



Upkar Shikshan Sanstha's Nagpur

Y S PAWAR ARTS AND COMMERCE COLLEGE

Neri, Th- Chimur Dist – Chandrapur

Contact No. – 9284269526

Gmail-yspneri@gmail.com


Ref: -

Date:-

Work to be done by Non – Teaching Staff in the Office

Sr. No.	Name of Employee	Designation	Job Description
1	Shri. Dikshant Shrawan Ramteke	Head Clerk	<ol style="list-style-type: none">1) Responsible for the entire office work2) Complete accounts and audits.3) Maintenance of provident fund accounts.4) Complete works of scholarship.5) Payroll related works.6) Office correspondence.7) UGC related works.8) DCPS works.
2	Shri. Narmal K. Musale	Junior Clerk	<ol style="list-style-type: none">1) Student Admission Works.2) University Examination form.3) Keeping statistical information.4) Office correspondence.5) AISHE related works.6) Information about MIS
3	Shri. Swapnil J. Dange	Peon	<ol style="list-style-type: none">1) Keeping Office, class rooms and college premises clean.2) Bringing and Keeping of files according to classification.3) Providing drinking water4) Assisting in office work.5) Distribution of mark sheet & degree students.
4	Shri. Dipak C. Gaikawad	Peon	<ol style="list-style-type: none">1) Planting and watering trees.2) Maintaining the trees, keeping the college clean.3) Serving water and tea to guests4) Toilet cleanliness.




PRINCIPAL (Offi)
r. S. Pawar Arts & Commerce
Manavidyalaya Neri, Tah. Chimur
Dist Chandrapur