



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF STENOGRAPHER (BS-15) IN THE FINANCE DEPARTMENT / APPELLATE TRIBUNAL OF PUNJAB REVENUE AUTHORITY (CASE NO. 08-RA/2019)

Main Responsibilities and Tasks

Stenographer will perform the following duties:-

1. Take down dictation of notes and drafts from their Reporting / Immediate Officer and type them neatly and accurately;
2. Do most of the routine typing work in their Office including typing of enclosures to communications. If the enclosures exceed three pages and are not Confidential / Secret these may be sent to the clerk / typist attached to the Office for typing;
3. Note down scheduled meetings, time limit cases and important cases in the Reporting / Immediate Officer's table diary;
4. Attend to the telephone in the absence of Reporting / Immediate Officer and maintain the Office Telephone Trunk Call Registers;
5. Be responsible for the proper handling and care of their typewriters / computer equipment's; and
6. Perform the duties of Assistant during his temporary absence.

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