

## WALK-IN INTERVIEW NOTICE

**Date of Interview:** 18.02.2026

**Time:** 09:00 AM

**Venue:**

Shree Bharati Teertha Shastra Samutkarsha Kendram  
**Central Sanskrit University**, Mukta Swadhyaya Peetham  
Rajiv Gandhi Campus, Bharati Nagara, Menase, Sringeri – 577 139  
Chikkamagaluru Dist., KARNATAKA, India  
Mob. 7760234964, Email: [mspsvk@sanskrit.ac.in](mailto:mspsvk@sanskrit.ac.in)

GA Digital Web World Private Limited, invites eligible candidates for Walk-in Interview for providing manpower services to Mukta Swadhyaya Peetham of Central Sanskrit University on outsourcing basis for the following positions:

### Manpower Requirement

Sl.No.	Positions	Number of persons	Wage Details
1.	Work Assistant / Care taker (Grade 1, Highly skilled)	1	C area wage (Basic+V.D.A) - Rs. 893/Day *
2.	Mechanized strapping system operator cum Multi Skilled Worker (skilled)	1	C area wage (Basic+V.D.A) - Rs. 760/Day*
3.	Multi-Tasking Staff (SVK)	2	C area wage (Basic+V.D.A) - Rs. 541/Day*
4.	Security guard	2	C area wage (Basic+V.D.A) - Rs. 760/Day*
5.	Housekeeping / Safai Karmachari	2	Zone - IV wage (Basic - Rs. 632/Day) **

Details regarding nature of duty etc. are given in Annexure I

\*ESI, EPF, etc. shall be applicable as per contract rules and Government norms.

\*\* ESI, EPF, VDA, etc. shall be applicable as per contract rules and Government norms.

Note: Basic wages, VDA, ESI, EPF, etc. are subject to revision as per Government guidelines.

### Documents Required

Interested candidates are requested to attend the Walk-in Interview with the following documents:

1. Updated Resume
2. Two Passport Size Photos
3. Proof of Qualification Certificates
4. Aadhaar Card Copy
5. Experience Certificate (if any)
6. Last Salary Slip (if applicable)
7. Written Willingness for Continuation / Joining

For any clarification/query, please contact:

Shri Ravishankar Bhat K. S.  
Technical Manager (O.M.)  
Mobile: 7760234964

### Required positions and Nature of duty

Sl. No	Name of Post/ position	Qualification / Skills required	Nature of Duty (scope of work)	Required positions
1.	Work Assistant / Care taker (Grade 1, Highly skilled)  (Basic+V.D.A) - Rs. 893/Day *	<p><b>Education</b></p> <p><b>Qualifications -</b></p> <ul style="list-style-type: none"> <li>Required – ITI in Electronics / mechanical Work experience of 3 yrs. in electronic/electrical-field.</li> </ul> <p><b>Skills required</b></p> <ul style="list-style-type: none"> <li>Working knowledge in computers and trained in MS word, MS Excel and MS power point. Capacity to analyse data and make written notes, Drafting capacity.</li> <li>Communication skills in English, Hindi &amp; Sanskrit.</li> <li>Documentation Skills</li> <li>Reporting Skills</li> <li>Equipment-maintenance/care-taking skills.</li> <li>Stock managing skills.</li> <li>Other skills required according to the nature of duty.</li> </ul>	<ul style="list-style-type: none"> <li>Care-taking &amp; support for maintenance of IT related &amp; general equipment of MSP.</li> <li>Supporting SLM stock-management.</li> <li>Care-taking physical records of the Section.</li> <li>Involvement in arranging/ bundling / dispatching SLMs to the learners as per the schedule &amp; liaising-actions related to SLM dispatch &amp; delivery system.</li> <li>Supporting collection/sorting, entry, updating &amp; maintenance of data related to consumable &amp; non-consumable items of SVK*.</li> <li>Typing / DTP works related to SLM (Sanskrit, Hindi &amp; English)</li> <li>Assisting in official works as per instruction.</li> <li>Assisting official communications.</li> <li>Any other allied works assigned by Shaikshika-Vikasa-Kendra/MSP/CSU.</li> </ul>	01
2.	Mechanized strapping system operator cum Multi Skilled Worker (skilled)  (Basic+V.D.A) – Rs.760/Day*	<p><b>Required skills/experience</b> (irrespective of edu. Qualification)</p> <p>- Experience of minimum 3 years in Unitization and handling Load-Strapping System, assisting Auxiliary Cable Installation &amp; Maintenance Services etc.</p> <p>or</p> <p>Hands on experience in network cable installation &amp; maintenance/ handling electronic &amp; electrical equipment/ Cargo</p>	<ul style="list-style-type: none"> <li>Operating &amp; maintaining MFD/ MSS related to SVK</li> <li>Digital multiplication / printing pdf files of SLM, sending of SLM packages etc.</li> <li>Stapling/pinning/tagging, book-binding, packing, manual/machine-stitching, strapping-bundles etc., carrying bundles to the post office.</li> <li>Handling/maintenance of Load-Strapping System.</li> <li>Assisting Auxiliary/network-Cable Installation &amp; Maintenance Services.</li> </ul>	01

		Consolidation & execution SLM dispatch etc.	<ul style="list-style-type: none"> <li>• Booking/Tracking/receiving consignments on behalf of SVK &amp; reporting to the concerned.</li> <li>• Physical Maintenance of records of the Section.</li> <li>• Carrying of files &amp; other papers within/outside the Campus as per the instruction.</li> <li>• Assisting in routine office works including diary, despatch etc., (manually as well as on computer), Delivering of dak (outside the building) etc.</li> <li>• Watch &amp; ward duties.</li> <li>• Physical/general Maintenance of the Section.</li> <li>• Maintaining general cleanliness &amp; upkeep of the Section/Unit.</li> <li>• Other non-clerical work in the Section/Unit.</li> <li>• Work related to his IT1 qualifications, if it exists.</li> <li>• Any other work assigned by the concerned authority.</li> </ul>	
3.	Multi-Tasking Staff (SVK) (Basic+V.D.A) - Rs. 541/Day*	<p><b>Required skills/experience</b> (irrespective of edu. Qualification)</p> <p>– Ability to read English numerical and figures and ability to read Devanagari letters &amp; identify the required title of SLM of the MSP. Should be able to keep/arrange the SLMs programme-wise /shastra-wise.</p> <p>Other skills required according to the nature of duty.</p> <p>Preferrable – ability to make dairy dispatch entries in LMS/computer.</p>	<ul style="list-style-type: none"> <li>• Carrying of files &amp; other papers within/outside the Campus as per the instruction.</li> <li>• Photocopying, printing pdf files of SLM.</li> <li>• Assisting in Cargo Consolidation &amp; execution of SLM dispatch related works.</li> <li>• Support for stapling/ pinning/ tagging, book-binding, packing/bundling SLMs using appropriate packing method with proper materials (such as paper-wrapped-packing/cartoon-boxing/cloth-wrapped-bundles with manual/machine-stitching, strapping-bundles etc), carrying bundles to the post office.</li> <li>• Tracking/receiving consignments on behalf of SVK &amp; reporting to the concerned.</li> <li>• Other non-clerical work in the Section/Unit.</li> <li>• Delivering of dak (inside/outside the building) etc.</li> <li>• Watch &amp; ward duties, opening &amp; closing of rooms/windows.</li> <li>• Dusting files, books, tables etc.</li> </ul>	02

			<ul style="list-style-type: none"> <li>• Maintaining general cleanliness &amp; upkeep of the Section/Unit.</li> <li>• Any other work assigned by the concerned authority.</li> </ul>	
4.	<p>Security guard (Basic+V.D.A) - Rs. 760/Day*</p>	<p><b>Required skills/experience</b> (irrespective of edu. Qualification) <b>Physical</b>                      <b>Fitness,</b> <b>Integrity/Honesty,</b> <b>Communication Skills,</b> <b>Vigilance/Observation</b> <b>, and Problem-Solving</b> <b>attitude</b>                      <b>for</b> <b>maintaining safety.</b></p>	<ul style="list-style-type: none"> <li>• <b>Surveillance and Monitoring:</b> Constantly monitoring movements/CCTV/ alarm systems, and premises to detect suspicious behaviour, potential breaches, or safety hazards.</li> <li>• <b>Patrolling:</b> Conducting regular patrols of the perimeter and interior to ensure safety, identify risks, and deter criminal activity.</li> <li>• <b>Access Control:</b> Guarding entry/exit points, verifying visitor identification, and ensuring only authorized personnel enter the premises.</li> <li>• <b>Emergency Response:</b> Acting as first responders to fires, medical emergencies, or security breaches, including evacuating people and contacting law enforcement or paramedics.</li> <li>• <b>Reporting and Documentation:</b> Maintaining accurate logs of daily activities, inspections, and detailed reports of any incidents, accidents, or unusual occurrences.</li> <li>• <b>Safety Enforcement:</b> Ensuring compliance with safety protocols and, in some cases, inspecting equipment or controlling building systems</li> </ul>	<b>02</b>

			<ul style="list-style-type: none"> <li>• Providing Basic Information and Assistance to the visitors.</li> <li>• General assistance for smooth functioning of the office.</li> <li>• Other related work assigned by the concerned authority.</li> </ul>	
5.	<p>Housekeeping / Safai Karmachari</p> <p>(Basic – Rs.632/Day)**</p>	<p>Attitude for maintaining cleanliness, general physical fitness etc.</p> <p><b>Key Skills &amp; Requirements</b></p> <p>Attention to Details: Ensuring thorough cleaning.</p> <p><b>Physical Stamina:</b> Ability to handle physical labour such as lifting, bending, and walking for extended periods.</p> <p><b>Time Management:</b> Completing tasks efficiently within a given timeframe.</p> <p><b>Reliability:</b> Following a consistent schedule for cleaning.</p>	<ul style="list-style-type: none"> <li>• Housekeeping and Safai Karmachari (cleaning staff) roles involve maintaining hygiene, cleanliness, and orderliness in the office premises.</li> </ul> <p><b>Daily Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Cleaning Surfaces:</b> Dusting, wiping, and cleaning furniture, desks, office equipment, and other fixtures/windows etc.</li> <li>• <b>Floor Maintenance:</b> Sweeping, mopping (often with disinfectants like phenyl), vacuuming carpets, and polishing floors daily.</li> <li>• <b>Waste Disposal:</b> Emptying dustbins, replacing garbage bags, and ensuring proper disposal of garbage in designated areas.</li> <li>• <b>Wash-rooms/toilets Sanitation</b> Thoroughly cleaning and disinfecting toilets, washbasins, urinals, and tiles twice/thrice a day or as needed.</li> <li>• <b>Replenishing Supplies:</b> Restocking toiletries, such as soap, toilet paper, hand wash, and towels.</li> <li>• <b>Public/Common Area Maintenance:</b> Cleaning lobbies, corridors, elevators, and staircases in buildings.</li> </ul> <p><b>General Responsibilities</b></p>	02

			<ul style="list-style-type: none"> <li>• <b>Reporting:</b> Informing management about any damages, repairs needed, or safety hazards.</li> <li>• <b>Equipment Care:</b> Ensuring proper, safe use and cleaning of cleaning equipment (vacuum cleaners, mops, etc.).</li> <li>• <b>Safety Compliance:</b> Adhering to health and safety regulations while cleaning.</li> <li>• <b>Inventory Management</b> Monitoring cleaning supplies and reporting when stocks are low.</li> <li>• Any other work assigned by the concerned authority.</li> </ul>	
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\*ESI, EPF etc. shall be considered as per rules or provision mentioned in the contract.

\*\* ESI, EPF etc. shall be considered as per rules or provision mentioned in the contract. As per Karnataka State Government notification No. KAE 105 LWA 202\ dated 28.07.2022. (Refer clause 2 (b) (g) of Gazette Notification no. S.O 188(E) dated 19.01.2017)

Note -

- Basic, VDA, ESI, EPF etc. are subject to timely revision as per government norms.
- Central Sanskrit University, R.G. Campus reserves the right to relax the eligibility criteria for the out sourced persons if the provided persons found suitable otherwise.
- SVK means शैक्षिकविकासकेन्द्रम् (Academic Development Centre) of Mukta Swadhyaya Peetham, Central Sanskrit University, Rajiv Gandhi Campus, Sringeri