

Sanitary Inspector

1. To look after the sanitation work in the campus
2. Supervision of Sweepers.
3. Any other work that may be assigned from time to time by his superiors.

Nurse

1. Nursing and taking care of patients.
2. Any other duties that may be assigned to her from time to time by his superiors.

Jr. Asstt. cum Typist

1. To do diary, dispatch and typing;
2. To submit diary regularly and to maintain registers/lists of files/movement register, etc;
3. To keep and maintain files/correspondence and do such other clerical/caretaking work as may be assigned to him;
4. To perform such other duties as may be assigned to him from time to time.

Guest House Keeper

1. To look after the maintenance of Guest House and supervise of work of others staff posted there.
2. To maintain reservation charts of various rooms and to allot accommodations to Guests in accordance to with the rules.
3. To look after facilities/comforts of the guest
4. To realize charged from guest and maintenance of proper account and record
5. To perform other duties as may be assigned to the University authorities

Electrician

1. To look after and maintenance of Electrical fittings and installation
2. Any other duties that may be assigned to him from time to time by his superiors.

Wireman

1. To see the electricity wiring and other works like Heaters, Lighting, fans, repairs etc.

2. Any other duties that may be assigned to him from time to time by his superiors.

Meter Reader

1. To take reading of electrical and water meters and to maintain relevant record.
2. Collection of necessary details for preparation of Bills;
3. Any other duties that may be assigned to him from time to time by his superiors.

Pump Operator

To operate pumps

Welder-cum-Blacksmith

Welding and Blacksmithy work

Mason

1. To do masonry work
2. Any other duty that may be assigned to him from time to time

Carpenter

1. Carpentry
2. Any other duties that may be assigned to him from time to time by his superiors.

Plumber

1. To install water tape and water fittings
2. Any other duties that may be assigned to him from time to time by his superiors.

Storekeeper

1. To receive and distribute stores;
2. To check up stores ensuring that these are received according to the specifications/samples approved and that the brands are genuine as indicated in the supply order;
3. To send written requisitions to the Section for replenishing stocks as soon as stores fall short of the minimum balance;
4. To maintain stores and stock registers upto date;
5. To pass bills; maintain inventory of nonconsumable stocks and registers;

6. To furnish all the required information about stores as and when asked for;
7. To check and physically verify the stores periodically and
8. To perform such other duties as may be assigned to him from time to time.

Caretakers

1. To do the caretaking of buildings;
2. To supervise and ensure cleanliness of class rooms, teachers' rooms, bathrooms, lavatories, corridors, approach roads, etc;
3. To make physical arrangements for meetings, seminars, public lectures, etc;
4. To look after water supply and electricity;
5. To supervise the work of such class IV Staff members (peons, chowkidars, sweepers, farashes, etc.) as are assigned to him;
6. To maintain an inventory of furniture, equipment, fittings, etc, and to take prompt action to remove defects and arrange their replacements;
7. To undertake periodically physical verification of the equipment furniture, etc;
8. To be responsible for handing over/taking over of building;
9. To perform such other duties as may be assigned to him from time to time.

Enquiry Clerk

To record complaints received for maintenance of building, water supply and sanitary and elect. Installations, to distribute the same among workers and to record action taken on such complaints.

Telephone Operator

1. To attend the calls on the PABX Board.
2. To maintain the records of trunkcalls/phonograms.
3. To issue receipts for the amount received from the students for personal calls and deposit the same with the Office Incharge.
4. To take prompt action to have the defects in PABX Board extensions removed.

Driver

1. The Driver shall be personally responsible for the proper maintenance of the vehicle. Any defect in the vehicle which might result in break down or major repairs or expensive consumption of petrol or damage occurred to the vehicle shall be immediately reported to the vehicle supervisor/Controlling Officer for immediate rectification/further action.
2. The staff cars shall be plied with duties slips issued by the Assistant (incharge of bookings) or under the specific orders of the Controlling

Officer and the Driver will ensure that the duties assigned to them are completed to the satisfaction of all concerned.

3. Entries in the log Book shall be got made and signed (in ink) by the Officer using the vehicle immediately on completion of journey.
4. Whenever the University work is suddenly suspended the Drivers shall perform the duties already assigned to them unless these are cancelled and they receive intimation in this behalf.
5. The Drivers shall not take the vehicle to their residence after their duty hours. Those drivers who are staying on the Campus can however take the vehicles to their residence only on such occasions when their duty terminates after midnight or when they are required to report for duty to pick up or drop a person before 7.00am on the next day.
6. The staff cars/vehicles shall be parked in their respective garages.
7. If the Driver (under the control of the Estate Branch) finishes duty after office hours, he will ascertain from the Chowkidar posted outside the Admn. Block, whether he has been put on any other duty (other drivers will ascertain details of their duties after office hours from the Chowkidar or any other source to be specified by the respective Controlling Officers).
8. During office hours when Drivers have no bookings, they should sit in the room allotted to them for the purpose. They are advised not to play cards when they have no duty.
9. The Drivers shall be responsible for the safe custody and proper maintenance of the Log Book till the time he hands it over to another Driver along with the vehicle.
10. The Driver will keep their requisite tools with him so that he can himself remove less complicated faults in the vehicles.
11. The Drivers will be required to drive the vehicles according to traffic rules and will themselves be responsible if they are challenged for violating traffic rules.

Dispatch Rider

1. To deliver communications within and outside the University.
2. To keep record of the petrol consumed /mileage covered.
3. To keep the vehicle in a working condition as well as clean and tidy.
4. To maintain properly the log book and get the same verified from the controlling officer regularly.
5. To attend the office and to deliver urgent communications by travelling by bus or vehicle other transport as may be allowed, when the vehicle is out of order.
6. To perform such other duties as may be assigned to him from time to time.

Gestetner Operator

1. To operate duplicating machines.

2. To make sets of the cyclostyled papers and arrange for their delivery to the concerned sections.
3. To keep record of the paper consumed, and to avoid its wastage.
4. To keep the machine in a working condition, clean and tidy and to get it repaired expeditiously as and when it goes out of order
5. To perform such other duties that may be assigned to him from time to time by his superiors.

Xerox Operator

Xeroxing of material required for research purposes by the faculty and for the University press.

Daftries

1. To attach and bind files after pagination;
2. To paste vouchers etc;
3. To keep record of old files, etc.
4. Whenever it is noticed that papers kept in files are in a torn condition or are likely to come out of the files, to arrange them properly;
5. In sections where there is no justification for the post of a full time peon, to help them in disposing of the work which is normally done by a peon;
6. To prepare envelopes for dispatching letters;
7. To perform such other duties as may be assigned to him from time to time.

Peons/Messengers

1. To take charge of the movement of official papers/dak within and outside the University;
2. To clean tables/rack, chairs etc. and to fetch drinking water etc., required by the staff;
3. To help in keeping files/office record in a tidy condition;
4. To render assistance for all kinds of dispatch work;
5. To lock and open rooms;
6. To perform such other duties as may be assigned to him from time to time.

Mali/Grounds man

1. To do gardening and maintain play grounds;
2. To maintain lawns in a tidy conditions;
3. To perform such other duties as may be assigned to him from time to time.

Farashes

1. To keep rooms and furniture, windows panes, etc. in a clean and tidy condition; and to fetch drinking water, etc. for the staff;

2. To open and lock rooms;
3. To take charge of the movement of official papers/dak within and outside the University;
4. To help the section in keeping official record in a tidy condition;
5. To perform such other duties as may be assigned to him from time to time.

Security Guard

1. Watch and Ward
2. Ensure that no property belonging to the University is removed by unauthorised person
3. Custody of the keys of the rooms of various buildings.
4. Check the entry of unauthorised person
5. To remove stray cattle from the campus area.
6. Patrol of buildings and other installations.
7. Report cases of theft sabotage or fire to security offices/authorities at once.
8. Any other duties that may be assigned to him from time to time by his superiors.

Sweeper/Sanitary Guide

1. To keeping buildings, roads, lavatories etc., swept neat and clean;
2. To make economical use of cleaning materials;
3. To bring to the notice of the Sanitary Inspector the place (not allotted to him) where insanitary conditions are noticed by him;
4. To deposit garbage etc., at the appropriate place;
5. Whenever required to supervise the work of sweepers;
6. To perform such other duties as may be assigned to him from time to time.

Sewer man

1. To clean sewers
2. Any other duties that may assigned to him from time to time by his superiors

Khalasi

1. To help the Tech. Staff in the official work
2. Any other duties that may be assigned to him from time to time by his superiors

Helper (Bus)

1. To clean vehicles and to keep them in a tidy condition;
2. To charge bus fare, if any, and to deposit it with the University in time;

3. To make journey of passengers comfortable and safe by rendering them all possible help;
4. To perform such other duties as may be assigned to him from time to time.

Janitors

1. To keep books/shelves in proper and in a clean and tidy condition;
2. To exercise checks at the Library Counters;
3. To perform such other duties as may be assigned to him from time to time.

Proof Reader

To go through proofs and help the Editor of Publications in seeing the publication through the press

Draftsman

1. To draw maps and prepare charts
2. Any other duties that may be assigned to him from time to time by his superior.

Machinman

To help the Technical Assistant in carrying out the printing assignments

Mender/Binder

1. Stapling, Stitching and Binding work.
2. Paper and leather Binding
3. Any other duties that may be assigned to him from time to time by his superiors.

Sr. Technical Assistant

To look after and assist in Labs., in workshop, to set up to maintain minor repairs to lab. And other appliances assist in research work.

Sr. Technical Assistant (Computer)

Programming: Systems Programming, Application programming including Business Programming, Sorting, etc.

Technical Assistant (School of Social Sciences)

To assistant research Scholars/faculty members in their laboratory and research work.

Technical Assistant (Computer)

Preparation of statistical programmes, Business Data processing and Maintenance of Computer.

Technical Assistant (Press)

To look after the printing jobs assigned to the press.

Technical Assistant (SLS)

To look after the Lab. To do repairs and to render assistance in research work. Demonstration of equipment etc.

Technical Assistant (Health Centre)

To carry out various clinical tests, to maintain Lab. Equipment and to do minor repairs; to perform other duties as may be assigned by the Medical Officer

Sr. Lab. Assistants

1. Responsible for Lab. Equipment, repairs and replacement.
2. To assist in classroom or lab. Demonstrations.

Sr. Lab. Attendants

To assist students/teachers in laboratory work and to do other routine jobs as assigned by the Incharge of Laboratory from time to time.

Lab. Attendants

To assist students/teachers in laboratory work and to do other routine jobs as assigned by the Incharge of Laboratory from time to time.

Proof Reader (SIS)

To go through proofs and help the Editor of Publication (SIS) in seeing the publications through the press.

Pharmacist

1. Preparation and distribution of Medicine to the patients
2. Any other duties that may be assigned to him from time to time by superiors.

Research Assistant

To assist in the research programme of the centre and etc. faculty.

Archivist

To handle archival collection independently and able to do research and editorial work

Assistant Archivist

To work under the guidance and supervision of the Director, for doing the research, editorial and archival work connected with the archives of contemporary History of India.

Preservation Assistant

Preservation of records

Animal Attendant

1. To clean animal house
2. Care of the animals

Technician 'A'

1. To assist in Lab/Workshop
2. To be able to handle tools and equipments etc.

Lift Operator

Operation and maintenance of lift etc.

Anti Malaria Worker

1. To spray insecticides in mosquitoes infected areas.
2. Any other duty as may be assigned by his superiors.

A. C. Operator

1. Maintenance and running of centrally packaged Air Conditioners, Water Coolers and Refrigerators.
2. Any other duties that may be assigned to him by his superiors from time to time.

Head Electrician

1. To supervise, instruct and guide electrician wireman and all other electrical staff of installations maintenance and operations of electrical installations.
2. He shall attend to all complicated nature of work viz setting and adjusting of controls for all types of LT&HT switches and generating sets, etc.

Senior Library Attendant

As assigned by the Librarian from time to time

Library Attendant

As assigned by the Librarian from time to time

Telephone Attendant cum Wireman

To supervise the maintenance of internal telephone system and to look after telephone work etc.

Animal Attendant

To clean Animal House care of the Animals

Tennis Marker

Tennis Marking

Recanner

Recanning of chairs, polishing furnitures.

Despatch Clerk

1. To receive dak, to do dairy and dispatch work.
2. To keep the record of postal dak sent through the Franking Machines, etc.
3. To submit dairy regularly and to maintain registers/lists of files/movement register, etc.
4. To keep and maintain files/correspondence and do such other dispatch work as may be assigned to him
5. To perform such other duties as may be assigned time to time