

DUTIES ALLOCATED TO MULTI TASKING STAFF OF **OFFICE**

- To maintain records of the office in Physical form.
- To upkeep general cleanliness of the office.
- To carry messages, papers, registers, files, circulars, bags etc., from one place to another inside office or outside as the case may be.
- To carry out non-clerical work, photocopy, etc. in the college.
- To assist in routine office work like inward-outward, dispatch, etc., including on Computer.
- To open, to do cleaning of rooms, dusting of furniture, close the rooms.
- To take up driving of vehicles, if in possession of valid driving license.
- To open office rooms/ class rooms etc. in the morning, open their windows and switch on fans and lights and close/switch off the same, when not required.
- To do the work of opening, pasting, sorting, arranging papers and circulars in accordance with instructions of the higher authorities.
- To do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
- To carry out any other work of similar nature which the Higher Authorities may instruct.

- To dispatch letters including letters by hand delivery.
- To assist the clerk in charge to issue T.Y.B.A/B.Sc. exam blank forms, arrange the forms in an ascending order.
- To issue Identity cards, fee challans to students during admission.
- To undertake typing work whenever required.
- To accept inward letters and dispatch outward letters whenever required.
- To arrange chairs, tablecloth, crockery, etc. during meetings.
- To issue stationery to the departments as directed by HC
- To locate documents in old files, records as and when required by Principal and other higher authorities.
- To distribute letters and obtain signature from the teaching / Administrative staff marked by Principal.
- Any other work assigned by Principal, Vice – Principal, Head Clerk.
- Any work outside the college premises should be carried out between 11.30 a.m. to 1.00 p.m. and if required by the higher authority in the afternoon. Biometric and movement register should be signed before leaving and arrival with the timings.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the Higher Authorities or Principal.

MULTI TASKING STAFF IN PRINCIPALS OFFICE

- To look after all the work related to Principal, maintenance of cabin and any other work as assigned by Principal.
- To assist steno for dispatch of call letters of interviews.
- To assist steno for filing the papers and taking out the files whenever required and also maintenance of files.
- To take photocopies as and when required by Principal, Vice – Principal and HC.
- He/ She should attend office work whenever required by the Head Clerk.
- He/ She shall serve tea/drinking water to visitors, whenever required.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the Higher Authorities or Principal.