

JOB DESCRIPTION/ SCOPE OF WORK FOR W&W STAFF
AT
DOORDARSHAN, VIJAYAWADA

Brief Description of Duties:

1. Maintaining cleaning in the campus, building, office rooms, and toilets throughout the day.
2. Office works like files carrying, Xerox, dispatch, dairying
3. Serving of Tea/Coffee, Snacks to the Officers and guests to the Kendra.
4. Cleaning of the plates/vessels/flasks/cups etc
5. Guest house house keeping and work as caretaker.
6. Switching On/Off the lights/street lights etc and maintain the Campus neat and clean and protect from wild animals/insects and wild growth.
7. All swatcha bharat works in Office and staff quarters
8. Any other work assigned by the Management from time to time

Sd/-
Doordarshan, Vijayawada
Dt.23/10/24

JOB DESCRIPTION/ SCOPE OF WORK FOR DEOs
AT
DOORDARSHAN, VIJAYAWADA

Brief Description of Duties:

1. Admin/Budget/Accounts matters.
2. All Establishment matters
3. All Banking/GST/Income tax matters.
4. Technical Stores matters
5. Auctioning/Tendering matters.
6. Reports preparation
7. Any other work assigned by the Office.

Sd/-
Doordarshan, Vijayawada
Dt.23/10/24