



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

JOB DESCRIPTION FOR EIGHT (08 INCLUDING 01 POST RESERVED FOR WOMEN QUOTA) POSTS OF STENOGRAPHER (BS-15) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER/DISTRICT COLLECTOR, RAJANPUR (BOARD OF REVENUE, PUNJAB) (CASE NO. 25RJ2023)

MAIN RESPONSIBILITIES AND TASKS

1. All typing/shorthand work.
2. Duties assigned by his officer Incharge and Appointing Authority.
3. Attend the visitors/applicants smoothly
4. Attend telephone of his Officer Incharge.
5. Keep the personal record of officer intact.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Attend duties with his officer even in field during any emergency duty.
2. Ready to do job even round the clock during exigencies.