

PRASAR BHARATI
(India's Public Service Broadcaster)
Akashvani: Kotputli
directorairkotputli@gmail.com

Terms & Conditions for Deployment of Multi-Tasking Staff (MTS)

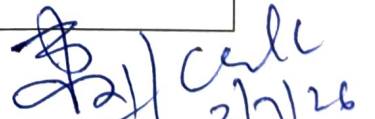
Air/Ktp/Fm/Bid/Mts/1296

Dated: 02.07.2026

Scope of Work

Manpower Outsourcing Service

Sr. No.	Details	No.	Location	Nature of Work
01	Multi-Tasking Staff (MTS)	01	Akashvani, Kotputli	1. Cleaning and upkeep of office premises, rooms, corridors, washrooms and surrounding areas. 2. Carrying files, records, office equipment and other materials within the office. 3. Collection, dispatch and distribution of dak, letters, files and official documents. 4. Assisting in photocopying, scanning, binding, filing and movement of office records. 6. Assisting in shifting, loading and unloading of office furniture, equipment and stores. 7. Serving drinking water, tea and refreshments during official meetings whenever required. 8. Assisting officers and staff in day-to-day office work and any other non-clerical duties assigned by the Officer-in-Charge. 9. Ensuring cleanliness and proper upkeep of office furniture, fixtures and common areas. 10. Any other Multi-Tasking/Office Support work assigned by the Competent Authority from time to time.


(Dinesh Kumar Patva),
3/7/26

**Programme Head/Programme Executive,
Akashvani, Kotputli**