

Sh. Jaswant Singh
Rajasthan

Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.

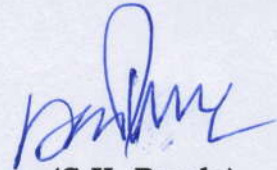
Reference: RTI application dated 27.09.2022 (Registration No. DFCCCL/R/E/22/01094) and received through DOPT portal.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought	Information provided
1.	1,2,3,5,6,7,8,9	Refer to the original RTI application dt. 27.09.2022	<i>you have done asked for clarification that can't be provided under RTI Act, not as the same is not covered by 2(f) of RTI Act.</i>
2.	4		Job description of the various categories of outsourced staff hired/deployed through outsourced agency is attached.
3.	10		Information is being provided as soon as possible.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

Mr. Gaurav Sharma
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001



(S.K. Panda)
JGM/Admn.(CPIO)
Mob.-9717636811

E-mail: skpanda@dfcc.co.in

Scope of work and Job Descriptions of the various categories outsourced staff proposed to be hired/deployed through Agency in DFCCIL, Corporate Office, New Delhi.

SN	CATEGORY	Job Description
1.	Executive Assistant (Highly skilled-I)	For performing the duties of PS/Secretarial Services of Steno i.e. Taking Dictation/Typing/Filing etc. services.
2.	Executive Assistant	
3.	Office Assistant	For performing the duties of OA/Secretarial Services of OA i.e. Data Entry/Typing/Filing etc. services.
4.	Receptionist	For performing the duties of Receptionist at the Reception like handling of visitors, entry of Receipts, Diary/Dispatch of Letters, handling of Fax Machine, EPBAX etc.
5.	Account Assistant	For performing and assisting in basic finance related work as per the administrative need.
6.*	Auto CAD Operator	Duties relating to Auto CAD operation/Drawing/Design work of various departments viz. CIVIL, Electrical, Mechanical etc.
7.	Public Relation Executive	To assist in the works relating to Media Relations, Public Relations, Electronic and Print Media etc.
8.	IT Assistant (Web Design) IT Assistant (System Design)	Works relating to IT department in Web Designing, System Installation, System Maintenance, Programming etc.
9	Assistant-Business Plan	To assist in the works relating to business development of OP & BD dept.
10.	Telecom Assistant	To assist in the works relating to Telecommunication, Installation of Instrument and Maintenance works related to S&T Department.

Note- Being premised upon the basic principle of Multi-tasking, the Job description, given under col no-3 above, is not exhaustive. The nature of Duties and or responsibilities assigned, its final form, may be vary and shall, further, be subject to Instructions, as & when, issued by the respective DFCCIL Officer, exercising administrative control over the outsourced personnel.

Authenticated

SM
29/9/22
J L MHR