SCHEME OF SERVICE

Organisation: National Library

Post: General Worker

Salary: Rs10250 x 175 – 10775 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 (NL 1)

Effective Date: 25th February 2022

Qualifications: By selection from among candidates who possess the Certificate of Primary Education

Note
In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to those who show proof of being literate.

Duties

1. To clean, among others, offices, stores, kitchen, toilets, window panes, staircases, gutters and maintain the physical environment.

2. To do cleaning, watering and planting of plants and assist in general gardening.

3. To load, unload and move books, furniture, equipment and other materials.

4. To collect and dispatch correspondence, as and when required.

5. To destroy and dispose of waste materials.

6. To open and close building, as and when required.

7. To wash curtains, household linen and kitchen utensils.

8. To prepare tea and help during functions.

9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the General Worker in the roles ascribed to him.