations duly signed by him.
- To counter check the bills of examiners and statement of dues for payment to them.
- To dispose off secret documents/old answer books in prescribed manner.
- To announce result of Written Examinations after obtaining approval of the Chairman.
- To write marks obtained in the written competitive examinations in the descriptive sheet of interview.
- To maintain secrecy of his section/wing.

- To restrict entry of unauthorized person in his office.
- Any other duty assigned to him by the senior officers.

Wing	Job Title	BPS
Examination (Secrecy)	<b>Registrar Examination</b>	17
<b>Immediate Supervisor</b>		
Controller Examination (Secrecy)		

### Main Tasks & Responsibilities

- To supervise the work of Secrecy Section of competitive examinations.
- To receive sealed bags of answer books from supervisors of the competitive examination halls and keep record thereof.
- To deliver sealed packets of answer books to the Controller Examination for onwards handing over to the Director Examinations.
- To prepare blank marks sheet as per fictitious Roll Numbers allotted on the scripts.
- To check and report discrepancies in the marking of scripts.
- To prepare and submit results of written examinations.
- To check bills of examiners and statements of dues for payments to them.
- To put up details of secret documents/old answer books for disposal to Controller Examination (Secrecy) as per prescribed procedure.
- To attend appeals of candidates with regard to rechecking/recounting of answer sheets etc.
- To prepare/check DMC(s) of Competitive Examinations.
- To maintain secrecy in the Section.
- To maintain Causal leaves record of the officials of Secrecy Section.
- To restrict entry of unauthorized persons in his office.
- Any other duty assigned by the senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Secrecy)	<b>Superintendent (Secrecy Section)</b>	17

### **Immediate Supervisor**

Controller Examination

### **Main Tasks & Responsibilities**

- To supervise the work of Secrecy Section of examinations other than competitive examinations.
- To prepare blank marks sheets as per fictitious Roll Numbers allotted on the scripts
- To supervise preparation of results of screening tests.
- To assist Controller Examination (Secrecy) in collection of sealed bags of answer books of screening test from supervisors of the examination hall and keep record thereof.
- To prepare and submit results of screening tests for approval of the Chairman.
- To supervise the work of comparing of attendance sheets of candidates with their papers.
- To hand over answer sheets properly arranged star-wise/Roll Numbers wise to Controller Examination (Secrecy) for checking and marking.
- To forward details of destructions of secret documents/old answer Books and question papers as per instructions to Controller Examination (Secrecy).
- To attend appeals of candidates with regard to rechecking/recounting of answer sheets.
- To restrict entry of unauthorized person in his office.



- To maintain secrecy in the Section/Wing.
- To maintain Causal leaves record of the officials of Secrecy Section.
- Any other duty assigned to him by seniors officers.

Wing	Job Title	BPS
Examination (Secrecy)	Assistant (Secrecy Section)	16
<b>Immediate Supervisor</b>		
Registrar Examination		

### **Main Tasks & Responsibilities**

- To prepare statements relating to various examinations.
- To prepare inner and outer covers for packing question papers.
- To check scripts/answer sheets with attendance lists received from the examiners and examination centers.
- To check and point out discrepancies in the marking of scripts and report.
- To assists in preparation of results and processing of answer sheets.
- To put up appeals of candidates with regard to rechecking/recounting of answer sheets etc.
- To prepare DMCs of the candidates.
- To maintain secrecy in the Section.
- To ensure safety and security of office record and equipments at his disposal.
- To maintain updated record of pending cases and submit cases to the officer in-charge for issuance of reminders periodically.
- To perform duties of Clerk in his absence.
- Any other duty assigned to him by the senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Secrecy)	<b>Computer Operator</b>	16
<b>Immediate Supervisor</b>		
Registrar Examination		

### **Main Tasks & Responsibilities**

- To compile results of written examinations under supervision of Registrar Examination.
- To observe secrecy and confidentiality.
- To operate computer equipments in accordance with standing instructions.
- To maintain record of computer accessories and stationary.
- To ensure proper cleanliness and suitable environmental conditions and temperature etc for smooth operation of equipments.
- To ensure safety and security of computer equipments, devices, data files and programmes.
- To maintain and update systems, printers and its allied items.
- To organize data files for further processing.
- To plan and prepare schedule of utilization of equipments in accordance with the priorities.
- To ensure safety and security of office record and equipments at his disposal.
- Any other duty assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Secrecy)	<b>Senior / Junior Clerk</b>	14-11
<b>Immediate Supervisor</b>		
Assistant		

### **Main Tasks & Responsibilities**

- To carry out typing work of the Section.
- To check scripts.
- To assist Assistant in dispatching letters etc.
- To maintain record of parcels received through mail.
- To check discrepancies pointed out in the marking of scripts.
- To assist the Assistant in destruction of secret documents and old answer books as per instructions and marking all entries.
- To deal with opening and maintenance of files and movement of files as well as records etc.
- To prepare inner and outer covers of questions papers and to counter check scripts/answer sheets with attendance lists received from examiners.
- To maintain casual leave record of the staff working in the section.
- To maintain secrecy in the Section.
- To ensure safety and security of office record and equipments at his disposal.
- To maintain diary and dispatch registers in the section.
- Any other duty assigned to him by the senior officers.

Wing	Job Title	BPS
Examination (Secrecy)	Naib Qasid	03
<b>Immediate Supervisor</b>		
Assistant		

### Main Tasks & Responsibilities

- To carry office files, papers and documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors in the office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments.
- Any other duty assigned to him by his seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	<b>Controller Examination (Conduct)</b>	17
<b>Immediate Supervisor</b>		
Director Examination		

### **Main Tasks & Responsibilities**

- To supervise entire work of conduct section.
- To examine and process requisitions for posts of competitive examination for approval of the Commission.
- To prepare Press Note for announcement of vacancies in the leading News Papers.
- To prepare Annual Report relating to Examination Wing.
- To compile and submit monthly progress report pertaining to Examination Wing.
- To attend Assembly business and Establishment department questions/queries.
- To attend general queries raised by the candidates regarding age etc.
- To scrutinize applications forms and to check eligibility of the candidates on the basis of age, qualifications, number of chances etc.
- To prepare summaries of qualified candidates on zonal allocation basis.
- To make arrangements for reservation of examination halls.
- To prepare list of supervising / invigilating staff for test / examination etc.
- To call candidates for interview after declaration of the written examinations and preparation of descriptive sheet.
- To counter check and sign interview papers particularly with regard to age,

qualification, experience, higher qualification and distinction etc.

- To compile result on the basis of zonal allocation and submit the merit list to the Commission for approval.
- To prepare and submit bills of remuneration of invigilators/supervisory staff.
- To process representation, review. Petitions and appeals of the candidates relating to competitive examination.
- Any other duty assigned to him by the senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	<b>Superintendent (Conduct)</b>	17

**Immediate Supervisor**

Controller Examination  (Conduct)
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**Main Tasks & Responsibilities**

- To assist the Controller Examination in performance of his duties.
- To examine requisition for competitive examination and obtain approval of the Chairman.
- To prepare draft Press Note for announcement of vacancies in the News Paper.
- To compile monthly progress report relating to the Wing.
- To check applications forms and eligibility of the candidates with regard to age, qualifications and number of chances etc.
- To issue letters to qualified candidates.
- To assist Controller Examination (Conduct) in arrangements for reservation of examination halls.
- To assist Controller Examination in preparation of list of supervisory / invigilatory staff for the test / examination etc.
- To supervise work of the branch/section.
- To comply with instructions/orders of the Government and Commission pertaining to examination.
- To coordinate with other sections.
- To check and sign interview papers with regard to age, qualification, experience,



higher qualification and distinction etc.

- To maintain leave record of the branch.
- Any other duty assigned to him by the senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	<b>Assistant (Conduct)</b>	16
<b>Immediate Supervisor</b>		
Superintendent (Conduct)		

### **Main Tasks & Responsibilities**

- To examine and process the requisition and prepare draft advertisement for approval of the Commission.
- To examine all particulars/ information of candidates.
- To prepare all type of letters addressed to candidates.
- Custodian of all files and applications.
- To put up all correspondence on relevant files, page marking and cross references etc.
- To check attendance sheets/attendance lists before commencements of tests and hand over to the Examination (Secrecy) Wing.
- To arrange applications forms according to merit after test result with the help of junior clerk.
- To maintain record of instructions/Commission's decisions/orders and circulars etc.
- To prepare and sign interview papers with regard to age, qualification, experience, higher qualification and distinction etc.
- To submit application forms of all candidates for eligibility with his own proposal to Superintendent.
- To put up application forms and other representations/queries of the candidates after recording his/ her initial comments/remarks.
- To inform the Commission in case where no application forms are received or no

eligible candidates are available.

- To initiate cases pertaining to his branch for perusal/approval of the authorities.
- To take attendance and check documents of eligible candidates before appearing in interview.
- On receipt of results of Ability Tests from Examination Wing, Assistant and Junior Clerk will draw a sketch of eligible candidates to be called for interview and will thoroughly check domicile of each candidate. On finding in order domiciles, a batch comprising all merit quota candidates then Zone 1,2,3,4 and 5 will be put up for scrutiny. If any zone does not coincide to their domicile mentioned, in application form, all such discrepancies shall be reported.
- To check all columns of application cover and tick mark accordingly.
- To write first qualification date, domicile date, Husband domicile date, Experience date ( if required) on right space of application cover and then decide his eligibility whether eligible or otherwise.
- Additional relevant degree/Distinction etc will be written on application cover with red pen while scrutinizing applications.
- He will give specific proposal/decision regarding eligibility or otherwise on application cover.
- Will be responsible for reservation of halls, preparation of bills, press note and security letters etc.
- To maintain updated record of pending cases and submit cases to the officer in-charge for issuance of reminders periodically.
- To perform duties of Clerk in his absence.
- Any other task assigned to him by senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	<b>Computer Operator</b>	16
<b>Immediate Supervisor</b>		
Superintendent/Assistant (Conduct)		

### **Main Tasks & Responsibilities**

- To operate computer equipments in accordance with standing instructions.
- To maintain record of computer accessories and stationary etc.
- To maintain and update system.
- To generate various reports from the databases.
- To ensure safety and security of computer equipments and allied devices/items, data files and programmes etc.
- To plan and prepare schedule of utilization of equipments in accordance with the priorities.
- To do typing work of section.
- To prepare DMCs on the basis of marks awarded to candidates in interview and written papers etc.
- To ensure safety and security of office record and equipments at his disposal.
- To keep secrecy in the section.
- Any other duty assigned to him by senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	<b>Senior / Junior Clerk</b>	14-11
<b>Immediate Supervisor</b>		
Assistant		

### **Main Tasks & Responsibilities**

- To receive Dak/application forms from receipt branch.
- To put numbers on application forms and then got checked by Assistant.
- He will check candidates draft lists prepared by computer section with the help of Assistant.
- He will put applications in covers with the help of Daftari/Naib Qasid.
- He will fill the columns 1 to 33 of application covers.
- He will write “D” if original documents are not available.
- To place application forms in file covers.
- To attach in sequence all the documents with applications forms.
- To assist section Assistant in opening of files.
- To place documents with relevant application forms received subsequently from candidates.
- To do typing work in absence of Computer Operator.
- To ensure safety and security of office record and equipments at his disposal.
- To maintain diary and dispatch registers in the section.
- To keep secrecy in the section.
- Any other duty assigned to him by senior officers.

Wing	Job Title	BPS
Examination (Conduct)	Junior / Senior Clerk / Store Keeper	11

### Immediate Supervisor

Assistant (Conduct)
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### Main Tasks & Responsibilities

- To perform duty under supervision of Superintendent Examination (Conduct) Branch.
- To keep blank scripts and bare-Acts up to date and to keep record thereof.
- To maintain record of examination stationery and equipments etc.
- To report Assistant regarding shortage of scripts and other stationery required in examinations well in-time.
- To deliver and receive back blank scripts and other stationery required for examinations to and from supervisor of the concerned examination halls and to keep record thereof.
- To maintain diary and dispatch registers in the section.
- To perform any other duty assigned to him by seniors.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Examination (Conduct)	Naib Qasid	03
<b>Immediate Supervisor</b>		
Assistant (Conduct)		

### **Main Tasks & Responsibilities**

- To carry office files, papers and documents from one office to another office.
- To maintain cleanliness of office, furniture and files etc.
- To attend visitors in the office.
- To serve tea or drink to the officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Dusting of furniture and fixtures, files, doors and windows etc on daily basis.
- To ensure safety and security of office record and equipments etc.
- Any other duty assigned to him by his seniors.

# **PSYCHOLOGY WING**



## **PSYCHOLOGY WING**

### **Functions:**

1. To advise the Commission on application of Psychological Assessment Techniques for improvement in system.
2. To conduct Psychological Assessment of candidates for selection through competitive examination.
3. Planning job analysis and follow up construction.
4. Liaison with other Public Service Commissions and Agencies.
5. Research on Examinations/Recruitment System.

Wing	Job Title	BPS
Psychology	Senior Psychologist	19
<b>Immediate Supervisor</b>		
Chairman		

### Main Tasks & Responsibilities

- To advise the Commission on formulation of policy pertaining to Psychological and Statistical Angles. Other matters relating to personal selections and screening of candidates etc.
- To plan job analysis and follow up construction.
- To supervise the work of subordinate staff in the wing.
- To conduct research on Examinations/Recruitment System.
- To finalize methods and mechanism of Psychological Assessment.
- To observe group discussion, conduct interviews of candidates and vetting Psychological reports of all candidates appearing in competitive examinations.
- To guide and supervise Test Construction and related research.
- To keep liaison with other Departments, Institutions, Organizations and Agencies etc.
- To prepare question papers for General Ability Tests including checking of papers.
- To arrange examination Hall for General Ability Tests as decided by the Chairman.
- To maintain secrecy in the Wing.
- To restrict entry of unauthorized persons to official record.
- Any other duty assigned to him by his senior officers.

Wing	Job Title	BPS
Psychology	Psychologist	18

### Immediate Supervisor

Senior Psychologist

### Main Tasks & Responsibilities

- To supervisor the work of Assistant Psychologist and staff.
- Analysis of different personality tests.
- Development of personality tests for selection purposes.
- Adaptation of the latest developed foreign tools for implementation.
- Preparation of new problem solving exercises.
- To supervise development of guide notes for assessing Psychologists.
- Preparation of presentations and briefs regarding functions and procedures in the Psychological Assessment.
- To process correspondence relating to the Wing.
- To supervise logistic arrangements and appointment of external Psychologist.
- Printing and packing of secret material for Psychological Assessment
- To make oneself well informed about tests included in the batteries.
- Overall supervision of testing.
- To work as assessing Psychologist/report writer/pointer writer
- Proof reading of Psychological Assessment Reports and remove anomalies if any
- To ensure and maintain secrecy of documents.
- To restrict entry of unauthorized persons to official record.
- Any other duty assigned to him by his senior officers.

Wing	Job Title	BPS
Psychology	Assistant Psychologist	17
<b>Immediate Supervisor</b>		
Psychologist		

### Main Tasks & Responsibilities

- To assist in analysis of different personality tests.
- To assist in development of personality tests for selection purposes.
- To assist in adaptation of the latest developed foreign tools for implementation.
- Preparation of new problem solving exercises.
- Development of guide notes for assessing Psychologists.
- Preparation of presentations and briefs regarding functions and procedures in the Psychological Assessment.
- Logistic arrangements and appointment of external Psychologist.
- Printing and packing of secret material for Psychological Assessment
- To make oneself well informed about tests included in the batteries.
- To work as assessing Psychologist/report writer/pointer writer.
- Proof reading of Psychological Assessment Reports and remove anomalies if any.
- To ensure and maintain secrecy of documents.
- Compilation of data in some presentable form and then to draw inferences and conclusion.
- To prepare and submit monthly progress report relating to Psychological Wing.
- To prepare pictures and figures for test.

- To prepare different test booklets.
- To prepare keys for different tests.
- To collect booklets/other printed materials on need basis.
- To keep record of tests/Questionnaires.
- To assist officers during Psychological Assessment.
- To restrict entry of unauthorized persons to official record.
- Any other duty assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Psychology	Assistant	16
<b>Immediate Supervisor</b>		
Assistant Psychologist		

### **Main Tasks & Responsibilities**

- To process cases received in the section, record red entry, page marking and cross references etc.
- To put up previous references relating to the case under consideration.
- Opening files and keeping record of movement of files, recording, indexing and weeding of files.
- To maintain and update list of running files.
- Maintenance of diary register; preparation of statements; and putting up routine reminders.
- Any other duty assigned with special reference to Psychological Assessment like packing, sealing and taking of secret material from Commission to out-station(s), delivery of secret material to external Psychologist(s).
- Photocopying of secret documents, tickets for officers, record & put up financial bills.
- To maintain secrecy in the section.
- To ensure safety and security of office record and equipments at his disposal.
- To maintain updated record of pending cases and submit cases to the officer in-charge for issuance of reminders periodically.
- To perform duties of Clerk in his absence.
- Any other duty assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Psychology	<b>Senior / Junior Clerk</b>	14-11
<b>Immediate Supervisor</b>		
Assistant		

### **Main Tasks & Responsibilities**

- To perform the duties of Assistant in his absence.
- To open and maintain files, page marking and cross references etc.
- To do typing work in absence of Computer Operator.
- To receive and issue letters
- Any other duty(s) assigned with special reference to Psychological Assessment like packing sealing and taking of secret material.
- To keep secrecy in the section.
- To maintain diary and dispatch registers in the section.
- To ensure safety and security of office equipments at his disposal.
- Any other duty assigned to him by his senior officers.

<b>Wing</b>	<b>Job Title</b>	<b>BPS</b>
Psychology	Naib Qasid	03

**Immediate Supervisor**

Senior Psychologist /  
Psychologist / Assistant  
Psychologist

**Main Tasks & Responsibilities**

- Carrying official files/papers from one place to another within and without office premises.
- General arrangement and tidiness of the office, furniture including visitors to the officers.
- To attend visitors in the office.
- To serve drink or tea to officers, staff and their visitors.
- To arrange chairs, tables and side racks from one place to another within office premises.
- Duties with special reference to Psychological Assessment include proper handling of candidates out-side the testing, group discussion and interviews rooms, arrangement of drinking water for officers, staff and candidates; arrangement of tea, and light entertainment for officer; and other duty(s) assigned according to the situation.
- To maintain secrecy in the section.
- To ensure safety and security of office equipments at his disposal.
- Any other duty assigned to him by his senior officers.