Annexure IX

List of Service wise minimum qualification, Preferable and Essential Condition for Outsourcing Manpower

S. No.	Designation (Manpower)	Academic Qualification	Desirable Qualification	Others
1	2	3	4	5
1	MTS	Class 8th	High School	Preference To Local Resident
2	Security Guard	Class 8th	High School	Preference To Local Resident
3	Cleaner	Class 8th	High School	Preference To Local Resident

INDICATIVE LIST OF DUTIES

MTS related duties would broadly include:

- Physical Maintenance of records of the Section.
- General Cleanliness and upkeep of the Section/Unit.
- Carrying of files and other papers within and outside as directed by the Head of the office/Superior Authority.
- Photocopying.
- Delivering of dak (Outside the building)
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms, restrooms and office premises.
- Dusting of furniture etc.
- Cleaning of office building, fixtures etc.
- Upkeep of Parks, Lawns, Potted plants etc.
- Any other work related to official activities assigned by Head of the office/Superior Authority.

District wise List of Manpower required for office-work

S.No.	District Name	Number of Office Attendant (MTS) Required
1	Agra	2
2	Mainpuri	2
3	Firozabad	2
4	Mathura	3
5	Aligarh	3
6	Etah	2
7	Hathras	1
8	Kasganj	2
9	Prayagraj	3
10	Fatehpur	1
11	Pratapgarh	1
12	Kaushambi	2
13	Azamgarh	2
14	Mau	2
15	Balia	2
16	Banda	1
17	Hamirpur	2
18	Mahoba	1
19	Chitrakoot	2
20	Bareilly	1
21	Pilibhit	1
22	Shahjahanpur	1
23	Budaun	1
24	Basti	2
25	Siddharth Nagar	1
26	Sant Kabir Nagar	1
27	Ayodhya	3
28	Ambedkar Nagar	2
29	Barabanki	2
30	Amethi	2
31	Sultanpur	1
32	Gorakhpur	3

33	Deoria	*
34	Kushi Nagar	1
35	Maharajganj	2
36	Gonda	2
37	Bahraich	2
38	Balrampur	2
39	Shrawasti	2
40	Jhansi	2
41	Lalitpur	3
42	Orai	1
43	Lucknow	15
44	Unnao	1
45	Hardoi	2
46	Lakhimpur	2
47	Rai Bareli	2
48	Sitapur	3
49	Meerut	2
50	Bulandshahr	3
51	Ghaziabad	2
52	Hapur	2
53	Gautam Budha Nagar	3
54	Baghpat	1
55	Kanpur	2
56	Kanpur Dehat	2
57	Etawah	2
58	Fatehgarh (Farrukhbad)	2
59	Kannauj	2
60	Auraiya	2
61	Mirzapur	2
62	Sonbhadra	1
63	Sant Ravidas Nagar	1
64	Saharanpur	2
65	Muzafar Nagar	2
66	Shamali	1
67	Varanasi	4

68	Ghajipur	1
69	Jaunpur	2
70	Chandauli	1
71	Moradabad	1
72	Bijnaur	1
73	Rampur	2
74	Sambhal	3
75	Amroha	2
	Total	150

- **No Allocation has been done**