



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

JOB DESCRIPTION FOR THE POSTS OF TEN (10 INCLUDING 02 POSTS RESERVED FOR WOMEN QUOTA) POSTS OF STENOGRAPHER (BS-15) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER/DISTRICT COLLECTOR, BAHAWALNAGAR (BOARD OF REVENUE, PUNJAB). (CASE NO. 4J2023).

MAIN RESPONSIBILITIES AND TASKS

1. Taking down dictation of notes and drafts from their Officer Incharge and type them neatly and accurately.
2. Do most of the routine typing work in their Sections including typing of enclosures to communications. If the enclosures exceed three pages and are not Confidential/Secret these may sent to the Clerk attached to the Section for typing.
3. Note down scheduled meetings, time limit cases and important cases in the Officer's Incharge table diary/engagements.
4. Attend to the telephone in the absence of Officer Incharge and maintain the section Telephone Register.
5. Be responsible for the proper handling and care of their computers and other office equipment and
6. Perform the duties of Section/Branch Assistant during his temporary absence.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Any other tasks and responsibilities assigned by the officers/authority.

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