

## **ABSTRACT**

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### **WORK ACTIVITIES OF BADAN KEPEGAWAIAN PENDIDIKAN DAN PELATIHAN AT TANGERANG SELATAN CITY IN THE PENDAYAGUNAAN SECTION**

*While carrying out Badan Kepegawaian Pendidikan & Pelatihan (BKPP) of South Tangerang City, work practices in the field of empowerment, in practical professional work activities as well as participating and directly involved in the preparation of civil servants in South Tangerang City, compiling and inputting files, assisting staff preparation and preparing test place.*

**Keywords:** *recruitment, preparation , drafting*