



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF JUNIOR COMPUTER OPERATOR (BS-12) IN THE PUNJAB PUBLIC SERVICE COMMISSION (CASE NO. 44C2018)

Main Responsibilities and tasks:

- a) To start/ operate computers.
 - b) To feed data/ information to computers.
 - c) To take backup of daily/ weekly data/ programme files and make entries in the Backup Register.
 - d) To check the Edit List. Correct/ Re-feed the data.
 - e) To check/ Compare Data/ Typing/ Composing/ Output Reports with the Programmer/ Junior Computer Operator.
 - f) To receive/ deliver the applications/ lists/ dak etc. from the Enquiry Office.
 - g) To account for all the applications received in the Computer Branch to ensure that no application is misplaced.
2. In addition to computer jobs he will also perform following jobs: -
- a) Diary/ Dispatch of Applications/ Letters.
 - b) Maintenance of all files and correspondence within and outside the Computer Branch.
 - c) Undertake periodically a proper classification, recording, updating, indexing and weeding of files under the guidance of the Programmer.
 - d) Not hand over any document/ application without obtaining proper receipt from the dealing Assistant/ Clerk. He will be held responsible if any application/ document is lost due to his negligence.
 - e) Perform such other official duties as may be assigned by the System Analyst/ Programmer.
3. The jobs will be distributed in a way that on an average half of the total number of Junior Computer Operator would be available exclusively for the entry of applications. The remaining operators will be assigned other duties such as editing of data, backup of files, diary/ dispatch, typing/ composing of letters, reports etc.

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