



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE TWO (02) POSTS OF COMPOSER (BS-15) IN THE REGULATIONS WING, S&GAD (CASE NO. 02-RC/2021)

Main Responsibilities and Tasks

1. Official assignment related to MS Office.
2. PCP Technical Focal Person.
3. Power Point Presentation.
4. Updation of Official Website.
5. Handling of Chief Secretary Task Management System.

Occasional Tasks and Responsibilities

1. Updation of Estocde.
2. Assist in Typing Exercise.
3. Assist in IT Related issues.

-----END OF DOCUMENT-----