



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

**JOB DESCRIPTION FOR NINE (09) POSTS OF STENOGRAPHER
(BS-15) ON CONTRACT BASIS FOR THE PERIOD OF 3 YEARS IN
THE OFFICE OF THE COMMISSIONER, SARGODHA DIVISION
(BOARD OF REVENUE, PUNJAB) (34J2023).**

RESPONSIBILITIES AND TASKS

1. To submit files/cases received by him to the concerned officer.
2. After obtaining order thereon pass on files/letters to the dealing sections.
3. To attend visitors who call on the officers.
4. To take dictation and carry out typing and assist the Officer concerned in performance of their duties.
5. To ensure that cases requiring attention of Officer concerned in brought to their notice well in time.
6. To receive and register all the official documents, papers and correspondence including secret and top secret material.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To maintain log books with the help of driver.
2. To maintain secrecy of office.
3. Any other duty assigned to him by seniors.
4. To attend telephone calls and maintain its record.
5. To maintain and update engagements diary.

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