

SCOPE OF WORK FOR MULTI TASKING STAFF (MTS) - UNSKILLED

Duties and responsibility of Multi-Tasking Staff are as follows: -

1. Should be able to perform duties of cleanliness of rooms, dusting of furniture and work area/ desk.
2. Should physically maintain the records of the assigned Section.
3. Beside above all he/ she shall carry out the all-other related jobs as and when directed/ assigned by the management.
4. Physical movement of files, documents as well as store items, furniture, cupboard etc within the building.
5. Distribution / receipt of office documents, managing filing system, binding, photocopying, sending of FAX etc.
6. Collection and distribution of mail as well as delivering of dak (Inside & outside the building).
7. Working hours are from 1000 hrs to 1730 hrs. However, flexibility of working hours as per requirement are to be met and scheduled as per number of working days in a week.
8. If required and work warrants, the MTS are to work on holidays/ Sunday or beyond normal working hours.
9. The MTS are expected to dress neatly with formal clothes and shoes matching the outfit.
10. MTS should take full responsibility of any other work assigned by the superior authority.
11. They should also take care of other non-clerical work in Section/Unit.
12. Maintenance & cleanliness of open Lawn/ground/garden etc. cutting of wild grass/bushes.