



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF STENOGRAPHER (BS-15) IN THE PUNJAB POLICE DEPARTMENT (CASE NO. 136G2021)**

### **Main Responsibilities and Tasks**

1. He 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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