



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 54 POSTS OF DATA ENTRY OPERATOR (BS-12) IN THE PUNJAB POLICE (SPECIAL BRANCH), PUNJAB (CASE NO. 22RG/2019)

Main Responsibilities and Tasks

1. Prepare source data for entry by opening and sorting mail; verifying and logging receipt of data;
2. Record data and resolve any processing problems.
3. Enter data to update records following the codes and standards promulgated by the department.
4. Review data to ensure accuracy.
5. Remove erroneous information in accordance with established procedures.
6. Protect organization's value by keeping information confidential.
7. Perform special projects / related duties as and when required.

Occasional Tasks and Responsibilities

1. Any other task assigned by the authority

-----END OF DOCUMENT-----