



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DATA ENTRY OPERATOR (BS-12) IN THE POLICE DEPARTMENT, PUNJAB (CASE NO.7G2020)

Main Responsibilities and Tasks

1. He shall:-

Feed data received from filed units or generated in the office for record purpose.

Record data and resolve problems, if any, of processing.

Record data to update records following the codes and standards promulgated by the department.

2. Handling of Punjab Police Departments' IT initiatives related softwares.

3. Typing and drafting.

4. Noting and Letter Writing.

5. Hardware and software handling.

6. Making of Presentations.

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