



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

**JOB DESCRIPTION FOR THE POSTS OF STENOGRAPHER (BS-15)**  
**ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY**  
**COMMISSIONER/DISTRICT COLLECTOR, BAHAWALPUR (BOARD**  
**OF REVENUE, PUNJAB) (CASE NO. 13J2023).**

**MAIN RESPONSIBILITIES AND TASKS**

1. Take down dictation of notes and drafts from the Deputy Commissioner/ Additional Deputy Commissioner/Assistant Commissioners and type them neatly and accurately.
2. Do most of the routine typing work in their sections 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.
3. Note down scheduled meetings, time limit cases and important cases in the Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioner's table diary.
4. Attend to the telephone in the absence of Deputy Commissioner/Additional Deputy Commissioner/Assistant Commissioners maintain the Telephone Trunk Call Registers.
5. Be responsible for the proper handling and care of their typewriters; and
6. Perform the duties of Branch Assistant during his temporary absence.

**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.

-----**End of document**-----