

## **Job Description: Aple Sarkar Seva Kendra Chalak (ASSK KC)**

- 1) Data entry work for all G2G modules and all schemes running under gram Panchayat
- 2) Providing all G2C ,B2C and C2C services from APLE SARKAR SEVA KENDRA.
- 3) Providing Assistance to Gram Sevak and GP for various Computer related data feeding and document preparation
- 4) Typing letters for GP
- 5) Keeping GP record Updated
- 6) Entering Accounting data in E-PRI software
- 7) Various work as instructed by gram Sevak related to E-PRi Project