



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

JOB DESCRIPTION FOR THE POST OF JUNIOR COMPUTER OPERATOR
CASE NO.19J2024

MAIN RESPONSIBILITIES AND TASKS

He / Shall:-

- a) Feed data received from field units or generated in office for record purpose.
 - b) Maintain database by entering correct and authentic data only.
 - c) Record data by operating data entry equipment, coding information, resolving processing problems.
 - d) Insert application data by in putting text based on numerical information from source documents.
 - e) Apply data program techniques and procedures, accordingly.
 - f) Scan documents and print files when needed.
 - g) To research, compile and verify accuracy of provided information to prepare source data for computer entry.
 - h) Ensure proper use of office requirements and address any malfunctions.
 - i) Record data to update records following the codes and standards promulgated by the department.
- Handling of Transport departments IT initiatives related software.
 - Typing and drafting.
 - Noting and letter Writing.
 - Hardware and software handling.
 - Making of Presentations.
 - Any other duty assigned by the Competent Authority from time to time.

OCCASIONAL TASKS AND RESPONSIBILITIES

As per Government instructions issued from time to time.

QUALITIES/ DISPOSITIONS AND INTEREST DESIRABLE

Above

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