

PUNJAB PUBLIC SERVICE COMMISSION

Subject: **RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (IT) (BS-17) ON ALL PUNJAB BASIS ON CONTRACT BASIS FOR THE PERIOD OF THREE YEARS IN THE OFFICE OF THE OMBUDSPERSON (MOHTASIB), PUNJAB.**

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

1. Preparation of complaints databases, sifting, retrieval.
2. Maintenance of online application system.
3. Maintenance of online tracking, correspondence with complainants.
4. To assist officers in IT relevant issues.
5. To ensure that complaints submitted remain confidential.
6. Maintenance of Department's website, updating the events, profiling of officers.

Occasional Tasks and Responsibilities

1. Development and enhancement of capacity of websites.
2. Preparing and installing network softwares.
3. Any other IT duty assigned.

-----END OF DOCUMENT-----