



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION OF STENOGRAPHER (2J2023)

Main Responsibilities and Tasks

1. Typing and Shorthand Writing
2. Dictation
3. Noting and Drafting
4. Diary & Dispatch of Confidential Dak / Files
5. Any other Task Assigned by the Competent Authority.
- 6.

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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