

Recognition of Job Duties and Responsibilities: Indispensable in Leading to Up-gradation of Career Prospects

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Abstract: In all types of organizations, all the members, belonging to all job positions in the hierarchy are required to carry out different types of job duties and responsibilities. These are manageable as well as complicated, these are put into operation in more amount of time or can be less time-consuming and these are carried out on one's own or through working in co-ordination with other members. Hence, throughout their jobs, in order to be successful, all the members need to be well-informed in terms of different types of job duties and responsibilities. Furthermore, they need to put emphasis on leading to up-gradation of different types of skills and abilities. In addition, individuals need to inculcate the traits of morality, ethics, diligence and conscientiousness. These are essential in order to do well in one's job duties and responsibilities and generating desired outcomes. Furthermore, one will render an important contribution in achieving organizational goals and leading to up-gradation of overall structure of the organizations. Therefore, it is well-understood, recognition of job duties and responsibilities is indispensable in leading to up-gradation of career prospects. The main concepts that are taken into account in this research paper are, recognition of job duties and responsibilities is facilitating in leading to progression of human resources and organizations, understanding the meaning and significance of job duties and responsibilities and measures to be implemented in carrying out job duties and responsibilities in a well-organized manner.

Keywords: Human Resources, Information, Job Duties, Job Positions, Organizations, Progression, Responsibilities, Well-organized Manner

I. INTRODUCTION

The organizations are of various types, i.e. educational institutions, training centres, financial institutions, production and manufacturing organizations, services organizations and so forth. In all types of organizations, individuals are in different job positions. In all the job positions, they are vested with number of job duties and responsibilities. The different types are, production and manufacturing of products, marketing and sales, financial management, project management, preparation of articles, projects and reports, field-work, and so forth. In order to carry out all types of job duties and responsibilities in an adequate manner, one needs to be well-prepared (Hanchar, 2018) [1].

In other words, one needs to augment information in terms of different types of subjects and concepts to generate desired outcomes. There are some job duties and responsibilities, which are carried out on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with each other. Hence, it is necessary to augment information in terms of strategies, which are approving in generating desired outcomes. Therefore, all members need to acquire information in terms of these in a satisfactory manner. The communication processes are required to be put into operation in a satisfactory manner. These are facilitating in augmenting information in terms of different types of subjects and concepts; exchanging different types of ideas and viewpoints; obtaining answers to various questions and clarifying doubts in terms of various factors (Environmental Trends, 2013) [2]. Furthermore, all the members need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. The communication processes takes place in a verbal and written form. The verbal communication takes place face to face or through utilization of technologies, whereas, written communication takes place through exchanging messages and emails. Hence, in order to carry out all types of job duties and responsibilities in an adequate manner, one needs to hone communication skills. Therefore, it is well-understood, implementing effective communication processes is vital in generating desired outcomes [3].

A. Recognition of Job Duties and Responsibilities is Facilitating in leading to Progression of Human Resources and Organizations

In order to carry out different types of job duties and responsibilities in an appropriate manner, one needs to augment information in terms of different types of methodologies and procedures. These are referred to the techniques, which are facilitating in doing well in one's job duties and responsibilities. Furthermore, one will be able to meet the expectations of individuals in leadership positions. The individuals need to put emphasis on honing the traits of morality, ethics, diligence and conscientiousness. The acknowledgement and implementation of these traits are facilitating in carrying out all types of job duties and responsibilities in an adequate manner. The individuals are making use of different types of pioneering methodologies and materials as well in order to generate desired outcomes [4] [5].

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The utilization of these would be facilitating in doing well in different types of job duties and responsibilities. One needs to focus on acquiring an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is regarded as fundamental in carrying out all types of job duties and responsibilities in a satisfactory manner. One of the important aspects is, one needs to hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. Therefore, it is well-understood that recognition of job duties and responsibilities is facilitating in leading to progression of human resources and organizations.

Within all types of organizations, all the members, belonging to all job positions in the hierarchy need to form cordial and amiable terms and relationships with others. There are some job duties and responsibilities, which are carried out on an individual basis, whereas, there are others, which are carried out through working in a team comprising of two or more individuals. Hence, in order to do well in all types of job duties and responsibilities, one will form cordial and amiable terms and relationships with other individuals. Furthermore, one will augment motivation levels, meet the expectations of individuals in leadership positions and incur the feelings of pleasure and contentment.

In order to develop mutual understanding, one needs to augment information in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. Furthermore, one needs to be well-informed in terms of different types of job duties and responsibilities. In addition, one needs to augment information in terms of different types of methodologies and procedures. One of the important aspects is, one needs to put emphasis on inculcation of traits of goodness, principles, sociability and friendliness. Therefore, it can be stated, that recognition of job duties and responsibilities is facilitating in leading to progression of human resources and organizations.

All the members of the organizations, belonging to all job positions in the hierarchy are required to augment information in terms of various factors, i.e. making wise and productive decisions in terms of various areas; honing analytical and critical-thinking skills; providing solutions to various types of problems and challenging situations; managing financial, human, technical, material and information resources in an effective manner; making provision of infrastructure, amenities and facilities; implementing grievance redresser procedures; implementing peaceful conflict resolution methods; honing communication skills and interactive abilities; putting in efforts to one's best abilities; possessing the abilities to work under stress; promoting enhancement of organizational culture and leading to up-gradation of overall structure of the organizations. Throughout their jobs, they are required to augment information in terms of these factors.

The information in terms of these is acquired on one's own or through putting into operation effective communication processes with other individuals. The individuals conduct research through utilizing various types of reading materials and internet. Furthermore, work experience is regarded as

favourable and worthwhile in order to augment information in terms of these factors. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in these factors. In other words, these are to be put into operation in a well-ordered and regimented manner. As a consequence, different types of job duties and responsibilities are put into operation in an efficacious manner. Therefore, it is understood on a comprehensive basis that recognition of job duties and responsibilities is facilitating in leading to progression of human resources and organizations.

B. Understanding the Meaning and Significance of Job Duties and Responsibilities

The individuals, belonging to all fields are required to hone technical skills. These are the skills that are facilitating in making effective usage of technologies. The different types of technologies that one is making use of are, computers, laptops, I pads, scanners, printers, photo-copiers, projectors, audio-visual aids and so forth. Through making use of various types of technologies, different types of job duties and responsibilities are carried out in a less time-consuming and efficient manner. Hence, members need to put emphasis on honing technical skills, throughout their jobs. They need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. The individuals will render an important contribution in pleasing the individuals in leadership positions, when they are making use of technologies. The individuals in this manner are doing well in their job duties and achieving desired goals and objectives. As a consequence, individuals get well-prepared in order to carry out different types of job duties and responsibilities in a satisfactory manner. Furthermore, one will contribute efficiently in incurring the feelings of pleasure and contentment. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of job duties and responsibilities, when they are putting emphasis on honing technical skills. In order to carry out all types of job duties and responsibilities in an adequate manner, one needs to augment information in terms of different types of methodologies and procedures. These are referred to the ways of doing well in one's job duties and responsibilities. Furthermore, one will be able to meet the expectations of individuals in leadership positions. The individuals need to put emphasis on honing the traits of morality, ethics, diligence and conscientiousness. The acknowledgement and implementation of these traits are facilitating in carrying out all types of tasks and activities in an adequate manner. The individuals are making use of different types of pioneering methodologies and materials as well in order to generate desired outcomes. The utilization of these would be facilitating in doing well in different types of job duties and responsibilities. One needs to work diligently in order to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is regarded as the key in carrying out all types of job duties and responsibilities in a satisfactory manner.



One of the important aspects is, one needs to hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. Therefore, one is able to acquire an understanding of the meaning and significance of job duties and responsibilities, when they are augmenting information in terms of different types of methodologies and procedures.

In all types of organizations, there are individuals in leadership positions. The individuals in leadership positions are vested with number of job duties and responsibilities, i.e. making wise and productive decisions in terms of various areas; honing analytical and critical-thinking skills; providing solutions to problems of the employees; managing financial, human, technical, material and information resources in an effective manner; making provision of infrastructure, amenities and facilities; implementing grievance redresser procedures; honing communication skills and interactive abilities; putting in efforts to one's best abilities; overcoming stressful situations; promoting enhancement of organizational culture and leading to up-gradation of overall structure of the organizations. Throughout their jobs, they are required to augment information in terms of these. One of the important aspects is, one needs to hone the traits of morality, ethics, diligence and conscientiousness.

The possession of adequate information in terms of these factors will be facilitating in doing well in one's tasks and activities. Furthermore, leaders will render an important contribution in promoting well-being and goodwill of workforce (Employee-Centred Leadership Style, 2018). As a consequence, they will contribute efficiently in achieving organizational goals and leading to up-gradation of overall structure of the organizations. In this manner, the leaders acquire the opportunities to prove that they are capable of acquiring leadership positions. Therefore, an understanding of the meaning and significance of job duties and responsibilities is acquired, when leadership functions are carried out in an appropriate manner.

C. Measures to be Implemented in Carrying out Job Duties and Responsibilities in a Well-organized Manner

Acquisition of employment opportunities is regarded as one of the major goals of individuals, belonging to all occupations, communities, categories and socio-economic backgrounds. In all types of employment settings, all the members are required to carry out their respective job duties and responsibilities. Furthermore, they need to ensure, they are reinforcing a constructive approach. This approach is facilitating in forming positive viewpoints in terms of various factors. Furthermore, all the members will render an important contribution in forming cordial and amiable terms and relationships with each other (How important is Job Satisfaction in Today's Workplace? 2019). Throughout their jobs, all the members are required to augment information in terms of different types of measures, which would be facilitating in carrying out job duties and responsibilities in a well-organized manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of measures. Furthermore, these need to be put into operation in a moral and ethical manner. Therefore, measures to be implemented in carrying out job

duties and responsibilities in a well-organized manner are stated as follows:

II. HONING MOTIVATION AND CONCENTRATION LEVELS

All the members, belonging to all fields and all job positions need to put emphasis on leading to up-gradation of motivation and concentration levels. These are the levels, which are facilitating in stimulating the mind-sets of the individuals. As a consequence, they will form positive viewpoints in terms of various factors. Furthermore, all the members will render an important contribution in forming cordial and amiable terms and relationships with each other. In addition, one will be able to possess the abilities to work under stress. Furthermore, one will be able to put in their best abilities in doing well in one's tasks and activities. The individuals in leadership positions are vested with the authority and responsibility of implementing all the factors, which are facilitating in leading to up-gradation of motivation and concentration levels. The different types of these factors are, rewards, incentives, benefits, increase in pay, promotional opportunities, and so forth. The individuals are required to make sure, they do not possess any types of negative feelings in terms of anybody. As a consequence, they will render an important contribution in carrying out all types of job duties and responsibilities in a well-ordered manner. Therefore, honing motivation and concentration levels is regarded as one of the indispensable measures to be implemented in carrying out job duties and responsibilities in a well-organized manner.

A. Inculcating the Traits of Morality, Ethics, Diligence and Conscientiousness

Inculcating the traits of morality, ethics, diligence and conscientiousness is regarded to be of utmost significance in doing well in all types of job duties and responsibilities. Furthermore, individuals will be able to differentiate between various types of appropriate and inappropriate aspects; depict the traits of helpfulness and co-operation; possess an approachable nature and an amiable attitude; reinforce the traits of efficiency, honesty and truthfulness and generate information in terms of different types of subjects and concepts. Furthermore, they will be able to cope with different types of dilemmas and challenging situations. In addition, these are prevented from giving rise to impediments within the course of carrying out various types of job duties and responsibilities. It is understood on a comprehensive basis that acknowledging and implementing these traits are facilitating in meeting the expectations of individuals in leadership positions. Furthermore, one will be able to put into practice different types of modern, scientific and innovative methods and materials in a satisfactory manner. One of the important aspects that all the individuals need to take into account is, leading to up-gradation of motivation and concentration levels. Therefore, inculcating the traits of morality, ethics, diligence and conscientiousness is one of the significant measures to be implemented in carrying out job duties and responsibilities in a well-organized manner.

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B. Implementing Effective Communication Processes

The communication processes are required to be put into operation in a satisfactory manner. These are facilitating in augmenting information in terms of different types of subjects and concepts; exchanging different types of ideas and viewpoints; obtaining answers to various questions and clarifying doubts in terms of various types of subjects and factors. Furthermore, all the members need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude.

The communication processes takes place in a verbal and written form. The verbal communication takes place face to face or through utilization of technologies, whereas, written communication takes place through exchanging messages and emails. Hence, in order to carry out all types of job duties and responsibilities in an appropriate manner, one needs to hone communication skills. Hence, it is well-understood, implementing effective communication processes is vital in doing well in one's job duties and responsibilities. As a consequence, desired outcomes will be generated. Therefore, implementing effective communication processes is an expedient measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

C. Being well-equipped in Terms of Methodologies and Procedures

In order to carry out all types of job duties and responsibilities in an adequate manner, one needs to augment information in terms of different types of methodologies and procedures. These are referred to the ways of doing well in one's job duties and responsibilities. Furthermore, one will be able to meet the expectations of individuals in leadership positions. The individuals need to put emphasis on honing the traits of morality, ethics, diligence and conscientiousness. The acknowledgement and implementation of these traits are facilitating in carrying out all types of job duties and responsibilities in an adequate manner. The individuals are making use of different types of pioneering methodologies and materials as well in order to generate desired outcomes.

The utilization of these would be facilitating in doing well in different types of job duties and responsibilities. One needs to work diligently in order to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is regarded as the key in carrying out all types of job duties and responsibilities in a satisfactory manner. One of the important aspects is, one needs to hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. Therefore, being well-equipped in terms of methodologies and procedures is an eminent measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

D. Utilizing Pioneering Methods and Materials

With advancements taking place and with the advent of technologies, one needs to make use of different types of

pioneering methods and materials. The different types of these methods and materials are utilization of charts, graphs, maps, pictures, images, models, designs, structures, tools, devices, machinery, equipment and various types of technologies. The individuals, belonging to all occupations and fields need to make use of different types of pioneering methods and materials in order to carry out job duties and responsibilities in a satisfactory manner. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is regarded as the key in carrying out all types of job duties and responsibilities in a satisfactory manner.

One of the important aspects is, one needs to hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. The workforce get enrolled in training and development programs in order to augment information in terms of these methods and materials. The trainers make use of appropriate training methods and materials, which would be approving to the trainees. Therefore, utilizing pioneering methods and materials is a productive measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

III. HONING TECHNICAL SKILLS

The individuals, belonging to all fields are required to hone technical skills. These are the skills that are facilitating in making effective usage of technologies. The different types of technologies that one is making use of are, computers, laptops, I pads, scanners, printers, photo-copiers, projectors, audio-visual aids and so forth. Through making use of various types of technologies, different types of job duties and responsibilities are carried out in a less time-consuming and efficient manner. Hence, members need to put emphasis on honing technical skills, throughout their jobs. They need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice.

The individuals will render an important contribution in pleasing the individuals in leadership positions, when they are making use of technologies. The individuals in this manner are doing well in their job duties and achieving desired goals and objectives. As a consequence, individuals get well-prepared in order to carry out different types of job duties and responsibilities in a satisfactory manner. Furthermore, one will contribute efficiently in incurring the feelings of pleasure and contentment. The main reason being, they will please individuals in leadership positions. Therefore, honing technical skills is a renowned measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

A. Implementing Time-Management Skills

All the members, belonging to all job positions in the hierarchy need to be well-informed in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities.



Some job duties and responsibilities are more time-consuming, whereas, others can be implemented in less amount of time. The individuals assign priorities to the tasks. The ones, which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones. Procrastination is avoided. The individuals will render an important contribution in completing all types of job duties and responsibilities within the stipulated time-frame.

One of the important aspects that needs to be taken into account is, even complicated and tedious job duties and responsibilities are completed within the required time-frame. The honing of these skills is facilitating in honing determination levels. Furthermore, one will be able to render an important contribution in carrying out all types of job duties and responsibilities within the time-frame set by leaders. Therefore, implementing time-management skills is a noteworthy measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

B. Making Wise and Productive Decisions

In order to carry out all types of job duties and responsibilities in a well-ordered and satisfactory manner, one needs to make wise and productive decisions in terms of various aspects, i.e. methodologies, procedures, techniques, approaches, financial, human, technical, material and information resources, infrastructure, amenities, facilities and so forth. The decisions can be made in more amount of time or can be less time-consuming. Furthermore, one may or may not obtain any kinds of ideas and suggestions from other individuals. The individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions in terms of various areas.

Within the course of putting into operation the decision-making processes, analysis needs to be conducted in terms of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. One of the important aspects that needs to be taken into account is, decisions made need to be facilitating and approving to the individuals as well as overall structure of the organizations. As a consequence, various types of job duties and responsibilities will be carried out in a successful manner. Therefore, making wise and productive decisions is a notable measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

C. Honing Analytical and Critical-Thinking Skills

Honing analytical and critical-thinking skills is regarded to be of utmost significance in carrying out different types of job duties and responsibilities in a well-organized and disciplined manner. The analytical skills are facilitating in conducting analysis in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in putting into practice rational, methodological and logical thinking. The honing of these skills are facilitating in making wise and productive decisions in terms of various factors. Furthermore, one will be able to carry out various types of job duties and responsibilities in a satisfactory manner.

The individuals, belonging to all job positions need to put emphasis on leading to up-gradation of these skills throughout their jobs. As a consequence, one will be able to carry out different types of job duties and responsibilities in a well-ordered and disciplined manner. Hence, one needs to work diligently in order to lead to up-gradation of these skills. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in these skills. Therefore, honing analytical and critical-thinking skills is a prolific measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

D. Developing Mutual Understanding with others

Within all types of organizations, all the members, belonging to all job positions in the hierarchy need to develop mutual understanding with others. There are some job duties and responsibilities, which are carried out on an individual basis, whereas, there are others, which are carried out through working in a team comprising of two or more individuals. Hence, in order to do well in all types of job duties and responsibilities, one will develop mutual understanding with other individuals. Furthermore, one will augment motivation levels, meet the expectations of individuals in leadership positions and incur the feelings of pleasure and contentment.

In order to develop mutual understanding, one needs to augment information in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. Furthermore, one needs to be well-informed in terms of different types of job duties and responsibilities. In addition, one needs to augment information in terms of different types of methodologies and procedures. One of the important aspects is, one needs to put emphasis on inculcation of traits of morality, ethics, amiability and approachability. Therefore, developing mutual understanding with others is a suitable measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

IV. OVERCOMING SETBACKS

Within the course of putting into operation different types of job duties and responsibilities, there are occurrences of setbacks in terms of various factors, i.e. job duties, responsibilities, methodologies, procedures, techniques, approaches, strategies, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities, and so forth. The influence of different types of setbacks is experienced in a major or minor form. Hence, individuals are required to augment information in terms of various factors, which would be facilitating in overcoming setbacks. These can be overcome on one's own or through obtaining support and assistance from other members.

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In order to carry out all types of job duties and responsibilities in a well-ordered manner and meet the expectations of individuals in leadership positions, it is necessary to be well-informed in terms of measures of overcoming setbacks. Furthermore, these need to be prevented from giving rise to impediments within the course of carrying out various job duties and responsibilities in a satisfactory manner. As a consequence, one will be able to render an important contribution in generation of desired outcomes. Therefore, overcoming setbacks is an essential measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

A. Implementing Leadership Functions in an Efficient Manner

In all types of organizations, there are individuals in leadership positions. The individuals in leadership positions are vested with number of job duties and responsibilities, i.e. making wise and productive decisions in terms of various areas; honing analytical and critical-thinking skills; providing solutions to problems of the employees; managing financial, human, technical, material and information resources in an effective manner; making provision of infrastructure, amenities and facilities; implementing grievance redresser procedures; implementing peaceful conflict resolution methods; honing communication skills and interactive abilities; putting in efforts to one's best abilities and overcoming stressful situations; promoting enhancement of organizational culture and leading to up-gradation of overall structure of the organizations. Throughout their jobs, they are required to augment information in terms of these. One of the important aspects is, one needs to hone the traits of morality, ethics, diligence and conscientiousness (11 Effective Leadership Principles, 2020).

The possession of satisfactory information in terms of these factors will be facilitating in doing well in one's tasks and activities. Furthermore, leaders will render an important contribution in promoting well-being and goodwill of workforce. As a consequence, they will contribute efficiently in achieving organizational goals and leading to up-gradation of overall structure of the organizations. In this manner, the leaders acquire the opportunities to prove that they are capable of acquiring leadership positions. Therefore, implementing leadership functions in an efficient manner is a useful measure to be implemented in carrying out job duties and responsibilities in a well-organized manner.

V. CONCLUSION

In all types of organizations, individuals in all job positions are required to implement number of job duties and responsibilities. Recognition of job duties and responsibilities is facilitating in leading to progression of human resources and organizations. Measures to be implemented in carrying out job duties and responsibilities in a well-organized manner are, honing motivation and concentration levels, inculcating the traits of morality, ethics, diligence and conscientiousness, implementing effective communication processes, being well-equipped in terms of methodologies and procedures, utilizing pioneering methods and materials, honing technical skills, implementing time-management skills, making wise and productive decisions, honing analytical and critical-

thinking skills, developing mutual understanding with others, overcoming setbacks and implementing leadership functions in an efficient manner. Finally, it can be stated, implementing job duties and responsibilities satisfactorily is vital in leading to up-gradation of organizations.

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