

Position – 1: Office Peon	
Scope of work	<ul style="list-style-type: none"> • Monitoring the use of equipment and supplies within the office. • Dealing with queries or requests from the visitors and employees of Smart City Bus office. • Coordinating the maintenance and repair of office equipment. • Assisting other administrative staff in wide range of office duties. • Collecting and distributing couriers or parcels from SCB office to other offices • Helping the administrative assistants in performing their duties. • Be an Honest, hardworking, polite. • Housekeeping e.g. Sweeping, Moping. Taking Care of Hygiene and Cleaning of office. • Serving the clients and staff. • Ready to travel across for office work. • Delivered a letter and files to other departments of Government • Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Asst manager (Acc&Adm), Dep Manager and Chief operations Manager
Qualifications:	<ul style="list-style-type: none"> • 10th Pass • Experience: Minimum 3 years of experience in Govt/Semi Govt in relevant

	sector.
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience/ posts held during past 2 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 30 Sept 2021)	Not more than 40 years.
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.

Position – 1: Office Peon