

**GOVERNMENT OF ASSAM**  
**PERSONNEL DEPARTMENT**  
**DISPUR:::GUWAHATI-6**

**Block-A, Third Floor, Janata Bhawan,**

**NOTIFICATION**

No. ABP 38/2023/1

Dated Dispur, the 15<sup>th</sup> May, 2023.

In order to enable multi-tasking where an employee performs job hitherto performed by different Class IV employees, the Governor of Assam is pleased to redesignate the following Class IV posts as Multi-Tasking Staff (MTS) with indicative list of duties:-

Erstwhile Grade-IV Posts	Duties
Chaparsi, Peon, Peon -cum- Chowkidar, Mali, Laboratory attendant, Boatman, Porter, Helper to Mechanic, Paniwala, Helper to Electrician, Laboratory Bearer, Hostel Cook, Manual assistant, Cook, Liftman, Jarikarak - Process Sever, Vicera Cutter, Khalasi, Monument Attendant, Handyman, Reading room Watcher, Cleaner, Peon-cum- Chowkidar, Jugali, Unit Boy, Studio Boy, Regular Mazdoor, DES, Aya, Skill helper, Dak Runner, Dufty, Khansama, Assistant Operator, Semen Carrier, Bull Attendant, Animal Attendant, Instrument Keeper, Bhandari, Ghat Helper, Water Carrier, Time Keeper, Plate Gummer, Plate Washer, Store Helper, Workshop helper, Library Bearer	a) Physical Maintenance of records of the office. b) General cleanliness & Upkeep of the office. c) Carrying of files & other papers within the building. d) Photocopying, sending of FAX etc. e) Other non-clerical work in the office. f) Assisting in routine office work like diary, dispatch 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) Driving of vehicles, if in possession of valid driving license. n) Upkeep of parks, lawns, potted plants etc. o) Any other work assigned by the superior authority. p) Engaged in need based IT works including computerization, e-file etc.

The above list of Class IV Posts and duties is only illustrative and not exhaustive, Departments may add to the list of posts and duties of similar nature ordinarily performed by the staff at this level.

The change in nomenclature comes into force with immediate effect.

Sd/- (Niraj Verma, IAS)

Principal Secretary to the Govt. of Assam

Personnel Department

Memo no.: - ABP 38/2023/ 1-A

Dated Dispur, the 15<sup>th</sup> May, 2023.

Copy to:-

- 1) All Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries to the Government of Assam, Dispur.
- 2) All Heads of Departments, Government of Assam,
- 3) All Commissioners of Divisions of Assam.
- 4) All Deputy Commissioners/ Sub-Divisional Officers
- 5) The Accountant General, Assam, Maidamgaon, Guwahati-29.
- 6) The Secretary, the State Level Recruitment Commission for Class-III Posts.
- 7) The Secretary, the State Level Recruitment Commission for Class-IV Posts.
- 8) S.O. to the Chief Secretary, Assam.
- 9) PPS to the Hon'ble Chief Minister, Assam

By order etc.



Secretary to the Govt. of Assam  
Personnel Department