

VACANCY NOTIFICATION

Employer:	National Sugar Institute
Level of Post:	Group-C, Non- Gazetted
Name of the Post:	Multi-Tasking Staff (MTS)
Salary range per month	Level-2 of Pay Matrix
<u>Qualification</u> *	Essential: Matriculation from a recognized Board or equivalent OR ITI Pass
Place of Initial Posting	Kanpur U.P
Nature of Duties & Responsibilities	(a) Physical Maintenance of records of the Section. (b) General cleanliness & upkeep of the Section/Unit. (c) Carrying of files & other papers within the building. (d) Photocopying, sending of FAX etc. (e) Other non-clerical work in the Section/Unit. (f) Assisting in routine office work like diary, dispatch etc, including on computer. (g) Delivering of dak (outside the building). (h) Watch & ward duties. (i) Opening & closing of rooms. (j) Cleaning of rooms. (k) Dusting of furniture etc. (l) Cleaning of building, fixtures etc. (m) Work related to his ITI qualifications, if it exists. (n) Driving of vehicles, if in possession of valid driving licence. (o) Upkeep of parks, lawns, potted plants etc. (p) Any other work assigned by the superior authority.
Age Range (in years).	Not exceeding 25 years. (Relaxable in accordance with the instructions or order issued by the Central Government).
No of vacancies	ST-01, UR-01
Additional Benefits offered:	-
Last date to received names:	12 Jan 2023.
Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.	
Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.	