

### **Work Profile of Assistants in Class III -RBI**

1. Inwarding letters in DMIS, Data Entry.
2. Preparation and maintenance of Loans and Advances sheets of employees (Housing Loan, Leave, etc.).
3. Collating information relating to their department for other departments/Central Office as per requirement.
4. Consolidating the responses to RIA applications/Parliament Queries/ complaints/ legal cases before putting up to the officers.
5. Collecting, compiling and collating information required by the Top Management before meetings. Arrangements for conduct of meetings and circulation of agenda notes and proceedings.
6. Arranging/monitoring the periodic payments to vendors after ascertaining that the vendor has submitted the requisite bills.
7. Procurement of PC/Printer/Laptops and other dead stock items required in the department. Co-ordinating with vendors for repairs and other IT related issues.
8. Monitoring of physical verification and reconciliation of dead stock items and Maintenance of register.
9. General maintenance of section files and records.
10. Preparation of Vouchers before putting up for signature by the signing authority.
11. Cases and dak cleared by the department-in-charge / section-in-charge to be sent back to the concerned section / officer.
12. Working as assistant in managing of Banking cash counter.
13. Accompanying the remittances to the Currency Chests as Potdar
14. Drafting of notes/correspondence of general/routine nature.
15. Monitoring status regarding weeding out of old files and putting up the same at periodic Intervals.
16. Monitoring status of compliance to audit paras, especially in cases where information is sought from other sections/offices.
17. In CVPS, in case of shortage of Assistant Managers, the services of Assistants can be used for consolidation job only.
18. PAD inspection i.e. Inspection of Bank branches doing government business.
19. Attending to the duties of Private Secretary, as and when required, as per administrative exigencies
20. Undertaking incognito visits to banks for monitoring better customer service.
21. Assisting in inspection of branches in DCBS and in study visits by DBS teams.

22. Assisting inspection team of Currency Chest, Government Banks, and Supervised Entities (SE) as per requirements, Pre and Post inspection follow up work.
23. Preliminary scrutiny of the complaints received in Complaint Management System (CMS) in CEPCI OBO, administration and report generation in CMS.
24. Off-site Monitoring and follow-up work.
25. Data analytics related work.
26. Any other items of work assigned by offices (with the approval of RD) in case of administrative exigencies.