



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SYSTEM ADMINISTRATOR (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (CASE NO.79RM2019)**

### **Main Responsibilities and Tasks:**

1. Responsible all the system/network/inventory in the data center and SS Hospital Lahore.
2. Server's installation, configuration and administration.
3. PESSI website administration.
4. OS Installation.
5. Taking backup on the tape.
6. Responsible for software license and its inventory.
7. Making list of the policies implemented in the domain.
8. Making list of the users in the domain and exchange server.
9. Making user and their administration in the domain.
10. Any other duty assigned by the higher officers.

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