



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 09 POSTS OF STENOGRAPHER (BS-15) **AGAINST 3% SPECIAL PERSONS QUOTA IN THE PUNJAB POLICE** **DEPARTMENT (CASE NO.12-RG/2019)**

Main Responsibilities and Tasks

1. He/She shall:-
 - a. Take down dictation of notes and drafts from the officer and type them neatly and accurately.
 - b. Maintain office record of confidential/other correspondence.
 - c. Do most of the routine typing work in the section including typing of enclosures to communications. If the enclosures exceed three pages and are not confidential/secret these may be sent to the clerk/ typist attached to the section for typing.
 - d. Note down schedule meetings, time limit cases and important cases in the officer table diary.
 - e. Attend the telephone in the absence of officer and maintain the section telephone trunk call registers.
 - f. Be responsible for the proper handling and care of their typewriter/computer etc. and other machinery.
 - g. Make sure to implement the orders of superiors.

Occasional Tasks and Responsibilities

1. He will perform the duties of section Assistant during his temporary absence.

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