

## **TERMS OF REFERENCE**

<b>Title of the Post</b>	: Computer Operator -cum- Office Assistant
<b>No of Post</b>	: 02 (UR - 1, ST - 1)
<b>Job type</b>	: Contract
<b>Age</b>	: Maximum 35 years (Relaxable as per state govt. rules)
<b>Remuneration</b>	: Rs.15,123/- Consolidated P.M.
<b>Duty Station</b>	: Ranchi
<b>Duration of Assignment</b>	: 12 months (with a possibility of extension based on performance and need)

### **Duties and responsibilities:**

The Computer Operator -cum- Office Assistant will be responsible for providing administrative assistance in general and day-to-day work. He/She will provide comprehensive secretarial and administrative support including drafting (both in English and Hindi), correspondence, taking of minutes, making travel arrangements and related tasks. S/he shall carry out his/her function under the supervision of Member Secretary & Chairman. Specifically, the incumbent will responsible for:

1. Day-to-day correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
2. Assistance in preparation of different reports, minutes of meetings.
3. Assistance in logistic arrangements.
4. Ensuring that all visitors are well received and attended to and that the office is kept clean.
5. Making provision of suitable inputs such as equipment, stationary and other utilities required.
6. Receipt and transmission of all faxes/e-mails etc. and to keep record.
7. Receiving and making telephone calls and keeping record of all these calls
8. Maintaining a schedule of planned meetings and attend to routine correspondence and administration functions especially in the absence of the officers.
9. Attend to incoming telephone calls and direct these calls to the appropriate person with due courtesy and manner.
10. Ensuring that field trips by concerned officers receive necessary logistic support to make their trip/s successful.
11. Maintaining Books and periodicals/ Library Management.
12. Providing photocopying and document binding services as requested.

13. Providing filing services, archiving and offer circulation of mail service within the office.
14. Providing document faxing/ e-mailing services as requested.
15. Providing errands, travel and banking services as required.
16. Working with the concerned officers and arrangement of workshops/ meetings materials.
17. Field visits as required.
18. All other relevant duties as assigned by the Member Secretary and Chairman.

**SKILLS AND QUALIFICATIONS:**

Education	<ul style="list-style-type: none"> <li>✓ Passed Intermediate/10+2 from recognised Board/Council;</li> <li>✓ Computer proficiency (Windows, Microsoft Word, Excel, Power Point);</li> <li>✓ Proficiency in Hindi &amp; English typing on computer.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>✓ At least 5 years work experience in duties consistent with the above responsibilities.</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>✓ Ability to noting &amp; drafting on computer in Hindi &amp; English;</li> <li>✓ Internet/email communication skills.</li> </ul>