# ***SYLLABUS AND JOB DESCRIPTION***

| ***SR.#*** | ***COOK (BS-08)***<br>*Job Code: NG-235* |
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| *1.* | ***SYLLABUS***<br><br>***MCQs Test***<br><br>*Job Related MCQs type questions.*<br><br>***Practical Test***<br><br>*The job-related proficiency of the candidates who qualify the MCQs test shall be judged through a practical test.* |
| | ***Job Description***<br><br>*i. To fetch food items from the market.*<br>*ii. To prepare the meal as per desire of the Hon'ble Judges & their families and to serve it.*<br>*iii. To maintain the cleanliness of the kitchen, its articles, dining table and crockery.*<br>*iv. To cook Continental, Desi and Chinese food.*<br>*v. Any other assignment given by the Competent Authority.* |

| ***SR.#*** | ***BEARER/WAITER (BS-04)***<br>*Job Code: NG-256* |
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| *2.* | ***Job Description***<br><br>*i) Provides a link between kitchen and service areas and carry trays of food or drinks from the kitchen to the dining tables.*<br>*ii) Consistently monitors needs of the Hon'ble Judges, Officers and Guests with discipline.*<br>*iii) Maintain personal and food hygiene all the time.*<br>*iv) Remove dirty dishes and glasses, and clean tables after finishing meals.*<br>*v) To do any other assignment given by the authority.* |

| ***SR.#*** | ***FRASH (BS-04)***<br>*Job Code: NG-260* |
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| *3.* | ***Job Description***<br><br>*i) To make cleanliness of walls and roofs of this Court/Judges' Rest house etc.*<br>*ii) Any other assignment given by the Assistant Registrar concerned/caretaker.* |

| ***SR.#*** | ***SWEEPER/SANITARY WORKER (BS-04)***<br>*Job Code:NG-262* |
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| *4.* | ***Job Description***<br><br>*i) To empty and to wash out dust bins in all Courts and Offices*<br>*ii) To broom in the Courts, Offices Courtyard etc.*<br>*iii) To vacuum carpets.*<br>*iv) To clean Nursery toilets, staff toilets and hand basins*<br>*v) To wash floors in laundry, kitchen, bathroom and Nursery*<br>*vi) To wipe around surface in kitchen.*<br>*vii) To lock or unlock the building securely*<br>*viii) To do any other assignment given by the authority.* |