

Appendix 1:

Job Charts for Non-Teaching Staff

ANM

Qualification: Intermediate Pass plus ANM Training Certificate from government recognized institutions.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) She is in charge of the health room and she has to work hard to improve hygienic conditions in the campus.
- 2) She has to act according to the advice of the school doctor/PHC doctor and issue medicines to the sick girls.
- 3) She should maintain the stock and issue registers of medicines.
- 4) She should maintain the health record of the students and assist the doctors at the time of medical inspections.
- 5) She should ensure that the girls have access to sanitary napkins as required.
- 6) She should prepare indents for the purchase of medicines and get the approval of Medical Officer and submit them to the Special Officer.
- 7) She has to pay special attention towards the sick girls and accompany them during the time of hospitalization in emergency cases and arrange for proper diet and inform the parents about their sickness.
- 8) She has to supervise the cleanliness and hygienic conditions at kitchen, dining place and toilets every day.
- 9) She has to take up the health education classes as and when allotted to her by the Special Officer.
- 10) She should co-operate with the Special Officer for smooth and efficient functioning of the institution.

Accountant:

Only Female Candidates are eligible.

Qualification: Graduate in Commerce with experience in using Tally.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities: Responsible for maintaining all the books of accounts as per the guidelines given in the SSA Manual on Financial Management and Procurement (p.51).

Office Subordinate/Attendant:

Qualifications: 10th Class Pass (Female who has crossed 18 Years of age)

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) She will attend to the work relating to the cleanliness of the school, and any other entrusted by Special Officer.
- 2) She will assist with the serving of meals.
- 3) She will assist in all the office work in the KGBV.

Security Guard/Watchwoman:

Qualifications: Basic literacy and preferably trained by a reputed security agency having experience for a minimum of 5 to 6 years.

Age: Between 25 and 55 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The security guard/watchwoman shall be responsible for securing the premises at all times by ensuring that the gates and doors are kept locked at night and when she is not physically present at the gate during the day.
- 2) The security guard/watchwoman shall not allow any male visitor to enter the premises without the prior permission of the special officer.
- 3) The security guard/watchwoman shall maintain a register and ensure that details of all visitors to the KGBV are recorded.
- 4) The security guard/watchwoman shall not allow any child to leave the premises without permission of the special officer.
- 5) The security guard/watchwoman shall support the PET in morning drill and games.

Cook/Assistant Cooks:

Qualifications: Basic literacy and experience in cooking for large groups for a minimum of 5 to 6 years.

Age: Between 25 and 55 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The Cook and Assistant Cooks are responsible for the preparation of hygienic, nutritious and tasty food.
- 2) The Cook has to follow the prescribed menu and ensure that the food is cooked in sufficient quantity.
- 3) The Assistant Cooks are responsible for cleaning the food materials and the vessels used for cooking.
- 4) The Cook and Assistant Cooks are responsible for the cleanliness of the Kitchen and Store Room.
- 5) They should ensure that all safety precautions are taken during cooking.

Sweeper:

Qualifications: Basic literacy.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The Sweeper is responsible for the overall cleanliness of the premises.
- 2) She shall sweep all rooms and the compound every day.
- 3) She is responsible for cleaning the toilets and bathrooms twice a day.

Sd/- E. V. Narasimha Reddy
SECRETARY
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SPD/VICE CHAIRPERSON
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Asst. Secretary, APKGBV Society