



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DATA ENTRY OPERATOR (BS-12) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO. 4C2020)

Main Duties:

i.	To enter data as per requirement of the department.
ii.	Key punching of the incoming data to -the information system word processing and spread sheet making.
iii.	Any other assignment given by the authority.

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