

Scope of Work and Job Description for Data Entry Operator (5 Nos)

1. The DEO should assist the Accounts & Establishment section in day to day works.
2. Assisting in preparation of salary, Scrutinizing & processing of bills (Staff personal claims etc.).
3. Assisting DDO/Accountant in preparation of pension cases of officials.
4. Assisting DDO/Accountant in preparation and uploading online works/ GST returns etc.
5. He/She should be well familiar in computer operation. He/She Should be punctual in attendance as per the timing of this office and leave intimation should be given in advance.
6. Replacement should be provided within 2 days, if not satisfied with the DEO supplied
7. Absolute confidentiality should be maintained and office document of any kind should not be shared with outsiders/ Firms/ Agencies without approval of this office.
8. Duty hours for DEO will be from **8.30hrs to 17.30hrs** on all the working days (Except Saturdays, Sundays & Holidays).
9. Any other work assigned by the supervising authority from time to time.

Scope of Work for Unskilled Manpower at DDK Sri Vijaya Puram (04 Nos.)

1. The unskilled Manpower (MTS) supplied by the firm should perform office assistant job and do the duties assigned by the concern section heads.

The job includes: -

- a) Sweeping, mopping, cleaning toilets & bathrooms and grass cutting around the office premises.
- b) Dusting and cleaning of tables, chair, computers & other equipment's.
- c) The manpower will be deployed at DDK Guest House & DDK Staff Quarters.
- d) The deployed staff should attend duties as per the requirement of organization.
- e) The Unskilled Manpower (MTS) supplied by the firm should be punctual.
- f) The Unskilled Manpower (MTS) must carry out the work assigned to them with in time frame and must maintain discipline during their duty hours.
- g) Any other work assigned by the supervising authority from time to time.

Scope of Work for Unskilled Manpower at LPT Car Nicobar (01 Nos.)

1. The unskilled Manpower (MTS) supplied by the firm should perform office assistant job and do the duties assigned by the concern section heads.

The job includes

- a) Sweeping, mopping, cleaning toilets & bathrooms and grass cutting around the office premises.
- b) Dusting and cleaning of tables, chair, computers & other equipment's.
2. The deployed staff should attend duties as per the requirement of organization.
3. The Unskilled Manpower (MTS) supplied by the firm should be punctual.
4. The Unskilled Manpower (MTS) must carry out the work assigned to them with in time frame and must maintain discipline during their duty hours.
5. Any other work assigned by the supervising authority from time to time.

Scope of Work for VLPT Caretakers

- 1) To carry out the necessary cleaning work by keeping the equipment's & Battery room in a dust free environment
- 2) To keep the working area of premises around tower base, dish antenna, solar panels free of wild growth
- 3) To make daily visits to VLPT and monitor the programme and general working condition
- 4) To keep regular contact with supervising authority of DDK Sri Vijayapuram and to keep him informed of any visible abnormality of the equipment's
- 5) Any other work assigned by the supervising authority from time to time

The agency has to provide VLPT Care takers in different places of Andaman& Nicobar Islands as per the list given below

1. Swaraj Dweep (Havelock)
2. Shaheed Dweep (Neil Island)
3. Diglipur
4. Kalighat
5. Mayabunder
6. Hari Nagar
7. Rangat
8. Kadamtala
9. Long Island
10. Baratang
11. Radha Nagar
12. Hutbay
13. Ramakrishna Pur
14. Katchal
15. Nancowry
16. Campbell Bay
17. Joginder Nagar
18. Chowra
19. Terassa

The duty Hours will be 5Hrs a day and for 5days a week excluding Saturdays & Sundays. For VLPT Caretakers

The actual payment will be made as per the Number of persons hired and No. of working days for the particular month.