



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

JOB DESCRIPTION FOR TWELVE (12 INCLUDING 01 POSTS RESERVED FOR MINORITY QUOTA AND 02 POSTS RESERVED FOR WOMEN QUOTA) POSTS OF STENOGRAPHER (BS-15) ON REGULAR BASIS IN THE OFFICE OF THE REVENUE DEPARTMENT, DEPUTY COMMISSIONER/DISTRICT COLLECTOR OFFICE, JHELUM (BOARD OF REVENUE, PUNJAB) (CASE NO. 3J2024)

MAIN RESPONSIBILITIES AND TASKS

1. He has to take dictation in shorthand from concerned officer.
2. Typing of dictation material.
3. Noting, Drafting, Filing
4. Maintain Tour Diaries.
5. Arrangement of meetings.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. On the directions of officer concerned.

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