

(i) Private Secretary, Personal Assistant and Stenographer Grade 'D':

a. taking dictation/transcribing, handling telephone calls, receiving visitors, tour programme/travel arrangements, maintaining the papers required to be retained by the officer and maintaining engagement diary, etc.

b. Handling confidential and secret letters/dak/files, handling parliamentary work, security of information, facilitating meetings/conferences.

(ii) Assistant Section Officer/ Senior Secretariat Assistant:

He/she works as Dealing Officer under the supervision of the Section Officer. Each Dealing Officer is allocated subjects out of the subject areas allocated to the Section and he/she is expected to deal with all matters allocated or any other work assigned to him/her from time to time.

(iii) Junior Secretariat Assistant:

Provides miscellaneous support to the Section /Unit /Desk in carrying out day to day work like photocopying /record handling and maintenance, registration of Dak, marking / sending Receipts / files and other associated tasks or any other work assigned from time to time. He/she may be assigned case work of repetitive nature.

(iv) Multi-Tasking Staff (MTS):

Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc. are now designated as MTS. An illustrative (but not exhaustive) list of duties of MTS are:

(i) Physical maintenance of records of Section.

(ii) General cleanliness & upkeep of the Section/Unit.

(iii) Carrying of files & other papers within the building.

(iv) Photocopying, sending of FAX etc.

(v) Other non-clerical work in the Sections/Unit.

(vi) Assisting in routine office work like diary, dispatch etc. including on computer.

(vii) Delivering of Dak (inside & outside the building)

(viii) Watch & ward duties.

(ix) Opening & closing of rooms.

(x) Cleaning of rooms.

(xi) Dusting of furniture etc.

(xii) Cleaning of building, fixture etc.

(xiii) Work related to his ITI qualification, if it exists.

(xiv) Driving of vehicles, if in possession of valid driving license.

(xv) Upkeep of parks, lawns, potted plants etc.

(xvi) Any other work assigned by superior authority