

## **XEROX OPERATOR/DESPATCHER**

**No. of Post : :** One (OBC)

**Scale of Pay :** Level 2 of Pay Matrix (Rs.19900-63200)

**Age limit :** 25 years (Relaxation as per Govt. rules)  
: 35 years for persons from Central Government, State Government & Autonomous Bodies.

**Qualification :** S.S.C.

**Desirable :** Graduation with working knowledge on computer operations (MS Office, Excel, Tally, MS Word, etc.)

**Person should be able to handle the following tasks :**

### **Xerox Operator:**

Able to operate photocopier machines to reproduce documents and materials. Maintain and troubleshooting photocopier equipment including its basic maintenance. Ensure the quality and accuracy of copied documents. Assist with collating, binding, and finishing documents with precision. Proficiency in operating photocopy machines. Attention in detail to ensure accurate reproductions. Replenish the paper in the photocopier machines by maintaining its inventory.

### **Despatcher:**

Handle receipt and despatch of documents, daily mail including parcels. Ensure timely delivery of official correspondence. Manage the organization's courier and postal services. Track and record the movement of documents. Assist with general administrative tasks as and when needed. Familiar with postal and courier services. Basic computer skills for data entry and record-keeping. Ability to work efficiently and to prioritize tasks.

### **Caretaker for Hostel and Guest House:**

Monitor the tasks of the guest house receptionists and room boys on a daily basis.

To check the guest house registers/logbooks including attendance musters on a daily basis. Supervise the daily upkeep, cleanliness of all hostel rooms, visitor rooms, flatlets, common passages including their maintenance on a daily basis. Liaise with guest house occupants as and when needed.

Coordinate with the Estate Department for regular Pest Control Treatments, maintenance activities, etc. Arrange flatlet and hostel accommodation for newly joining Post-Doctoral Fellows and Research Scholars on a yearly basis after checking its availability. Thereafter, their arrival and occupancy information is conveyed to the relevant departments for necessary action.

Deposit Cash / cheques received towards Guest House charges, Coffee charges recoveries from students, post-docs, visitors, etc. in Institute's bank account.

Yearly Stock verification of the Guest House. Replenishing of supplies, guest house room linen, laundry, servicing of gas equipment's, raising indents, etc.

Special preference and attention provided during the stay of Distinguished visitors / VIPs.