

## **DUTIES OF MULTI-TASKING STAFF AT IIPS, MUMBAI**

1. Physical Maintenance of records of the Section i.e, some office related work like typing documents on computer, stock verification, document filing etc.,
2. General cleanliness & upkeep of the section/unit
3. Carrying of files and other papers within the building
4. Photocopying, making sets, stapling, spiral bindings, sending of FAX etc.,
5. Other non-clerical work in the section/unit
6. Assisting in routine office work like diary, dispatch,( including on computer entries) etc.
7. Delivering of dak inside and outside of Institute and bank transactions
8. Watch & ward duties
9. Opening & closing of rooms, windows, machineries etc.,
10. Cleaning of rooms in all buildings & campus of the Institute at Nerul & Deonar campus
11. Dusting & shifting of furniture etc.,
12. Cleaning of building, fixtures etc.,
13. Work related to his/her ITI qualifications if it exists like electric, plumbing etc.,
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of open area including parks, lawns, potted plants etc., within the premises of the Institute
16. Some office related work in all respects as per the needs of the institute like LCD Projector, Computer, OHP, Audio-Video system as required in class-room, Seminar, Conference/Convocation Hall etc., & all other events inside the institute and other venues where the events would be held.
17. All persons should have to work in- all sections of the Institute like., Admn/Academic/Accounts/Store/EM/Hostel/Library etc.,
18. Book shelving, labeling and rubber stamping on books.
19. Water supply to the Institute building and maintenance of water pump
20. Look after duties at Hostel, Guest House, dining hall and to attend the guests.
21. Attend Medical Officer at Institute clinic as well as provide medical assistance to the patient (Staff/Students)
22. Any other work assigned by the superior authority.

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