

TERMS OF REFERENCE / JOB DESCRIPTION FOR MULTI-PURPOSE WORKER

- JOB TITLE:** Multi-Purpose Worker
- Location:** Dehradun, Uttarakhand with travel to project cities and other places as per the project requirements
- Contract term:** One year with possibility for extension
- Start date:** Immediately
- Responsible to:** Managing Director, Uttarakhand Metro Rail Corporation (UkMRC), Uttarakhand Dehradun / or any other officer authorized by them.
- Responsible for:** Carrying out day to day works required in the corporate office.

Background: UkMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

Required skills, expertise and Job Profile

- Mail distribution
- Post office work
- Filing
- Office upkeep
- Runner duties
- Any other task assigned by the reporting officer

Qualifications and Experience

As mentioned against each post in the advertisement.