

Indicative list of activities in each level for position are as under:

Senior Assistant/ Assistant	<ol style="list-style-type: none">1. Supervises staff working under them including outsourced persons, putting up notes by drawing attention to precedents or Rules and Regulations on the subject while supplying relevant facts and figures and to ensure integrity of actions proposed.2. Any other activity as per need.
Record Keeper	<ol style="list-style-type: none">1. Basic operations pertaining to indexing and maintaining files, maintaining stationery, supplying on indent from departments, dispatch of letters and maintaining Inward/Outward registers and distributing dak to employees to whom it is marked and any other jobs assigned from time to time by his superiors.2. Any other activity as per need.
Sub-staff/Driver	All such activities as assigned to them.