JOB CHART OF CLERK-CUM-COMPUTER OPERATORS IN MANDAL RESOURCE CENTRES

➢ The Computer Operator shall attend and available in the MRC from 10:00 AM to 5:00 PM with one hour lunch break (mandatory on all the working days).

➢ Shall maintain the entire data pertaining to all schools, teachers, children class wise, caste wise, sex wise etc.

➢ Shall maintain the particulars of infrastructure, accommodation, furniture, electricity, power supply, T.V., radio, ROTs, DVD etc in all the schools in the mandal and update them at least once in a month and be able to furnish any time to District Project Office.

➢ Shall maintain the registers and records pertaining to SSA from time-to-time.

➢ Shall maintain the data of amounts received from District Project Office and released to the schools item wise and year wise.

➢ Shall maintain the system, printers, internet in usable condition.

➢ Shall regularly be in touch with AMC agency and keep the systems in working condition all the time.

➢ Shall download the mails every day and submit to the Mandal Educational Officer for action. A record inward of the mails, post and tappals reeived invariably be maintained.

➢ Shall regularly be in touch with Assistant Programme Officer of District Project Office.

➢ Involve actively in Micro Planning, DISE and other Surveys taken up by SSA / Department.

➢ Is responsible for maintaining the account of books, modules, pamphlets, posters etc received from District Project Office.

➢ Must be able to furnish the details any required by District Project Office at any time.

➢ Is responsible for furnishing the required particulars / reports to District Project Office.

➢ All other works any assigned by Mandal Educational Officer.

➢ Any other work assigned by District Project Office.