

**Security Assistant**

1	To perform duty as shift Incharge.
2	To supervise the work of security guards and security havildars
3	To check the security posts and deployment of security guards at various security points
4	To assist the security officer in collecting informations regarding security/law and order problems.
5	To report matters to the police as per directions of authorities.
6	To carry out patrolling and checking duties during day and night.
7	To investigate minor cases of thefts etc. as assigned by security officer
8	To get remove the stray cattle from the campus.
9	To perform desk work as and when required.
10	Any other duties that may be assigned to him from time to time by his superiors