

MULTI TASKING STAFF

1. Physical Maintenance of records in the premises.
2. General Cleanliness and upkeep of the Section / Unit.
3. Carry messages, papers, registers, files, circulars, bags etc., from one place to another inside the office or outside as the case may be.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section / Unit.
6. Assisting in routine work like diary, dispatch etc. including on computer.
7. Opening and closing of rooms.
8. Driving of Vehicles, if in possession of valid driving license
9. Any other work assigned by the superior authority.
10. Helping the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels
11. Accept inward letters and dispatch outward letters
12. Doing typing work whenever required
13. Carrying files and papers, delivering couriers, running errands, and assisting higher level staff