



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

**JOB DESCRIPTION FOR THE POST OF MEDIA MONITORING OFFICER
(BS-16)**

Main Responsibilities and Tasks

1. To monitor the national Urdu / English Satellite TV Channels, Radio programme / Social Media
2. To prepare an abridged summary of various Talk Shows, Reports, Footages and News items.
3. To note down the noticeable tickers relating to the Punjab Government and its departments and the timely dispatch of the same to the higher authorities.

Occasional Tasks and Responsibilities

1. To keep constant liaison with the shift in-charge regarding the important issues discussed on various TV Channels.
2. Any assignment given by the Authority.

-----END OF DOCUMENT-----