



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

**JOB DESCRIPTION FOR RECRUITMENT TO TWO (02) POSTS OF
COMPUTER OPERATOR (BS-15) ON REGULAR BASIS IN THE OFFICE
OF DEPUTY COMMISSIONER/DISTRICT COLLECTOR, HAFIZABAD,
(BOARD OF REVENUE (CASE NO. 39J2024)).**

MAIN RESPONSIBILITIES AND TASKS

1. He will be responsible to computerize all assignments for their safety and prompt referencing.
2. He will prepare all reports of his branch as per requirement in Word, Excel or Power Point etc.
3. He will check e-mail of his senior officer under the supervision of Stenographer
4. Any other computer related assignment entrusted to him.
5. He will be responsible for typing work on computer relating to his senior officers.
6. He will be responsible to maintain and update the record pertaining to assignments given to him by his senior officer.
7. He will maintain all confidential record dealing by his senior officer.
8. He will prioritize the case as per requirement.
9. He will follow up case accordingly.
10. He will collect information from concerned agencies/departments relating to him.
11. Make oral presentation of any urgent issue/case to his senior officer.
12. 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.