STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Handy Worker

Code : STC 1

Salary : **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**

Duties :

(1) To perform manual work not requiring any skill such as weeding, digging, trenches, cleaning, trimming hedges, planting glass, mowing, cleaning stores/officers, mending damaged bags and packages, sweeping, mixing of cement and mortar etc.

(2) To do rebagging.

(3) To open, close and clean stores/warehouses.

(4) To perform stacking of commodities.

(5) To assist the tradesman, whenever required.

(6) To control access to the Corporation's stores complex and other buildings.

(7) To take preventive measures in case of fire and bad weather in accordance with standing instructions.

(8) To assist the Supplies and Sales Officer in preventing pilferage.

(9) To assist weighing and repacking operation.

(10) To operate in accordance with specified instructions the passenger lifts found at the Granary a shift basis over the premises of the stores and other buildings belonging to the Corporation.

(11) To liaise with the Maintenance Section in case of necessary servicing or repairs to the lift assigned to him.

(12) To arrange for passengers trapped within the lift owing to a power cut or mechanical defect to be liberated as quickly as possible.

(13) 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 Handy Worker in the roles ascribed to him/her.

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