



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF STENOGRAPHER (BS-15) IN THE PUNJAB CIVIL SECRETARIAT/ S&GAD (CASE NO.09-RC-2019)

Main Responsibilities and tasks:

- i.** Take down dictation of notes and drafts from their Section Officers and type them neatly and accurately;
- ii.** Do most of the routine typing work in their Sections including typing of enclosures to communications. If the enclosures exceed three pages and are not Confidential/Secret these may be sent to the Clerk attached to the Section for typing.
- iii.** Note down scheduled meetings, time limit cases and important cases in the Section Officer's table diary/engagements;
- iv.** Attend to the telephone in the absence of Section Officer and maintain the Section Telephone Registers;
- v.** Be responsible for the proper handling and care of their computers and other office equipment; and
- vi.** Perform the duties of Section Assistant during his temporary absence.

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