

## **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](mailto: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.