

**EDUCATIONAL MULTI MEDIA RESEARCH CENTRE**  
**UNIVERSITY OF MYSORE**  
 Manasagangothri, Mysore - 570 006

EMRC STAFF JOB DESCRIPTION NATURE OF WORK, DUTIES AND RESPONSIBILITIES RULES - 2014

| SL No | Name of the post       | Job description  | Nature of work / duties and responsibilities   |
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| 01    | DIRECTOR               | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ Establishment</li> <li>➤ Accounts</li> <li>➤ Purchase</li> <li>➤ Stores/Inventory</li> <li>➤ Program production</li> <li>➤ University affairs</li> <li>➤ Staff welfare</li> <li>➤ External projects</li> <li>➤ Electronic media</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Head of the Department</li> <li>✓ Administrator of the Media Centre</li> <li>✓ Chief Executive Officer for Administration and Finance</li> <li>✓ Drawing and disbursing officer</li> <li>✓ Ex- Officio Member Secretary for Board of Management</li> <li>✓ Ex- Officio Member for CEC Directors Co ordination Committee</li> <li>✓ Sanction authority for Administration and Finance</li> <li>✓ Disciplinary controlling authority of the centre</li> <li>✓ Planning and Execution authority of the centre</li> <li>✓ Assessment of all types of reports and review reports</li> <li>✓ Cadre controlling officer and accepting officer in media centre</li> <li>✓ Any other work assigned by Board of Management</li> </ul> |
| 02    | SECTION OFFICER(Admin) | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ Establishment</li> <li>➤ Accounts</li> <li>➤ Purchase</li> <li>➤ Stores/Inventory</li> <li>➤ Program production</li> <li>➤ University affairs</li> <li>➤ Staff welfare</li> <li>➤ External projects</li> <li>➤ Electronic media</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Custodian of all office records</li> <li>✓ Maintenance of all types of records</li> <li>✓ Execution of administrative decisions</li> <li>✓ Day to day administrative functions</li> <li>✓ Smooth office management</li> <li>✓ Accounts, finance and budget estimation</li> <li>✓ Planning management of the centre</li> <li>✓ Monitoring quality assessment</li> <li>✓ Scrutiny of official correspondence</li> <li>✓ Maintenance of office decency and discipline</li> <li>✓ HR Management &amp; Establishment</li> </ul>  |

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|    |                    |  | <ul style="list-style-type: none"> <li>✓ Utilization certificate and fund management</li> <li>✓ University-UGC – CEC Relations</li> <li>✓ General office assignments</li> <li>✓ External projects management</li> <li>✓ Internal audit</li> <li>✓ Annual internal audit</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul>  |
| 03 | ACCOUNTS ASSISTANT | <ul style="list-style-type: none"> <li>➤ Accounts</li> <li>➤ Purchase</li> <li>➤ Program production</li> <li>➤ External Projects</li> <li>➤ Stores/Inventory</li> <li>➤ Electronic media</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Maintenance of all accounts related records</li> <li>✓ Preparation of bills, payments, receipts, and execution</li> <li>✓ Maintenance of pay &amp; perks, pension related records and execution</li> <li>✓ Bank account details</li> <li>✓ Maintenance of cash book</li> <li>✓ All types of taxes, deductions, advances, fees, rent, penalties</li> <li>✓ Grant related correspondence with UGC - CEC / University</li> <li>✓ Purchase, e- tender correspondence</li> <li>✓ Program Production related accounts</li> <li>✓ Budget estimation</li> <li>✓ Annual Audit Report</li> <li>✓ Utilization certificate</li> <li>✓ External projects accounts maintenance</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by the Director, EMRC or higher authorities.</li> </ul> |
| 04 | PERSONAL ASSISTANT | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ Establishment</li> <li>➤ University affairs</li> <li>➤ Program production</li> <li>➤ General</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Taking dictation in shorthand and its transcription.</li> <li>✓ Typing of essential or confidential /secret documents.</li> <li>✓ Screening phone calls, enquiries and requests, and handling them when appropriate.</li> <li>✓ Meeting and greeting visitors at all levels of seniority</li> <li>✓ Organizing and maintaining diaries, fixing up appointments and</li> </ul>   |



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|    |              |  | <ul style="list-style-type: none"> <li>✓ canceling them, if necessary.</li> <li>✓ Dealing with incoming email, faxes, often corresponding on behalf of the Director</li> <li>✓ producing documents, briefing papers, reports and presentations</li> <li>✓ Keeping an accurate list of engagements, meetings, tour programmes, etc. and reminding the Officer sufficiently well in advance for keeping them up.</li> <li>✓ Keeping a note of the movement of files.</li> <li>✓ Collection of information and files, compilation of data.</li> <li>✓ Sending routine reminders.</li> <li>✓ General office assignments</li> <li>✓ Maintaining on proper order the papers required to be retained by the Officer.</li> <li>✓ Any other work assigned by the higher Officer or authorities</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
| 05 | STENOGRAPHER | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ Establishment</li> <li>➤ University affairs</li> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Taking dictation in shorthand and its transcription.</li> <li>✓ Typing of essential documents as considered necessary.</li> <li>✓ Screening of telephone calls and the visitors.</li> <li>✓ Filing of papers and file management.</li> <li>✓ Maintaining codes, Manuals and other relevant research and reference material.</li> <li>✓ Records management, including retrieval, review, etc</li> <li>✓ Collection of information and files, compilation of data in a given format.</li> <li>✓ Sending routine reminders.</li> <li>✓ General office Assignments</li> <li>✓ Any other work assigned by the higher Officer or authorities</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul>   |

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| 06 | <p>LOWER DIVISION<br/>CLERK</p> | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ Establishment</li> <li>➤ University affairs</li> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Registration of DAK</li> <li>✓ Typing work in the Section/Division.</li> <li>✓ Maintenance of Section Diary and dispatch.</li> <li>✓ Maintenance of file and file movement Register</li> <li>✓ Maintenance of service records, all types of leaves</li> <li>✓ Registration of papers and maintenance of circulars and registers.</li> <li>✓ indexing &amp; recording, comparing, photocopying, faxing, e-mailing, etc., dispatch</li> <li>✓ Records management and other clerical work, etc.</li> <li>✓ Keeping a note of the movement of files.</li> <li>✓ Collection of information and files, compilation of data.</li> <li>✓ Supervision of correction of reference books and submission of routine and simple drafts, etc.</li> <li>✓ Sending routine reminders.</li> <li>✓ Preparation of arrears and other statements</li> <li>✓ Supervision of MTS and housekeeping staff</li> <li>✓ General office assignments</li> <li>✓ Any other work assigned by the higher Officer or authorities</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
| 07 | <p>PRODUCER</p>                 | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ General</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Program head of concerned ETV/E-Content and LORS</li> <li>✓ Subject oriented production related research work/ field work</li> <li>✓ Co-ordination with subject experts</li> <li>✓ Location survey for shooting/recording</li> <li>✓ Script writing, Video script writing, production planning and proper execution</li> <li>✓ Audio Visual Shooting/Recording (indoor and outdoor)</li> <li>✓ Co ordination with Technical/Engineering staff</li> <li>✓ Officer In charge of whole equipments, vehicle and staff members in case of field duty(outdoor)</li> </ul>   |



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|    |                         |  | <ul style="list-style-type: none"> <li>✓ Video editing (using graphics Animation, Special effects, Text and others new Video tricks)</li> <li>✓ All Post production activities</li> <li>✓ Program quality assessment</li> <li>✓ Program preview/review</li> <li>✓ Attending revision program , rework , correction, resending to CEC</li> <li>✓ Maintenance of program production related records including accounts</li> <li>✓ Productivity output 4 ETV +4 E-content+ 4 LORs productions is mandatory per month ( this numbers may vary time to time according to UGC-CEC norms)</li> <li>✓ Maintenance of good inter personal relationship with colleagues, subject experts and as well as with general publics</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated.</li> <li>✓ General office assignments</li> <li>✓ Execution of external projects assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
| 08 | JUNIOR RESEARCH OFFICER | <ul style="list-style-type: none"> <li>➤ General</li> <li>➤ Program production</li> <li>➤ Research</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ All types of Research activities of the centre</li> <li>✓ Survey</li> <li>✓ Preview of all ETV, E Content , and LORs</li> <li>✓ Review of all ETV, E Content , and LORs</li> <li>✓ IQAC permanent member</li> <li>✓ Video Script Writing</li> <li>✓ Script Writing</li> <li>✓ Research Reports</li> <li>✓ Organizing Film Festivals</li> <li>✓ Organizing workshop, seminars</li> <li>✓ Execution of external projects assignments</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul>   |

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| 09 | <p>PRODUCTION ASSISTANT</p> <p>➤ Program production</p> | <ul style="list-style-type: none"> <li>✓ Program head of concerned ETV/E-Content and LORs</li> <li>✓ Subject oriented production related research work/ field work</li> <li>✓ Co-ordination with subject experts</li> <li>✓ Location survey for shooting/Recording</li> <li>✓ Script writing, Video script writing, production planning and proper execution</li> <li>✓ Audio Visual Shooting/Recording (indoor and outdoor)</li> <li>✓ Co ordination with Technical/Engineering staff</li> <li>✓ Officer In charge of whole equipments, vehicle and staff members in case of field duty(outdoor)</li> <li>✓ Video editing (Using graphics Animation, Special effects, Text and other new Video tricks)</li> <li>✓ All Post production activities</li> <li>✓ Program quality assessment</li> <li>✓ Program preview/review</li> <li>✓ Attending revision program, rework, correction, resending to CEC</li> <li>✓ Maintenance of program production related records including accounts</li> <li>✓ Productivity output 3 ETV + 3E-content + 3 LORs productions is mandatory per month ( the numbers may vary from time to time according to UGC-CEC norms)</li> <li>✓ Maintenance of good inter personal relationship with colleagues, subject experts and as well as general publics</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ Execution of external projects assignments</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |



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| 10 | ENGINEER | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ Stores/Inventory</li> <li>➤ Projects</li> </ul> | <ul style="list-style-type: none"> <li>✓ Engineering staff co-ordination</li> <li>✓ Operation and maintenance of all equipments including AC,DG machine, recorders, NLE work stations, computers, studio equipments, PCR and EDUSAT equipments</li> <li>✓ Record Maintenance for equipment efficiency</li> <li>✓ Equipments planning for production needs</li> <li>✓ Maintain adequate equipments for production work flow</li> <li>✓ Co ordination with technical /engineering/ staff to carry out productivity</li> <li>✓ Maintenance of stores and inventory management</li> <li>✓ All Maintenance Contract</li> <li>✓ Facilitate equipments and technical facilities for smooth function and productivity</li> <li>✓ Software and hardware maintenance</li> <li>✓ Building maintenance</li> <li>✓ Execution of external projects assignments</li> <li>✓ Program technical quality Assessment</li> <li>✓ Permanent member for program preview/review committee</li> <li>✓ Officer In charge of whole equipments and Engineering staff members</li> <li>✓ E – Procurement technical committee member</li> <li>✓ Equipments audit/stock verification and equipments calibration</li> <li>✓ Fitness and compliance reports for equipments</li> <li>✓ Equipments defect reports</li> <li>✓ Scrap reports</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
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| 11 | TECHNICAL ASSISTANT | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ Stores/inventory</li> <li>➤ Projects</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Engineering staff co ordination</li> <li>✓ Operation and maintenance of all equipments including AC,DG Machine, Recorders, NLE work stations, computers, Studio equipments, PCR and EDUSAT equipments</li> <li>✓ Records Maintenance for equipment efficiency</li> <li>✓ Equipments planning for production needs</li> <li>✓ Maintain Adequate equipments for production work flow</li> <li>✓ Co ordination with technical /engineering/ staff to carry out productivity</li> <li>✓ Maintenance of stores and inventory management</li> <li>✓ Annual Maintenance Contract</li> <li>✓ Facilitate equipments and technical facilities for smooth function and productivity</li> <li>✓ Software and hardware maintenance</li> <li>✓ Building maintenance</li> <li>✓ Execution of external projects assignments</li> <li>✓ Program technical quality assessment</li> <li>✓ Permanent member for program preview/review committee</li> <li>✓ Officer In charge of whole equipments and Engineering staff members</li> <li>✓ E – Procurement technical committee member</li> <li>✓ Equipments audit/stock verification and equipments calibration</li> <li>✓ Fitness and compliance reports for equipments</li> <li>✓ Equipments defect reports</li> <li>✓ Scrap reports</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
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| 12 | TECHNICIAN | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Operation and Maintenance of Audio visual, broadcast equipments</li> <li>✓ Operation and maintenance of all equipments including AC,DG Machine, Recorders, NLE work stations, computers, Studio equipments, PCR and EDUSAT equipments, including Repair, servicing, over haling etc.</li> <li>✓ Operation of recording equipments in indoor and outdoor</li> <li>✓ EDUSAT live transmission</li> <li>✓ Studio maintenance</li> <li>✓ PCR Maintenance</li> <li>✓ Electrical maintenance including UPS, Batteries</li> <li>✓ Media technical store maintenance</li> <li>✓ Software and hardware maintenance</li> <li>✓ Building maintenance</li> <li>✓ Involving e-content, documentary, lecture and other production activities</li> <li>✓ Technical staff producing programs is encouraged and appreciated</li> <li>✓ Maintain absolute integrity and discipline in discharging official duties</li> <li>✓ Maintain good official and professional relationship with colleagues and officers</li> <li>✓ To follow safety, fire and security precautions and rules at work place</li> <li>✓ Use proper tools and techniques at work place, inspect tools regularly</li> <li>✓ Program production is a team work , respect with other team members and team leaders</li> <li>✓ Maintain all records properly</li> <li>✓ Attend orientation training programs , workshops, professional training for improve professionalism</li> <li>✓ Do not share your service to private firms/parties.</li> <li>✓ Do not share/disclose official secrecy, scientific data, and technical information other than office use.</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director FMRC or higher authorities.</li> </ul> |
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| 13 | <p>GRAPHICS ARTIST</p> <p>➤ Program production<br/>➤ General</p> | <ul style="list-style-type: none"> <li>✓ To Ensure graphic designs for production use</li> <li>✓ To Ensure animation designs for production use</li> <li>✓ To Create 2D,3D, and higher versions of graphic and animation footage</li> <li>✓ Creation of 5% graphics animation designs/footage/Slides/images is mandatory for each program including E-Content,FTV and LOR's</li> <li>✓ Copy right is reserved in the name of EMRC –UGC – CEC for every graphic design</li> <li>✓ Maintain absolute integrity and discipline in discharging official duties</li> <li>✓ Maintain good official and professional relationship with colleagues and officers</li> <li>✓ Involving e-content, documentary, lecture and other production activities</li> <li>✓ To ensure 5% of graphics and Animation works is mandatory of each production /program in the media centre</li> <li>✓ Program production is a team work, respect with other team members and team leaders</li> <li>✓ To ensure Web designing, HTML,Auto desk, Flash,XML, and other up graded versions time to time of media centre needs</li> <li>✓ EMRC Office web site maintenance</li> <li>✓ To attend Edusat transmission and reception and maintenance</li> <li>✓ Do not share your service to private firms/parties.</li> <li>✓ Do not share/disclose official secrecy, scientific data, and technical information other then office use.</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |



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| 14 | CAMERAMAN              | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Ensure high quality telecast camera work (indoor and outdoor)</li> <li>✓ Follow program producer commands/signals at the time of recording</li> <li>✓ Use appropriate tolls and techniques for carry out high quality telecast camera work</li> <li>✓ Program preview and review and quality assessment</li> <li>✓ Maintenance of camera and accessories in good condition</li> <li>✓ Maintain absolute integrity and discipline in discharging official duties</li> <li>✓ Maintain good official and professional relationship with colleagues and officers</li> <li>✓ Program production is a team work, respect with other team members and team leaders</li> <li>✓ To follow safety, fire and security precautions and rules at work place</li> <li>✓ Do not share your service/knowledge to private firms/parties.</li> <li>✓ Do not share/disclose official secrecy, scientific data, and technical information other than office use.</li> <li>✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated</li> <li>✓ No hierarchy system in team work, co ordination with team members and motivation, building a strong team towards professional work is appreciated</li> <li>✓ Maintain all necessity records properly</li> <li>✓ Attend orientation training programs, workshops, professional training for improve professionalism</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities.</li> </ul> |
| 15 | PROFESSIONAL ASSISTANT | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Procurement of Media tapes, discs and books, periodicals, etc.</li> <li>✓ Classification and cataloguing of Media tapes, discs and books.</li> <li>✓ Assessing of Media tapes, discs and books / periodical stick verification.</li> <li>✓ Checking the relevant documents before the bills is passed for payment.</li> <li>✓ Correspondence regarding receipt/non-receipt of periodicals.</li> </ul>  |

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|  |   | <ul style="list-style-type: none"> <li>✓ Registration of members of the Library and issue and receipt of the books from the members</li> <li>✓ Helping the outsiders in locating the books/ media tapes / discs</li> <li>✓ Arrangement for binding and general upkeep of Media tapes, discs and journals, publications etc.</li> <li>✓ Managing Media Stores/ media servers</li> <li>✓ Any other work assigned by the senior Officers.</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director FMRC or higher authorities.</li> </ul>  |
| <p style="text-align: center;">UNIT HELPER/ PEON</p> <p style="text-align: center;">16</p> | <ul style="list-style-type: none"> <li>➤ Program production</li> <li>➤ General</li> </ul> | <ul style="list-style-type: none"> <li>✓ Carrying equipments to work place</li> <li>✓ Cleaning of equipments tools, wires and cables, UPS, batteries, Cameras, Recorders, Antennas, AC, DG Machines, Studio equipments, PCR equipments etc</li> <li>✓ Equipments shifting from one place to another place ( Indoor and outdoor production needs )</li> <li>✓ Up keep the equipments, proper arrangements of the equipments at technical area</li> <li>✓ Assist to Technicians at studio floor, PCR and outdoor shooting units</li> <li>✓ Assist to Cameraman at the time camera work / recording</li> <li>✓ Look after equipments safely in outdoor/field work</li> <li>✓ Logistics assistance needs of the centre</li> <li>✓ Up keep Store materials in order</li> <li>✓ Up keep wires &amp; cables, connectors, equipments neat and clean</li> <li>✓ Attending All unskilled works in the centre</li> <li>✓ Maintain absolute integrity and discipline in discharging official duties</li> <li>✓ Maintain good official and professional relationship with colleagues and officers</li> <li>✓ To follow safety, fire and security precautions and rules at work</li> <li>✓ To Serve coffee/tea/ snacks, and drinking water etc to subject experts and other team members of the shooting unit (in indoor &amp; outdoor)</li> <li>✓ Watch and ward duties</li> </ul> |




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|    |          |   | <ul style="list-style-type: none"> <li>✓ Any other work assigned by the senior Officers.</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time</li> </ul>   |
| 17 | DRIVER   | <ul style="list-style-type: none"> <li>➤ General</li> <li>➤ Program production</li> </ul> | <ul style="list-style-type: none"> <li>✓ Driving and maintenance of vehicles and Log Books.</li> <li>✓ Must valid LMV/HMV License</li> <li>✓ First aid certificate</li> <li>✓ Must be able to read English numerals and figures</li> <li>✓ Must have good knowledge of traffic regulations</li> <li>✓ Must have good knowledge of petrol and diesel engine</li> <li>✓ Driving vehicle for outdoor/field work for production needs and office use</li> <li>✓ Marking and must be able to locate faults and rectify minor running defects</li> <li>✓ Must be able to clear carburetor plug</li> <li>✓ Must be able to upkeep vehicle clean and neat</li> <li>✓ Maintain absolute integrity and discipline in discharging official duties</li> <li>✓ Maintain good official and professional relationship with colleagues and officers</li> <li>✓ Any other work assigned by the senior Officers.</li> <li>✓ General office assignments</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time</li> </ul> |
| 25 | PEON/MTS | <ul style="list-style-type: none"> <li>➤ Administration</li> <li>➤ General</li> </ul>     | <ul style="list-style-type: none"> <li>✓ Physical Maintenance of records of the Section.</li> <li>✓ General cleanliness &amp; upkeep of the Section/Unit.</li> <li>✓ Carrying of files &amp; other papers within the building.</li> <li>✓ Photocopying, sending of FAX attending telephone etc.</li> <li>✓ Other non-clerical work in the Section/Unit.</li> </ul>   |

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|  |  | <ul style="list-style-type: none"> <li>✓ Assisting in routine office work like diary, dispatch etc., including on computer</li> <li>✓ Serving coffee /tea, snakes, drinking water for visitors, staff and officers</li> <li>✓ Delivering of DAK (outside the building).</li> <li>✓ Watch &amp; ward duties.</li> <li>✓ Opening &amp; closing of rooms.</li> <li>✓ Cleaning of rooms.</li> <li>✓ Dusting of furniture etc.</li> <li>✓ Cleaning of building, fixtures etc</li> <li>✓ Bank and post office messenger duties</li> <li>✓ Driving of vehicles, if in possession of valid driving license.</li> <li>✓ Upkeep of parks, lawns, potted plants etc.</li> <li>✓ General office assignments</li> <li>✓ Any other work assigned by the superior authority.</li> <li>✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time</li> </ul> |
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**NOTE:** The Job description, duties & roles and responsibilities may be varying time to time according to Board of Management decisions.

**APPROVED**

  
**DIRECTOR.**  
 CADRE CONTROLLING & DISCIPLINE AUTHORITY  
 EMRC MYSORE, UNIVERSITY OF MYSORE  
 MYSORE

  
**CHAIRMAN**  
 BOARD OF MANAGEMENT  
 EMRC MYSORE, UNIVERSITY OF MYSORE  
 MYSORE