



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (DATABASE) (LUMP SUM RS. 75,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (70H2021).

MAIN RESPONSIBILITIES AND TASKS

1. SQL Server Installation, performance tuning and maintenance, space monitoring and management.
2. Monitoring of backup, ensure compliance of SOPs.
3. Queries for ad-hoc reporting, in-house application, dashboards, etc.
4. Schedule and perform regular server maintenance like database index rebuilding, update statistics, etc.
5. Implementation & Testing of high availability scenarios i.e Always ON, Failover clustering setup and maintenance.
6. Fact-finding inquiries/ analysis of data to determine truth or falsity of an allegation/complaint.
7. Develop, manage and test back-up and recovery plans.
8. Ability to work independently with minimal supervision and assistance.
9. Creating, Monitoring and troubleshooting replication.
10. Provision of data on demand basis.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Administrative Ability.
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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