



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POSTS OF JUNIOR COMPUTER OPERATOR (BS-12) IN THE PUNJAB PUBLIC SERVICE COMMISSION (CASE NO.6C2021)

Duties of the post are as under:

1. Testing the website, analyzing problems by applying online dummy data of applications.
2. Generating report for updating/rectification of data.
3. Typing work for designing of documentations, flow-charts, diagrams and proposals, if any.
4. Apply Archived Log Files to all Standby Database.
5. Manage Synchronized Software installed on Standby Database.
6. Help in the installation of new applications and customizing of old application to enable the user to use it with ease.
7. Help the users to easily connect with the system and provide essential guidance in operation of the system.
8. Prepare documentation of different task as required by DBA.
9. Maintain and provide daily system support.
10. Prepare new computer system for installation.
11. Install operating system and required application software.
12. Check & troubleshoot the system at network LAN/WAN.
13. Install/configure and maintain all other computer equipment on demand.
14. Data entry of PUC's/requests in database.
15. Support Hardware Technician for routine maintenance of operational network.
16. Process data as per requirements like, New Advertisement Data Entry, Call for Interview, Data Block, Disqualified/Debarred, Manual Application (if any), Interview Attendance, PUC's, etc.
17. Data entry in online database to activate online Job Advertised by Commission
18. Facilitate the branches in printing tasks.
19. Perform duties as proctor as per schedule.
20. Prepare noting/drafting and making presentations.
21. Checking of emails received at official email address and reply under guidance of seniors.
22. Update website as and when required i.e. Interview Schedules, Exam Schedules (MCQ, Subjective etc), DMC, Admission letter, Job Description, Written Results, Final Results, Merit list etc.,
23. Responsible for smooth execution of MCQ Bank Software.
24. Assist the seniors pertaining to the computer routines.
25. Responsible for feeding of MCQ Questions/Answers.
26. Generate reports as per requirement.
27. Responsible for cleanliness and safe handling of the computer equipment.
28. Maintain the record/data of Answer Sheet Sub centre wise before processing on OMR scanner.
29. Scan/Process the OMR MCQ Sheets on OMR Abstracts Statements scanner.
30. Remove data anomalies from MCQ sheets and Abstracts Statements.
31. Note the roll numbers of unfilled/not mentioned paper codes and hand over to the Secret Branch.
32. Check and reply emails in a log.
33. Maintain the records of emails in a log.
34. Ensure smooth functioning of Communication & Call Centre especially in the absence of DCA.
35. Keep contract/liaison with the vendor for functioning of intercom facility.
36. All kind of typing work, if any.

37. Send SMS to the applicants as per requirement i.e. Interview, Exams, General SMS, Written Results, DMC, Final Results etc.
38. Provide support/guidance telephonically to the applicants & general public.
39. Shutdown the system properly and in case of any abnormality the same be brought into the notice of reporting officer.
40. Take backup of database etc., as per instruction/requirement.
41. Any other duties assigned by the seniors.

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