



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **REQUISITION FORM**

### **JOB DESCRIPTION FOR THE POST OF COMPUTER OPERATOR (BS-12) IN PUNJAB FINANCE DEPARTMENT / PUNJAB TREASURY & ACCOUNTS SERVICE (CASE NO. 03-RA/2019)**

#### **Main Responsibility and Task**

1. To assist and coordinate with the accountant / incharge of the computer section of the treasuries / district accounts offices in the matters of compilation of daily and monthly accounts.
2. Tallying of State Bank deposits.
3. Posting of daily Accounts of Receipt and payment under the New Accounting Model Vis-a Vis PIFRA.

#### **Occasional Task and Responsibilities**

- I. Take down dictation of notes and drafts from the officers and type them neatly and accurately.
- II. Do most of the routine typing work in the office including typing of enclosures to communications.

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