

Terms of Reference

Position: **Multi Tasking Staff (MTS)**
Office:- Excellence Enhancement Centre
Location: New Delhi
No. of Posts: 1 post

Responsibilities:

- ❖ provide support to the office administrative functions, which include undertaking messenger tasks, clerical duties, purchasing office supplies, paying bills, photocopying, banking duties etc.
- ❖ ensure that all office equipment (e.g., photocopy and fax machines) is in good working order. Any technical problems with the equipment should be reported to the Joint Director immediately; and
- ❖ work under the general supervision of the Joint Director

Required Qualification:

A Middle class pass or its equivalent qualification.

Period of Contract:

* The initial period of contract shall be for 2 years and may be extended on satisfactory performance

Notice period:

The contract can be terminated by either side by giving a one month notice.

Remuneration:

Rs 15,000 per month(fixed)