



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

अप्रमत्तेन वेदव्ययम्

No. CU/GAD/300/ 11366

Dated 19th September, 2023

NOTIFICATION

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

Erstwhile Grade- IV Posts	Duties as Multi-Tasking Staff
Peon, Administrative helper, Library bearer, Chowkidar, Mali, Hostel cook/cook, Hostel boy, Aya, Safai Karmi.	<ol style="list-style-type: none">Physical Maintenance of records of the office.General cleanness & Upkeep of the office.Carrying of files & other papers within the building.Photocopying, sending of FAX etc.Other non-clerical work in the office.Assisting in routine office work like diary, dispatch etc. including on computer.Delivering of dak,(outside the building)Watch & Ward duties.Opening and closing of rooms.Cleaning of rooms.Dusting of furniture etc.Cleaning of building, fixtures etc.Driving of vehicles, if in possession of valid driving license.Upkeep of parks, lawns, potted plants etc.Any other work assigned by the superior authority.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, University may add to the list of posts and duties of similar nature ordinarily performed by the staff at this level.



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The change in nomenclature comes into force with immediate effect.
This has the approval of Vice Chancellor, Cotton University.

sd/
Registrar

Memo No. CU/GAD/300 *11367-80* Dated 19th September, 2023.

Copy for information and necessary action to:-

1. The PS to VC for the appraisal to the Hon'ble Vice Chancellor.
2. The Pro- Vice Chancellor.
3. The Commissioner & Secretary to the Govt. of Assam Higher Education Department, Dispur, Guwahati-6.
4. The Director Higher Education, Kahilipara, Guwahati.
5. The Finance Officer. Cotton University.
6. All Deans of the University.
7. All Heads of the Department, Cotton University.
8. The DSW, Cotton University.
9. The OSD (Gen. Admn.), Cotton University.
10. All Hostel Superintendent, Cotton University.
11. The Controller of Examinations, Cotton University.
12. The Academic Registrar, Cotton University.
13. The CSM, he is requested to upload the notification in the University's official web site.
14. Office copy.

M. G. G.
21/9/23
Registrar