

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF STENOGRAPHER(BS-17)

Main Responsibilities and Tasks

- i) To attend the office and to take any kind of dictation from the officer and to transcript the same neatly & correctly and present the same for reading, vetting and signature.
- ii) To look after the file movements and staff attached in the office in the absence of the officer.
- iii) To perform miscellaneous work etc.
- iv) To perform any other duty assigned by the Officer/authority.

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