



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (I.T) (BS-17) IN OFFICE OF THE OMBUDSPERSON PUNJAB, S&GAD (CASE NO. 31C2019)**

### **Main Responsibilities and tasks:**

1. Preparation of official databases, sifting, retrieval.
2. Maintenance of online application system.
3. To assist officers in IT relevant issues.
4. Maintenance of Department's IT related activities, updating the events, profiling of officers.
5. Maintenance of office android application.
6. Preparing and installing network softwares.
7. Any other IT duties assigned.

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