



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 01 POSTS OF DATA ENTRY OPERATOR (BS-12) IN THE ARCHIVES & LIBRARIES WING, (S&GAD) (CASE NO 23C2020)

Main Responsibilities and Tasks

- i. Maintain database by entering data.
- ii. Records data by operating data entry equipment, coding information, resolving processing problems.
- iii. Insert account data by in putting text based and numerical information from source documents.
- iv. Apply data program techniques and procedures.
- v. Scan documents and print files when needed.
- vi. To research, compile verify accuracy of provided information to prepare source data for computer entry.
- vii. Ensure proper use of office requirement and address any malfunctions

Any other duty assigned by the Competent Authority/Any other assignment entrusted by the Competent Authority'

Occasional Tasks and Responsibilities

As per Government instructions issued time to time. .

Qualities / disposition and interest desirable

As above

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