

No. ADG(E)(NEZ)/17(2)/2026-27/AC

SCOPE OF WORK

सहायक निदेशक (भा.रा.) / Assistant Director (O.L.)
कृते कार्यालय अध्यक्ष / For Head of Office
अपर महानिदेशक, का कार्यालय (क्षे.पू.उ.) / स एव प्र.प्र.प्र. महादप
O/o the Addl.Dir.Genl. (A & BO) Guwahati



प्रसारभारती PRASAR BHARATI
(भारतकालोकसेवाप्रसारक INDIA'S PUBLIC SERVICE BROADCASTER)
अपरमहानिदेशक(अभियांत्रिकी)(पूर्वोत्तरक्षेत्र)का कार्यालय,
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (E) (NEZ)
आकाशवाणी एवं दूरदर्शन ALL INDIA RADIO AND DOORDARSHAN
दूरदर्शनसंकुल, आर.जी.बरुआमार्ग, गुवाहाटी- 781 024
DOORDARSHAN COMPLEX, R.G.B. ROAD, GUWAHATI - 781024



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Date: 17-07-2026

JOB DESCRIPTION OF DATA ENTRY OPERATOR (SKILLED).

1. For Assistance in Salary /Accounts matter / PFMS and e-salary module.
2. For Assistance in General Correspondence , Computer Work , Uploading data and upkeep of records at various section in this office.

(Signature) 17/07/26
(Sudhata Dey)
Assistant Director (OL)
For Addl. Director General (A & BO)(NEZ)
SUDHATA DEY
सहायक निदेशक (रा.बी.)/Asstt. Dir.(O.L.)
सामान्य प्रशासन
General Administration
अपर महानिदेशक (प्र. एवं बी. ओ.) (उ.पू.क्षेत्र) का कार्यालय
O/o the Addl. Dir. Genl.(A & BO)(NEZ)
गुवाहाटी / Guwahati



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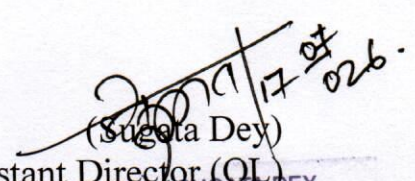


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JOB DESCRIPTION FOR MTS

1. For General Cleanliness and upkeep of the section.
2. Regular duster/cleaning of office furniture (table, chair, sofa etc), computers, telephones, almirahs, filing cabinets.
3. Carrying of files & other papers within the building.
4. Photo copying and other official assistance.
5. Any other work assigned by the superior authority.


(Sugata Dey)
Assistant Director (OL)
For Addl. Director General (A & BO)(NEZ)
सुगता देव SUGATA DEY
अपर महानिदेशक (प्र एवं बी ओ) (उप क्षेत्र) का कार्यालय (O.L.)
सामान्य प्रशासन
General Administration
अपर महानिदेशक (प्र एवं बी ओ) (उप क्षेत्र) का कार्यालय
O/o the Addl. Dir. Genl.(A & BO)(NEZ)
गुवाहाटी / Guwahati