



TERMS OF REFERENCE FOR THE POST OF GRADE IV, ATAL AMRIT ABHIYAN SOCIETY

Position: GRADE IV

Qualifications: Read up to class X

Experience: Excellent verbal & written communication skills. Should be able to read, speak and write Assamese and also have working knowledge of English.

Place of Duty: The normal place of work for the party will be the office of the State Nodal Cell (SNC), Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of the Officers of SNC, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

Responsibilities typically include:

- Filing of correspondence and attending to phone calls.
- Dealing with visitors and guests.
- Receive and coordinate issue of letters and also delivery of daks.
- Running official errands for the SNC including during meetings.
- To ensure cleanliness of Office premises, tables, furniture etc.
- To keep Official files, records, documents etc. properly.
- Delivery of files etc. to different Sections, Officials.
- Keep watch over Official properties, records etc.
- Any other work allotted by CEO.

Compensation: The compensation for the post will be as per NHM, Assam norms.