



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DATA BASE ADMINISTRATOR (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (CASE NO.74RM2019)

Main Responsibilities and Tasks:

1. Installing and upgrading the database server and application tools.
2. Allocating system storage and planning future storage requirements for the database system.
3. Modify the database structure, as necessary, from information given by application developers.
4. Enrolling users and maintaining system security.
5. Ensuring compliance with database vendor license agreement.
6. Controlling and monitoring user access to the database.
7. Monitoring and optimizing the performance of the database.
8. Planning for backup and recovery of database system.
9. Maintaining archived data.
10. Any other duty assigned by the higher officers.

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