

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION**

Dated, Guwahati, the 7<sup>th</sup> January, 2025

**No. HC.V-09/2012/ 24 /Estt. ###** Hon'ble the Chief Justice, in exercise of powers conferred under Article 229 of the Constitution of India is pleased to re-designate the following Class-IV (Grade-IV) posts of the Principal Seat of the Gauhati High Court as **Multi-Tasking Staff (MTS)** with indicative duty list at Annexure-A:

1. Court Attendant
2. Darwan
3. Lawn Attendant
4. Farash
5. Pumpman
6. Room Attendant
7. Lift Operator
8. Sanitation Attendant

This Notification shall come into force with immediate effect.

By order,

*Sd/- Sunil Kumar Poddar*

**REGISTRAR GENERAL**

**Memo No. HC.V-09/2012/ 24A /Estt.**

**Dated 07-01-2025**

**Copy for information/necessary action to: -**

1. The Legal Remembrancer & Secretary to Government of Assam, Judicial Department, Janata Bhawan, Dispur-781006.
2. The Registrar (Vigilance/Admin/Judicial/Estt.), Gauhati High Court, Guwahati.
3. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
5. The Registrar, Kohima Bench/Itanagar Permanent Bench/Aizawl Bench, Gauhati High Court, Kohima/Itanagar/Aizawl.
6. The Joint Registrar (.....), Gauhati High Court, Guwahati.
7. The Deputy Registrar (.....), Gauhati High Court, Guwahati.
8. The Director, Directorate of Printing & Stationary, Bamunimaidam, Guwahati-21, with a request to publish this Notification in the next issue of the Official Gazette of Assam and send one copy to this Registry through email.
9. The Assistant Registrar (.....), Gauhati High Court, Guwahati.
10. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
11. The Special Officer (Translation Wing), Gauhati High Court, Guwahati.

12. The Project Manager, Gauhati High Court, Guwahati, with a request to upload this Notification in the official website of the Gauhati High Court, Guwahati.
13. The Chief Security Officer, Gauhati High Court, Guwahati.
14. The Private Secretary to Hon'ble Mr./Mrs. Justice ....., Gauhati High Court, Guwahati.
15. The Administrative Officer (Judicial) (.....), Gauhati High Court, Guwahati.
16. The Court Officer No. 1 & 2, Gauhati High Court, Guwahati.
17. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
18. The Order file.

  
**REGISTRAR GENERAL**


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## ANNEXURE-A

### DUTY CHART OF MULTI-TASKING STAFF AT THE PRINCIPAL SEAT OF THE GAUHATI HIGH COURT

1. Physical maintenance of Office files, records, registers and documents etc. of the Office and the Courts.
2. General cleanliness and up-keep of the office rooms, courtrooms, gardens, parking areas and precincts of the High Court including guest houses and bungalows/residences of Hon'ble Judges etc.
3. Carrying of files and other papers/items within the precincts of the High Court.
4. File duty to residences/Bungalows of Hon'ble Judges and delivery of case files and documents between the Outlying Benches and Principal Seat of the Gauhati High Court or other Offices, on direction of the competent authority.
5. Photocopying, sending of FAX, emails etc., if required.
6. Other non-clerical works in the Registry office including sanitation related duties.
7. Assisting in routine office work like maintenance of diary, dispatch, dak etc. including working on computer for qualified Multi Tasking staff.
8. Protocol and reception related duties as and when assigned/required.
9. Opening and closing of rooms, gates etc.
10. Watch and ward duties, if required.
11. Look after and upkeep of the inventory and stocks of office items etc.
12. Minor repairing/plumbing works etc. and maintenance and operation of lifts in the office.
13. Dusting and cleaning of furniture, IT machines and tools etc.
14. Engagement in driving duties, if required, by qualified Multi Tasking staff who possess valid driving license.
15. Hospitality and housekeeping works in Bungalows/Judges' Guest House etc., if required.
16. Qualified Multi Tasking staff may also be engaged in IT works including computerization, e-filing etc. on direction of the appropriate authority or stacking and indexing of office files/records with assistance of other clerical or designated staff of the office/section etc.
17. Any other works assigned by the superior authority.

  
21/11/24

Administrative Officer (Judicial)  
Establishment Section  
Gauhati High Court, Guwahati