

JOB PROFILE

DUTIES & RESPONSIBILITIES OF VARIOUS POSTS IN THE OFFICE OF H.P. PUBLIC SERVICE COMMISSION

HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION
NIGAM VIHAR, SHIMLA-2.

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INTRODUCTION TO ORGANIZATION

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Constitutional Provisions

The State Public Service Commission has been established under Article 315 of the Constitution of India. The Commission consists of a Chairman and three Members.

The terms and conditions of service of Chairman and Members of the Commission are governed by the Himachal Pradesh Public Service Commission (Members) Regulations, 1974.

The Commission is serviced by a Secretariat headed by a Secretary, who shall be member of the Indian Administrative Services with one Additional/ Joint/ Deputy Secretary of HPAS cadre and other supporting staff.

The Himachal Pradesh Public Service Commission has been entrusted with the following duties and role under Article 320 of the Constitution of India:

1. Recruitment to services & posts under the State through conduct of competitive examinations;
2. Recruitment to services & posts under the State Government by Selection through Interviews;
3. Advising on the suitability of officers for appointment on promotion as well as transfer-on-deputation;
4. Advising the Government on all matters relating to methods of Recruitment to various services and posts;
5. Disciplinary cases relating to different civil services; and
6. Miscellaneous matters relating to grant of extra ordinary pensions, reimbursement of legal expenses etc.

The major role played by the Commission is to select persons to man the various State Administrative Services and Posts and the H.P. Judicial Services & State Accounts Services.

COMPOSITION OF THE COMMISSION.

The Commission consists of Chairman and three Members. The current composition of the Commission is as under :-

Hon'ble Chairman	
Maj. Gen. (Retd.) C.M. Sharma	
Hon'ble Members	
1. Brig. L.S. Thakur (Retd.)	2. Dr. D.C. Katoch,
3. Prof. J.C. Sharma	
Secretary	
Smt. Anita Tegta, IAS	

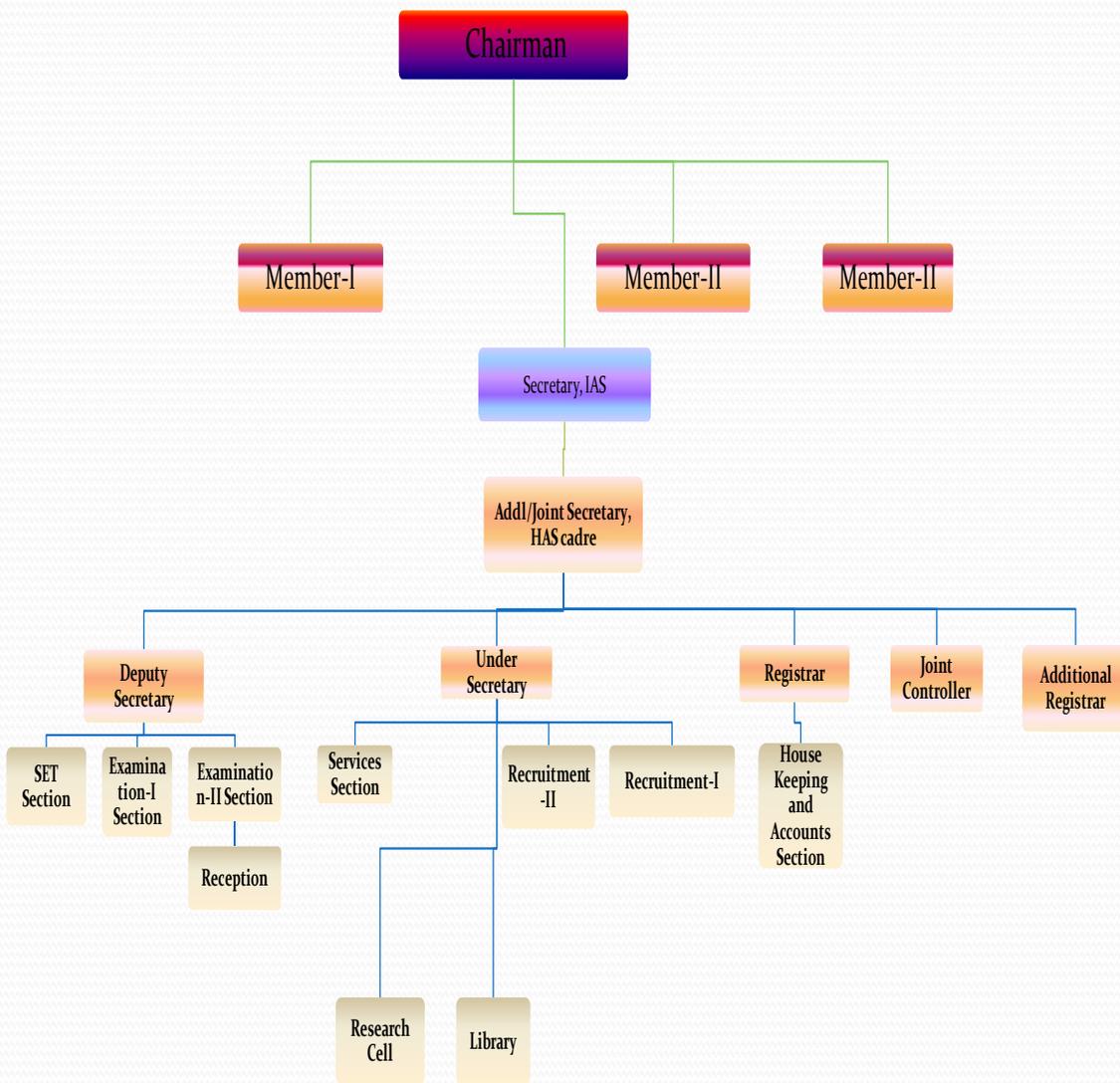
EXPENSES OF PUBLIC SERVICE COMMISSIONS

The expenses of the State Public Service Commission, including any salaries, allowances and pensions payable to or in respect of the members or staff of the Commission, shall be charged on the consolidated Fund of the State.

STAFF OF THE COMMISSION-SANCTIONED STRENGTH

Sl. No.	Designation	Scale of pay	Number of posts
Class-I			
1.	Chairman	Rs.67000-79000	01
2.	Member	Rs.37400-67000 + Rs.10000/-Grade Pay	03
3.	Secretary, IAS	Rs.37400-67000 + Rs.8700/- Grade Pay	01
4.	Addl./ Joint/ Deputy/ Under Secretary(HAS)	Rs.15600-39100 + Rs.7400/- Grade Pay + Rs.800 S.A.	01
5.	Deputy Secretary (Non-HPAS)	Rs.15600-39100 + Rs.7400/- Grade Pay + Rs.800 S.A.	01
6.	Under Secretary (Non-HPAS)	Rs.15600-39100 + Rs.6600/- Grade Pay + Rs.800 S.A.	01
7.	Registrar/ Joint Controller	Rs.10300-34800 + Rs.5400/- Grade Pay + Rs.800 S.A.	02
8.	Addl. Registrar	Rs.10300-34800 + Rs.5000/- Grade Pay +Rs.600 S.A.	01
9.	Section Officer/ Assistant Registrar	Rs.10300-34800 + Rs.5000/- Grade Pay + Rs.400 S.A.	08
10.	Private Secretary	Rs.10300-34800 + Rs.5000/- Grade Pay + Rs.600 S.A.	01
Class-II			
1.	Research Officer	Rs.10300-34800 + Rs.4200/- Grade Pay	01
2.	Programme Planning Officer	Rs.10300-34800 + Rs.4200/- Grade Pay	01
3.	Superintendent Grade-II	Rs.10300-34800 + Rs.4200/- Grade Pay + Rs.300 S.A.	10
4.	Personal Assistant	Rs.10300-34800 + Rs.4200/- Grade Pay + Rs.300 S.A.	04
Class-III			
1.	Senior Assistant	Rs.10300-34800 + Rs.3800/- Grade Pay + Rs.240 S.A.	34
2.	Senior Scale Stenographer	Rs.10300-34800 + Rs.3800/- Grade Pay + Rs.240 S.A.	01
3.	Statistical Assistant	Rs.10300-34800 + Rs.4200/- Grade Pay	01
4.	Computer Operator	Rs.10300-34800 + Rs.3200/- Grade Pay + Rs.150/- S.A.	01
5.	Junior Scale Stenographer	Rs.5910-20200 + Rs.2800/- Grade Pay + Rs.120 S.A.	02
6.	Junior Librarian	Rs.5910-20200 + Rs.2400/- Grade Pay	01
7.	Driver	Rs.5910-20200 + Rs.2000/- Grade Pay + Rs.700 S.A.	07
8.	Junior Assistant	Rs. 5910-20200 + Rs.2800/- Grade Pay + Rs.150 S.A.	05
9.	Clerk	Rs. 5910-20200 + Rs.1900/- Grade Pay + Rs.120 S.A.	06
10.	Restorer	Rs. 5910-20200 + Rs.1900/- Grade Pay + Rs.120 S.A.	01
Class-IV			
1.	Gestetner Operator	Rs. 4900-10680 + Rs.1650/- Grade Pay + Rs.100 S.A.	01
2.	Daftri	Rs. 4900-10680 + Rs.1650/- Grade Pay + Rs.160 S.A.	01
3.	Jamadar	Rs. 4900-10680 + Rs.1400/- Grade Pay + Rs.120 S.A.	04
4.	Frash	Rs. 4900-10680 + Rs.1300/- Grade Pay + Rs.120 S.A.	01
5.	Sweeper	Rs. 4900-10680 + Rs.1300/- Grade Pay + Rs.120 S.A.	02
6.	Peon/Chokidar/ Gateman-cum-Mali	Rs. 4900-10680 + Rs.1300/- Grade Pay + Rs.120 S.A.	13
	Total		117

ORGANIZATIONAL CHART OF H.P. PUBLIC SERVICE COMMISSION



DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE OFFICE OF H.P. PUBLIC SERVICE COMMISSION

CHAIRMAN

- The Chairman, Himachal Pradesh Public Service Commission being Administrative Head of the Public Service Commission is responsible for the efficient working of Commission's office, shall exercise all administrative and financial powers as adjoined upon the Heads of Department in the Himachal Pradesh Government.
- The Meetings of Departmental Promotion Committee shall be presided over by the Chairman or a Member thereto, to be nominated by him.
- The meetings of the Commission relating to advice to the Government on all matter laid down in Article 320 of the Constitution will be presided over by Chairman.
- The Chairman shall preside over the interview boards for the posts falling within the purview of the Commission.
- He shall act as Reviewing Authority for Major/ minor penalties to Class-III/ IV posts/ services.
- He shall act as Appointing Authority, Disciplinary Authority for Major penalties to Class-I and Class-II services.
- He shall act as Disciplinary Authority for minor penalties to Class-I services.
- He shall present the Annual Report on the working of Commission every years to the His Excellency the Governor of Himachal Pradesh for being placed on the table of State Legislative Assembly.
- He shall control all affairs of office of State Public Service Commission, for which any special instructions considered necessary for administrative reasons, shall be issued by him from time to time to his subordinate staff.

MEMBERS.

- The Members, H.P.Public Service Commission shall assist the Chairman, H.P.Public Service Commission in the performance of his duties and responsibilities.
- The meetings of Departmental Promotion Committee for selection posts of the State Government Departments assigned by the Chairman, H.P.Public Service Commission, shall be presided over by the Member concerned.
- To attend the meetings of the Commission relating to advice to be tendered to the Government on all service matters laid down in Article 320 of the Constitution.

- To assist the Chairman, H.P.Public Service Commission in the interview boards for the various posts falling within the purview of the Commission or preside over those Interview Boards assigned by the Chairman.
- The Senior most Member of the Commission shall act as Appellate for Major/ minor penalties to Class-III/ IV posts/ services and Disciplinary Authority for minor penalty in respect of Class-II service.

SECRETARY

- The Secretary, H.P. Public Service Commission shall exercise all administrative and financial powers as adjoined upon the Heads of Office in the H.P. Government.
- The Secretary shall record minutes of all meetings of the Commission..
- The Secretary shall act as controller of Examinations.
- The Secretary shall present memorandum on various service matters before the Commission for their consideration.
- The Secretary shall assist the Chairman, H.P.Public Service Commission in the performance of his administrative and financial duties and responsibilities.
- The Secretary shall handle all correspondence of Public Service Commission.
- He shall submit budget and appropriation proposal in consolidated form for the whole organization of the Commission to the Government for consideration and approval.
- The Secretary shall prepare the result of the screening test/ examination conducted by the Commission and declares the results with the prior approval of the Commission.
- The Secretary acts as Coordinator in all SSC/ UPSC examination.
- The Secretary shall act as Appointing/ Disciplinary Authority for major/ minor penalties to Class-III/IV services.
- Any other job assigned by the Head of Department.

ADDITIONAL/JOINT/ DEPUTY SECRETARY (HPAS CADRE)

- Shall assist the Secretary, H.P.Public Service Commission in the discharging of his duties and responsibilities.
- He shall be responsible for getting finalized all the service matters received from the Government being Branch Office of Services Section.
- He shall act as Ex-officio Vigilance Officer in respect of office of H.P.Public Service Commission

- Shall act as Liaison Officers for work relating to reservation for Scheduled Castes and Scheduled Tribes in service.
- Any other work assigned by the Head of Department.

DEPUTY SECRETARY (NON-HPAS)

- That as per recommended guidelines of the UGC and the decision of the Steering/ Advisory Committee that for the conduct of State Eligibility Examination (SLET) an independent Officer of the organization with supporting staff is to be appointed as Member-Secretary, the post of Deputy Secretary was got created for the purpose.
- The Deputy Secretary functions as Member-Secretary to the following Committees constituted under the guidelines issued by the University Grant Commission for accreditation of Test for eligibility for Lecturer-ship:-
 - (i) Steering/ Advisory Committee
 - (ii) Coordination/ Implementation Committee
 - (iii) Moderation Committee.
- The work of selection of paper setters and related correspondence for setting papers is undertaken by the Deputy Secretary being Member-Secretary of the different committee constituted for the conduct of the State Eligibility Test.
- The Deputy Secretary shall be responsible for evaluation work of scripts, compilation and declaration of results of State Eligibility Test.

UNDER SECRETARY

- Designated as Public Information Officer under Right to Information Act, 2005.
- The Under Secretary shall be Branch Officer of two or more Sections in the Office and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work comes to him from the sections under his charge as a Branch Officer. He disposes of as many cases as possible at his own level but he takes the orders of higher officers on important cases.
- Supervision of the work of Research Cell and Library
- Any other work assigned by the Head of Department.

REGISTRAR

- Functioning as Drawing and Disbursing Officer and Controller of Vehicle in respect of H.P. Public Service Commission. He will also exercise all administrative and financial powers attached to the post in the capacity of Controlling Officer.

- Secrecy work (Paper-setting and printing of Question papers), evaluation of scripts and finalisation of results of HPJS Preliminary and Main Examination.
- To assist the Controller of Examination (Secretary) in the work relating to holding of examinations/ Tests/ Screening Tests, preparing of Question papers, evaluation of scripts, posting of marks and compilation of results thereof.
- The Registrar shall be Branch Officer of one or more Sections in the Office and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline.
- Any other work assigned by the Head of Department/ Office.

JOINT CONTROLLER

- Work relating to holding of examinations/ Tests/ Screening Tests, preparing of Question papers, evaluation of scripts, posting of marks and compilation of results thereof in respect of Screening test conducted by Recruitment-I and Recruitment-II Sections.
- The Joint Controller shall be Branch Officer of one or more Sections in the Office and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline.
- Any other work assigned by the Head of Department/ Office.

ADDITIONAL REGISTRAR

- The work of selection of paper setters and related correspondence for setting question papers for the conduct of Preliminary and Main Examinations of H.P. Administrative & allied services, H.P. Forest Services, Forest Rangers and State Accounts Services.
- Responsible for evaluation work of scripts, compilation and declaration of results of examination mentioned in preceding para.
- The Additional Registrar shall be Branch Officer of one or more Sections in the Office and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline.
- Any other work assigned by the Head of Department/ Office.

SECTION OFFICER

- *General Duties –*
 - (i) Distribution of work among the staff as evenly as possible;
 - (ii) Training, helping and advising the staff;
 - (iii) Management and co-ordination of the work;
 - (iv) Maintenance of order and discipline in the section;
 - (v) Maintenance of a list of residential addresses of the Staff.

- *Responsibilities relating to Dak –*
 - (vi) to go through the receipts;
 - (vii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
 - (viii) to keep a watch on any hold-up in the movement of dak; and
 - (ix) to scrutinize the section diary once a week to know that it is being properly maintained.

- *Responsibilities relating to issue of draft –*
 - (x) to see that all corrections have been made in the draft before it is marked for issue;
 - (xi) to indicate whether a clean copy of the draft is necessary;
 - (xii) to indicate the number of spare copies required;
 - (xiii) to check whether all enclosures are attached;
 - (xiv) to indicate priority marking;
 - (xv) to indicate mode of despatch.

- *Responsibility of efficient and expeditious disposal of work and checks on delays –*
 - (xvi) to keep a note of important receipts with a view to watching the progress of action;
 - (xvii) to ensure timely submission of arrear and other returns;
 - (xviii) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
 - (xix) to ensure that cases are not held up at any stage;
 - (xx) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

- *Independent disposal of cases –*

He should take independently action of the following types –

 - (xxi) issuing reminders;
 - (xxii) obtaining or supplying factual information of a non-classified nature;

- (xxiii) any other action which a Section Officer is authorized to take independently.
- *Duties in respect of recording and indexing –*
 - (xxiv) to approve the recording of files and their classification;
 - (xxv) to review the recorded file before destruction;
 - (xxvi) to order and supervise periodic weeding of unwanted spare copies;
 - (xxvii) ensuring proper maintenance of registers required to be maintained in the section;
 - (xxviii) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
 - (xxix) Ensuring neatness and tidiness in the Section;
 - (xxx) Dealing with important and complicated cases himself;
 - (xxxi) Ensuring strict compliance with Departmental Security Instructions.

SUPERINTENDENT GRADE-II

- Supervise work of some of the dealing hands posted in a Section and submit their cases through the Section Officers.
- While posted in an independent Cell, they may supervise the working of the entire cell and submit case direct to the Branch Officer.
- Dealing with important and complicated cases himself.
- Any other work assigned by the Branch Officer/ Section Officer.

SENIOR ASSISTANT

- He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-
 - (i) To see whether all facts open to check have been correctly stated.
 - (ii) To point out any mistakes or incorrect statement of the facts.
 - (iii) To draw attention, where necessary, to precedents or Rules and Regulations on the subject.
 - (iv) To put up the Guard file, if necessary, and supply other relevant facts and figures.

- (v) To bring out clearly the question under consideration and suggest a course of action wherever possible.
- (vi) To issue advertisements, scrutinising of applications received by the Commission for filling up of various posts falling within the purview.
- (vii) Issue of call letters to the candidates.
- (viii) To prepare the interview sheets for being placed before the interview boards.
- (ix) Maintenance of Registers and files of Court cases.

JUNIOR ASSISTANT/ CLERK

- Junior Assistant/ Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.
- To see that inter-Departmental notes, telegrams / e-mails messages sought to be distinguished from the other category of receipts are entered in red ink and the communication from Assembly/ Parliament Questions are entered in separate register as well.
- To procure stationery articles to the Section and distribute the same.
- To maintain casual leave account of the entire staff posted in the Section.
- To maintain reminder register and to put up reminders on due dates.
- Feeding and editing the data of candidates appearing in various tests/ examinations conducted by the Commission.

RESTORER

- To receive file from the Sections for preservation in record room and issue receipts thereof.
- To properly classify the files according to classification of periodicity for retention.
- To issue files from the record section when requisitioned for reference by the Section against proper receipt and to ensure return thereof to record section from the section.
- To make proper arrangements for the upkeep of the files/ other records received in the record room.
- To properly preserve the files/ records required to be retained for long periods or permanently and
- To weed out/ destroy the files/ records after the expiry of the period of preservation in accordance with the prescribed guidelines.

**PRIVATE SECRETARY/PERSONAL ASSISTANT/SENIOR SCALE
STENOGRAPHER / JUNIOR SCALE STENOGRAPHER –**

- Keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised.
- Maintain the confidentiality and secrecy of confidential and secret papers entrusted to them.
- Exercise the skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:-
 - (i) Taking dictation in shorthand and its transcription in the best manner possible.
 - (ii) fixing up of appointments and if necessary cancelling them;
 - (iii) screening the telephone calls and the visitors in a tactful manner;
 - (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
 - (v) maintaining, in proper order, the papers required to be retained by the Officer;
 - (vi) keeping a note of the movement of files, seen by the officer and other officers, if necessary;
 - (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
 - (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
 - (ix) Generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

RESEARCH OFFICER

- The post of Research Officer was created in the office of Commission for “ EXAMINATION REFORMS AND QUESTION BANK CELL”. The Research Officer is functioning as Incharge of this Cell.
- Designated as Assistant Public Information Officer under RTI Act, 2005.
- To supervise the work relating to preparation of Annual Report for being placed before the Legislative Assembly.
- Monitoring of Court cases where the Commission is affected party.
- Functioning as Assistant Public Information Officer under the Right to Information Act, 2005.

- To ensure to collect and compile data relating to recruitment and examination e.g. number of candidates admitted, called for screening/ selection tests, interviews and recommendations made by Commission for preparation reply of Assembly questions.

STATISTICAL ASSISTANT

- To collect and compile data for preparation of Annual Report on the functioning of Commission for being placed before the Legislative Assembly.
- Maintaining of the updated consolidated list of Court cases where the Commission is affected party and Cases are required to be decided early.
- All kinds of correspondence with the Union Public Service Commission and other State Public Service Commission.
- To assist Assistant Public Information Officer/ Public Information Officer under the Right to Information Act, 2005.
- To collect and compile data relating to recruitment and examination e.g. number of candidates admitted, called for screening/ selection tests, interviews and recommendations made by Commission for preparation reply of Assembly questions.

PROGRAMME PLANNING OFFICER / COMPUTER OPERATOR

- Scanning and updating applications forms of various posts advertised by the Public Service Commission.
- Printing of call letters, check lists and attendance lists etc.
- Scanning answer sheets of screening test conducted by Commission and preparation of results thereof in presence of Officer concerned.
- Developing of software used in above mentioned operations.

ASSISTANT LIBRARIAN

- Custody of books, manuscripts, periodicals etc. belonging to the Library and maintenance of complete register and index.
- Purchase of Books: The Librarian is responsible for purchasing of books as per requirement of the office from time to time.
- To look after the other miscellaneous Library relating matters.

DRIVER

- To ensure that the vehicle remains always in a fit condition for being plied at any time for local and touring.
- To ensure for timely repairs of vehicle according to norms prescribed by the Govt.
- To make entries in the log book of the vehicle and get the same signed by the personal staff attached with the officers.
- To get the bills for petrol/ repairs verified from the authority competent to do so.
- To ensure to obtain sufficient advance to meet expenses for the entire journey for touring and render complete account of the advance.

GESTETNER OPERATOR

- To operate the Gestetner Machine and make out desired number of copies.
- To procure papers, ink, toner etc. for ensuring proper operation of machines.
- To maintain proper account in a register with requisition slips for paper used and consumption of ink/ toner etc; and
- To arrange timely repairs of machine.

DAFTRI

- To mend, trim, stitch, bind etc., for records, files etc. in record room and in the Sections.
- To paste correction slips in the official reference books of various officers and those of the branches/ sections.
- To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/ packets and parcels, dispatch dak and telegrams and help the dispatcher in the circulation of all printed matters etc.; and
- To sort out and properly keep the record in the record section.

JAMADAR

- To attend to the calls of officers with whom posted.
- To ensure the cleanliness and the general upkeep of the room and the furniture, fixtures and equipment: and
- To carry and distribute the office files/ dak.

PEON

- To carry and deliver the dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg.).
- To ensure the cleanliness and general upkeep of the section wherein posted and of the furniture/ fixtures and equipment.
- To perform miscellaneous and odd jobs for officers/ officials.
- To attend to any work that may be assigned: and
- To attend to officers at headquarters and while on tour.

FRASH

- To close and open the rooms daily.
- To dust and clean the furniture, articles, files, doors, windows etc.; and
- To remove, shift and replace the articles of furnitures, fixture and equipment.

GATEMAN-CUM-MALI

- Preparation and maintenance of flowers beds and flower pots.
- To ensure beautification of office compound and corridor etc.

CHOWKIDAR

- To keep watch and ward during and after office hours; and
- To take precautionary measures relating to prevention of fire and damage to Government property.

SWEEPER

- To sweep, clean and mop the rooms, corridor, verandhas and compound.
- To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- To light the stoves/ angithies and to perform the allied work relating to this job; and
- To collect and dispose of all waste in the office.

The list of duties of ministerial wing/ personal staff/ statistical wing/ Computer Wing / Library/ Driver and Class-IV wing is merely illustrative. An official can be assigned such other work in addition to the above commensurate with his status and exigencies of public service by the incharge of the Section or the Branch Officer.