



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DATA CONTROL ASSISTANT (BS-16) IN THE PUNJAB PUBLIC SERVICE COMMISSION S&GAD DEPARTMENT. (CASE NO. 34-RC/2019)**

### **DUTIES/JOB DESCRIPTION OF DATA CONTROL ASSISTANT (BS-16)**

- I. Work under the guidance of the DBA to manage the Database Operational Activities.
- II. Manage and test backup and recovery plans to recover and retrieve the data in emergence.
- III. View status of all instances of Database like production DB, standby DB, and Catalog DB etc.
- IV. Coordinate with the staff to ensure database performance and integrity.
- V. Work in the association of the administrator to help, develop and maintain the database to ensure its availability to the users.
- VI. Install and configure infrastructure and develop environment.
- VII. Process data as per requirement.
- VIII. Supervise junior staff and authenticate data entry related tasks.
- IX. Evaluate the needs of the Branches/Sections and choose the most suitable software, hardware and IT requirement.
- X. Provide assistance to staff and users, solving computer related problems.
- XI. Ensure that all I.T requirements of Branches/Sections are fulfilled.
- XII. Ensure the smooth functioning of all I.T infrastructures such as servers and network connections, besides hardware and software.
- XIII. Ensure security of the physical and virtual components of information Technology.
- XIV. Backup of data/files.
- XV. Coordinate and scheduling work with vendor service providers.
- XVI. Any other duty assigned by the seniors.

**\*\*\*\*\*END OF DOCUMENT\*\*\*\*\***