



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF RESEARCH ASSISTANT (BS-15) IN THE PUNJAB PUBLIC SERVICE COMMISSION. (Case No. 02C2019)

Main Responsibilities and tasks:

- a) Statistically tabulate, compute and analyze research data.
- b) Organize and classify data and keep statistical record.
- c) Preparation of charts, sketches, figures, print words required in connection with construction of tests.
- d) Assist Junior Psychologists in the discharge of their duties.
- e) Prepare Answer Sheets & Manual Keys of Psychological Tests.
- f) Assist Jr. Psychologists in printing of questionnaires/ Answer sheets and other materials related to Psychological Assessment.
- g) Assist junior Psychologists in scoring and preparation of results.
- h) Recheck/ recount MCQ Answer Sheets and scripts of subjective type test/ competitive examination already checked by Secret Section of Examination Branch and MCQs Answer Sheet manually, processed by Computer Section.
- i) Calculate and combine the norms of psychological tests.
- j) Mark the tallies of data for post-selection analysis.
- k) Perform such functions as may be assigned from time to time.

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