



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF STENOGRAPHER (BS-15) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO.12C2020)

Main Responsibilities and Tasks

<u>Sr. No.</u>	<u>Job Description</u>
1	Take down dictation of notes and drafts from their Officers and type them neatly and accurately.
2	Do most of the routine typing work in their Sections including typing of enclosures to communications.
3	Note down scheduled meetings, time limit cases and important cases in the Officer's table diary.
4	Attend to the telephone in the absence of Officers and maintain the Section Telephone Trunk Call Registers.
5	Be responsible for the proper handling and care of their Typewriters/ Computers.
6	Any other official duty entrusted by the officer concerned.

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