

Housekeeping Staff

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in> .

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring for a Housekeeping Staff.

Interested candidates may share their application on hr@mygov.in .

Position: Housekeeping Staff

No. of Position(s): 1

Qualification: Min. Matriculation

Years of Experience: 0-2 years

Responsibilities:

- Keeping facilities and common areas clean and maintained.
- Vacuuming, sweeping, and mopping floors.
- Cleaning and stocking restrooms.
- Cleaning up spills with appropriate equipment.
- Notifying managers of necessary repairs.
- Collecting and disposing of trash.
- Assisting guests when necessary.
- Keeping the linen room stocked.
- Properly cleaning upholstered furniture.
- Delivering of Dak (inside & outside the building).
- Carrying files & other papers within the building.
- Photocopying, scanning Other non-clerical work.

Qualifications:

- Min. matriculation required.
- Ability to manage your time efficiently.
- Handle basic maintenance and cleaning.
- Any other work assigned by superior authority.