


DUTIES ALLOTTED TO HEAD CLERK

- To forward anticipated workload so as to obtain NOC for new appointments of teaching staff and follow up with DHE.
- To attend to correspondence/ LAQ/ with State/Central Government/ U.G.C. and any other Authorities.
- To forward letters to DHE in order to obtain NOC for new appointments of administrative staff as and when required and follow up with DHE.
- To forward letter to DHE for approval of appointment and follow up with DHE.
- To prepare documentation for MACP and forward to DHE and follow up for approval of MACP.
- To prepare pension case papers of superannuating staff and coordinating with DHE and Directorate of Accounts along with LDC (I)
- To maintain RTI inward & outward book and Grievance Register and assist PIO in RTI matter.
- To prepare, maintain and update the file and service book of Teaching and administrative staff and to get the service book verified by DHE as and when required.
- To collect T.Y. Project from HoD's arrange for dispatch to external examiner in other College.
- To get the roaster register certified by Directorate of Social welfare (SC & OBC) Tribal Welfare, in case of ST category.
- To mark entry in the dead stock register on all purchases and to give Asset number to the asset's purchases
- To maintain calendar for follow up action.
- To order stationery, consumables and other materials required for the office/ College use.
- To keep record of cancellation of admission and verifying of cancellation of admission.


Principal
Dempo Charities Trust's
Dhempe College (Autonomous)
Panaji - Goa.

DUTIES ALLOTTED TO JUNIOR STENOGRAPHER

1. To perform any such duties when allotted by the Higher Authorities or Principal.
2. To prepare minutes for the meetings in the College scheduled by the Principal.
3. To print day-to-day emails received by the College.
4. To type day today notices, letters, Orders as instructed by Administrator, Principal and Vice-Principal.
5. To prepare Advertisements and sending to the press i.e. local dailies
6. To send call letters to the candidates through email as well as hard copy.
7. To prepare minutes of the Screening cum Evaluation/ Selection Committee meeting and all documentation work required during CAS.
8. To invite observer from DHE and prepare Selection Committee Report and all documentation work during the interview.
9. To issue of offer letters of appointment, informing the selected candidates telephonically.
10. To report the new appointment with all the details of the selected candidate to Directorate of Higher Education for approval.
11. To prepare Appointment Orders, Experience Certificate, Discharge Certificate, Relieving Orders, Service Certificate, Character Certificate, Testimonials, Recommendation letters, Acceptance letters, No Objection Certificates of Teaching and Administrative Staff,
12. To prepare all the documents for online affiliation process and all documentation work in respect of affiliation.
13. To prepare Contract Agreement of the teachers and administrative staff appointed on Contract Basis.
14. To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;



Principal
Dempo Charities Trust's
Dhempe College (Autonomous)
Panaji - Goa.

DUTIES ALLOCATED TO L.D.C-II (ADMIN)

1. To undertake typing work of RTI as instructed by Public Information Officer / Assistant Public Information Officer.
2. To maintain inward/outward register, postage registers.
3. Filing of guard file copies of the outward letters in the Guard File.
4. To register, keep records and take printout of biometric record of all the staff members every month.
5. To draft routine letters and replies.
6. To receive and deliver projects from other colleges to the concerned staff.
7. To assist the incharge concerned to fill in the details of teaching staff members in NIRF/AISHE online format.
8. To do typing work assigned by Principal, Vice Principal & Head Clerk.
9. To receive the phone calls & convey the message to the concerned staff.
10. To print and issue identity cards of students and staff with the help of MTS.
11. To check and print emails in absence of Mrs. Diksha Vadkar (Jr. Stenographer).
12. Distribution of letters received from Goa University for teaching staff after doing entry in the inward register and obtaining their signature
13. To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
14. To perform any such duties when allotted by the Higher Authorities or Principal.



**Principal
Dempo Charities Trust's
Dhempe College (Autonomous)
Panaji - Goa.**