



GENERAL ADMINISTRATION UNIVERSITY OF KASHMIR

Hazratbal, Srinagar-06
NAAC Accredited Grade - 'A'

Subject: Change of nomenclature of Class-IV/equivalent positions.

Order No. F(nomenclature-Class-IV) GA/KU/22

Dated: 30.08.2022

Pursuant to the:

- I. Government SO 133 issued by the Principal Secretary to the Government, General Administration Department, Civil Secretariat vide notification dated: 29.03.2022;
- II. Recommendations made by the Central Administrative Affairs Committee at its meeting held on 17.06.2022 and 07.07.2022;

The Vice-Chancellor has been pleased to authorize implementation of Government SO 133; dated: 29.03.2022 in the university of Kashmir.

Consequent upon the above the nomenclature of all below mentioned substantive "Class-IV" categories of the University of Kashmir is changed to "Multi-Tasking Staff (MTS)".

Class-IV; Orderly; Packer; Blacksmith; Groundsman; Head Groundman; Billiard Marker; Runner; Waiter; Guard; Farash; Daftari; Motor-mate; Aya; Mess bearer; Washerman; Book Picker; Library Bearer; Lab Bearer; Lady Attendant; Herbarium Keeper; Gasman; Care taker; Work Shop Attendant; Helper to Carpenter; Cane Seat Maker; Khidmatgar; Record Keeper; Lib Attendant; Lab Attendant; Room Attendant;

The change in nomenclature shall not alter their job profile and they can be assigned and have to undertake any job as described under:



1. Physical Maintenance of records of the Section;
2. General cleanliness & upkeep of the Sectional Unit;
3. Carrying of files & other papers within the building;
4. Photocopying, sending of FAX etc.;
5. Other non-clerical work in the Sectional Unit;
6. Assisting in routine office work like diary, dispatch etc., including on computer;
7. Delivering of dak (outside the building);
8. Watch & ward duties;
9. Opening & closing of rooms;

Ms. Abida Parveen (S.O.)
for records
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10. Cleaning of rooms;
11. Dusting of furniture etc.;
12. Cleaning of building, fixtures etc.;
13. Work related to his ITI qualifications, if it exists;
14. Driving of vehicles, if in possession of valid driving license;
15. Upkeep of parks, lawns, potted plants etc.;
16. Any other work assigned by the superior authority.

Decision with regard to Chowkidars and Gardeners working in Proctorial Wing and University Landscape Division shall be notified latter.


Assistant Registrar
General Administration 

Copy for information to the:

1. Dean, Academic Affairs/Research/CDC/Students Welfare;
2. Deans of all Schools;
3. Director, DIQA/IT&SS/Convocation/ULD/Research Centers/Units/Institutes/Campuses;
4. Heads of all Teaching Departments;
5. Controller of Examinations;
6. Librarian, Allama Iqbal Library;
7. Provost/Chief Proctor/Chief Security Officer;
8. S.S. to Vice-Chancellor for information of the Hon'ble Vice-Chancellor;
9. Director, Finance, University of Kashmir;
10. All Officers of the Registry;
11. P.A. to Registrar for information of the Registrar;
12. Officer In-charge, Regional Centre for Distance Learning;
13. File.