

JOB CHART OF SECURITY GUARD IN RRC / **RRC-CUM-DSC (Out-sourced)**

03 (three) Watchmen are deployed in one RRC / RRC-cum-DSC managed by OSCSC Ltd. for 08 (eight) hours each on rotation basis whose main job are as follows:

1. To open and close godowns, open shutters and office room.
2. He shall be responsible for safety / security of the Corporation properties.
3. To attend watch and ward duty at assigned points.
4. Counting of bags being loaded / unloaded at the warehouse.
5. Maintenance of gate registers to record incoming / outgoing of consignments with truck number.
6. To attend to counting of bags being loaded / unloaded at RRC / RRC-cum-DSC as and when entrusted by the RRC-cum-DSC in charge.