



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DATA ENTRY OPERATOR (BS-12) IN THE ARCHIVES & LIBRARIES WING, (S&GAD) (CASE NO.17C2020)**

### **Main Responsibilities and Tasks**

- i. Maintain database by entering data.
- ii. Records data by operating data entry equipment, coding information, resolving processing problems.
- iii. Insert account data by in putting text based and numerical information from source documents.
- iv. Apply data program techniques and procedures.
- v. Scan documents and print files when needed.
- vi. To research, compile verify accuracy of provided information to prepare source data for computer entry.
- vii. Ensure proper use of office requirement and address any malfunctions.

Any other duty assigned by the Competent Authority/Any other assignment entrusted by the Competent Authority.

### **Occasional Tasks and Responsibilities**

As per Government instructions issued time to time.

### **Qualities / disposition and interest desirable**

As above.

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