

### VACANCY NOTIFICATION

1.	Name of the Organization:	Ministry of Fisheries, Animal Husbandry and Dairying
2.	Level/Post	Group 'C' Non-Gazetted
3.	Name of the post:	Multi-Tasking Staff (MTS)
4.	Brief Description of the job:	Attached as Annexure below.
5.	Additional Job Information:	-
6.	No. of Vacancies (in figures):	08
7.	Work experience required	-
8.	Qualification required: Essential/ Desired	<b><u>Essential:</u></b>  Matriculation or equivalent pass.
9.	Age range (in years):	Between 18 and 25 years of age (Relaxable as per Government Norms)
11.	Location of Job:	New Delhi with a liability to serve Anywhere in India.
12.	Salary range per month (Approx CTC):	Level-1 of the Pay Matrix (Rs. 18, 000-56, 900) as per 7 <sup>th</sup> CPC.
13.	Additional Benefits offered:	-

Last date to received names from RSB/ZSB	22 Jul 2025.
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**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](mailto: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.

**ANNEX-II**

**DESIGNATION AND INDICATIVE LIST OF DUTIES**

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

**New suggested designation: MULTI-TASKING STAFF**

The duties would broadly include:

- 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, despatch 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.

**NOTE:** The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.