



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

**JOB DESCRIPTION FOR SIXTEEN (16 INCLUDING 01 POST RESERVED FOR MINORITY QUOTA AND 02 POSTS RESERVED FOR WOMEN QUOTA) POSTS OF STENOGRAPHER (BS-15) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER /DISTRICT COLLECTOR, HAFIZABAD (BOARD OF REVENUE, PUNJAB) (CASE NO. 2J2024)**

**MAIN RESPONSIBILITIES AND TASKS**

1. He will take dictation for from his senior officer and will prepare note & draft as per dictation and will submit to his senior within the prescribed time.
2. He will be responsible to maintain and update the record pertaining to assignments given to him by his senior officer, in safe custody.
3. He will maintain all confidential record dealing by his senior officer.
4. He will check e-mail of his senior officer (with whom he will perform duty).
5. He will prioritize the case and submit to his senior officers within the due date as per requirement of the case.
6. He will follow up case by putting up reminders for signatures on due dates, if any.
7. He will collect information from concerned agencies/departments.
8. Make oral presentation of any urgent issue/case to his senior officer, if any.
9. He will do such other office work as may be entrusted to him.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

1. Emergency duty during the visit of VVIPs.
2. Emergency duty in District Emergency Control during different festivals.
3. Emergency duty during Wheat Procurement and Flood etc.
4. Duties during different initiatives of Government for General public etc.
5. Other duties assigned by the Government from time to time.

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