



Department of Personnel  
Government of Goa  
Secretariat, Porvorim, Goa-403521.

1236505  
10/4/15

File No.1/2/2012-PER

Dated: 09/04/2015.

CIRCULAR

The Department of Personnel in pursuance of Office Memorandum No.AB-14017/6/2009-Estt (RR) dated 30/04/2010 received from Government of India, has framed the Recruitment Rules for some common categories of Group 'D' posts whose duties are similar in nature, with common designation as 'Multi-Tasking Staff' (Group 'C' post in Pay Band-I, with Grade Pay of ₹1800/-), as recommended by the 6<sup>th</sup> Central Pay Commission.

The Recruitment Rules for the common post of 'Multi-Tasking Staff' have been notified vide Notification No.1/2/2012-PER dated 13/03/2015, in the Official Gazette, Series I No.52 dated 26/03/2015.

All Heads of Departments/ Offices/ Autonomous/ Statutory bodies/ Corporations/ Boards, may adopt Recruitment Rules alongwith the designation of 'Multi-Tasking Staff' for some common categories of Group 'D' posts, whose duties are similar in nature and where the official can easily be switched from one task to another, with the concurrence of Administrative Reforms Department and Finance (R&C) Department, Secretariat.

(R. AGA)

Under Secretary (Personnel-II)

Encl: The list of illustrative duties.

To,

1. All Heads of Departments/ Offices.
2. All Departments in the Secretariat- Porvorim.
3. All Autonomous/ Statutory bodies/ Corporations/ Boards. They may adopt the R.Rs. with the approval of the competent authority as per their rules/ statutes.
4. The Guard file.
5. O/c.

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P.T.O.



**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.