

INDIAN STATISTICAL INSTITUTE

203, Barrackpore Trunk Road

Calcutta - 700035

CATEGORY MANUAL

(as adopted in the meeting of the Council held on 11 September 1998)

PREAMBLE

In formulating its recommendations, the Committee has adopted certain guidelines as stated below :

1. The categories of workers and functions of various categories in an Academic Institution should be flexible enough to cater to different needs of the Institute. The modern management policy of having staff doing multi-functional work with a view to optimal utilisation of resources are also taken into account while formulating the recommendations.
2. The social responsibilities, commitments and aspirations of a worker increase with time and consequently scope for a rational avenue for career advancement over time on the basis of merit should be in-built into the system. Accordingly, an attempt has been made to provide generally two opportunities for promotions to higher scales of pay during the worker's normal service period.
3. Minimum Qualification of recruitment in a category should be so determined
 - (i) that, a worker in the category will be capable to do the prescribed functions smoothly and efficiently and to bear the responsibility entrusted to him, and
 - (ii) that, he can fulfill the requirement for promotion to the higher grades/categories as indicated in (2) above.

Keeping the above in view, the Committee recommends comparatively higher educational qualification.

The Committee aimed at comprehensive rationalisation of the functions of different categories and thereby considerably reduced the total number of categories.

Functions described in the proposed category manual are intended to give the broad outlines of the type of work to be performed by workers of the categories mentioned but should not be deemed as exhaustive. The heads of departments and other competent authorities, would, wherever necessary, give more detailed description of the functions to be performed by workers of the categories mentioned.

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Though workers would be expected to perform the functions of their respective categories, they may be called upon by heads of departments or other appropriate authorities, to undertake, temporarily, work normally done by workers of any other categories - carrying more, or less equal or somewhat lower or higher scales of pay - when such temporary assignment becomes necessary in the interests of the Institute, or for the increase or decrease of workload in particular sectors, branches, categories etc.

When a worker is placed in outlying centre/branch/unit or in a small unit where there is not enough workload for a category, he may have to perform the functions of more than one categories depending on his ability and the workload.

The Institute encourages the workers to acquire qualifications, professional degrees/diplomas for their career advancement as and when necessary.

The Committee suggests that the promotion to the next higher categories should be based on seniority, appraisal report of the superior officers as well as the performance in departmental written/oral examinations in certain categories.

The detailed procedure of conducting departmental examinations has been incorporated in the Standing Service Orders of the Institute. In order that this procedure functions properly the Committee recommends establishment of a Personnel Development Cell (PDC) to impart regular training to the workers and conduct departmental examination from time to time.

The Committee recommends that a Duty Register should be maintained in each unit/section/department etc. and the Head of that unit/section/department etc. should write the specific functions and duties to be performed by a worker posted in that section. The worker concerned, in token of having gone through the specific allotment of duties, should sign the Duty Register at the time of his first posting in that unit/section/department etc. and also as and when he had been allotted any additional specific duty of regular nature.

The Committee feels that all workers belonging to the categories of Office Assistants, Senior Assistants (both general and accounts) etc. should do all types of typing works including mathematical/technical matters and should be thoroughly conversant with word processing and data entry in Personal Computers. Keeping this in view, the Committee does not recommend for any category of Typists.

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The Committee also feels that it would be obligatory for all workers to do outdoor work and field duty related to the category as and when necessary even though this has not been specifically included in the function of that category in the Manual.

The Committee also recommends that

- i) a worker belonging to any category may be transferred to any of the offices of the Institute;
- ii) a worker in any category may have to perform shift and roster duty, if needed;
- iii) one of the worker having pay scale of Rs.2200-4000 or above shall have to act as the Vigilance Officer, if appointed by the Director; or a Vigilance Officer may be appointed by the Director on deputation from the Government Organisation;
- iv) a worker in any category may be required to reside within the campus. This is specially for the following group of categories - Pharmacist, Nurse, Attendant (Engineering/Electrical), Electrician, Plumber, Security Guard, Driver, Cook, Service Boy and Security Officer etc. besides those specifically mentioned in the category manual. Workers in the above categories may have to perform Shift and Roster duty. Those who will be required to stay due to administrative need will be suitably compensated as per rules of the Institute; and
- v) in some categories, desirable qualifications have been incorporated. Desirable qualifications for a category may be mentioned at the time of advertisement for direct recruitment as per needs of the Institute from time to time.

The Committee has recommended a new category viz. Additional Director after prolonged deliberations and careful thought. It has been noted that after the passing away of the founder Professor P.C. Mahalanobis in 1972 and after the introduction of the present Memorandum of Association in 1976 replacing the old one, most of the Directors found it difficult to complete the full tenure of five years. The Committee feels that there may be many reasons for this. However, one of them could be the enormous administrative burden of this position which leaves practically no time for the Director to provide academic leadership, to devote time for policy matters and resource mobilisation and to pursue his own academic activities, especially his research. Traditionally the Director of this Institute, has been an active and internationally reputed academician and it is intellectually very frustrating to keep occupying the position for a long time at the cost of his academic interest. The Committee likes to

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retain the same tradition of having an academically eminent active researcher as the Director of this Institute. However, at the same time, it would be desirable to relieve him of his administrative burden as much as possible so that he can devote more time to his academic/other pursuits.

Keeping the above in view, the Committee recommends that the Administrative Services Division of the Institute should be strengthened by upgrading some of the positions, especially the financial control and budgeting area. Accordingly, the positions of chief executive and deputy chief executives of administrative services, finance, internal audit and budget have been upgraded, so that these sectors become more effective and efficient.

The Committee also feels that the needs of the academic community may not be fully met by strengthening the administration only. In this connection, the Committee is aware that the Second Review Committee also deliberated on these aspects in the early eighties and recommended the position of Coordinators. However, this recommendation of the Second Review Committee could not be accepted for various reasons.

The Committee feels that the post of an Additional Director should be created at the Head Quarters and the post of Head of a Centre (outlying) should be upgraded to the rank of an Additional Director. Since the Head of a Centre (outlying) shall be appointed for four years as per Bye-laws of the Institute, Additional Director may be appointed for a period of 4 years. However, the Committee is of the opinion that the tenure of the Additional Director should rather be for a period of 2 years, for various reasons (like possibility of a senior academician accepting the position would be more if it is for a shorter duration). It may be noted that the Heads (Centres) are members of the Council. The Council may consider making the Additional Director a permanent invitee, in case he is not made a member of the Council.

The Committee felt that the Institute should normally have no difficulty in implementing the revised Category Manual in respect of the existing workers. However, in cases of any difficulty, the Committee suggests that the career advancement prospects of the existing workers should be ensured as at present.

The Committee further recommends the scales of pay for different categories may be implemented from 1.1.96 where as all other recommendations may be effected from a prospective date as decided by the Council.

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The Committee finally recommends that Institute should periodically, say every five years, review the need for changes in the Category Manual and update the recruitment qualification, function etc. in all categories. This is specially needed in scientific/technical units where new innovations are making the old system obsolete.

Following points should be noted -

- i) Wherever 'he', 'him', 'his' etc. has been used in the proposed Category Manual, it should be considered as 'he/she', 'him/her', 'his/her' etc. respectively.
- ii) Age specified in the proposed Category Manual is relaxable as per Government of India rules; and
- iii) The age specified under different categories is for direct recruitment only.

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1. Director

The Director shall be the principal executive officer of the Institute and the head of all its academic and administrative activities. The Director shall be responsible for the administration of the affairs of the Institute subject to the control of the Council. He shall also represent the Institute in business and legal transactions, shall receive on behalf of the Institute and disburse all funds of the Institute and shall sign all necessary documents on behalf of the Institute subject to the Bye-laws and directions of the Council, if any.

The headquarters of the Director shall be at Calcutta.

Pay-scale : Rs.8000 (fixed).

Minimum Qualifications, Mode of Appointment, Terms & Conditions and Functions shall be as laid down in the Memorandum of Association and Regulations and/or as decided by the Council of the Institute from time to time.

2.* Additional Director

Pay-scale : Rs.7600 (fixed) or as per scale of pay of the substantive position plus special pay as decided by the Council of the Institute.

Mode of Appointment : Direct for a period of two to four years from among Professors and equivalent category or above. During the tenure he will be on lien from his substantive position.

Functions : To assist the Director in matters related to academic and scientific affairs of the Institute and to exercise such administrative and financial powers as may be decided by the Council/delegated by the Director.

Note : Head of an outlying Centre shall also hold the rank of an Additional Director.

3. Distinguished Scientist

Pay-scale : Rs.7300-100-7600.

*The Council of the Institute decided the following regarding the category of Additional Director in its meeting held on 11 September, 1998.

"The decision regarding category of Additional Director may be taken up later".

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Minimum Qualifications : High academic and professional distinction with ability of leadership.

Mode of Appointment : Direct.

Functions : Research, teaching, training, project work, case studies, consultancy and other academic activities and academic administration.

4. Professor (in any discipline)

Pay-scale : Rs.4500-150-5700-200-7300.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree in relevant subject or equivalent degree.

(ii) A Doctor's degree.

(iii) Extensive published work of a high level and eminence in the field of work.

(iv) At least ten years' experience of research and/or teaching at post-graduate levels and considerable experience of research guidance.

Note : Relaxation of (ii) or (iv) may be made in case of very exceptional achievement in respect of (iii).

Mode of Appointment : Direct or by promotion from Associate Professor or equivalent category.

In case of promotion, (iii) will be marginally relaxed if there is evidence of excellence on the basis of the totality of his/her activities in the matters of research, teaching, project work, case studies, consultancy and academic administration.

Functions : Research, teaching, training, project work, case studies, consultancy and other academic activities and academic administration.

5. Associate Professor (in any discipline)

Pay-scale : Rs.3700-125-4950-150-5700.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree in relevant subject or equivalent degree.

(ii) A Doctor's degree.

(iii) Published work of a high level.

(iv) At least five years' experience of research and/or teaching at post graduate levels and some experience of research guidance.

Note : Relaxation of (i), (ii) or (iv) may be made in case of very exceptional achievement in respect of (iii).

Mode of Appointment : Direct or by promotion from Lecturer or equivalent category.

In case of promotion, (iii) will be marginally relaxed if there is evidence of excellence on the basis of the totality of his/her activities in the matters of research, teaching, project work, case studies, consultancy and academic administration.

Functions : Research, teaching, training, project work, case studies, consultancy and other academic activities and academic administration.

6. Lecturer (in any discipline)

Pay-scale : Rs.2200-75-2800-100-4000.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree in relevant subject or equivalent degree.

(ii) A Doctor's degree or published work of an equally high standard.

Note : Relaxation of (i) may be made in case of exceptional achievement in respect of (ii).

Mode of Appointment : Direct or from equivalent category.

Functions : Research, teaching, training, project work, case studies, consultancy and other academic activities and academic administration.

7. Senior Technical Officer

Pay-scale : Rs.4500-150-5700-200-7300.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Quality, Reliability and Operations Research (QR&OR) or equivalent.

or

Successful completion of Specialist Development Programme (SDP) of the Institute.

(iii) At least ten years' professional experience in Quality, Reliability and Operations Research (QR&OR).

(iv) Extensive published work and/or professional reports of a very high level and considerable experience of guiding professional work and project teams and eminence in the field of work.

Note : Relaxation of (ii), (iii) may be made in case of exceptional achievements in respect of (iv).

Mode of Appointment : Direct or by promotion from Technical Officer Gr.I or equivalent category.

In case of promotion, (iv) will be marginally relaxed if there is evidence of excellence on the basis of totality of his/her activities in the matters of design, development, research, teaching, training, project work, case studies, consultancy and academic/other administration.

Functions : (i) Design, development and implementation of Quality, Reliability and Operations Research (QR&OR) systems including training, promotional activities, consultancy, servicing of plants etc.

and

(ii) Research and developmental activities, teaching and training, project work, case studies, consultancy and academic/other administrative functions in furtherance of (i) above.

Note : Division of work between functions (i) and (ii) above will be determined from time to time on the basis of needs of the Institute as well as the aptitude of the incumbent.

8. Technical Officer

Pay-scale : Grade I : Rs.3700-125-4950-150-5700.

Grade II : Rs.2200-75-2800-100-4000.

Minimum Qualifications : For Grade - I

(i) A consistently good academic record, with first or high second class or B+ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Quality, Reliability and Operations Research (QR&OR) or equivalent.

or

Successful completion of Specialist Development Programme (SDP) of the Institute.

(iii) At least five years' professional experience in Quality, Reliability and Operations Research (QR&OR).

(iv) Published work and/or professional reports of a very high level and some experience of guiding professional work and project teams.

Note : Relaxation of (i), (ii), (iii) may be made in case of exceptional achievements in respect of (iv).

For Grade - II

(i) A consistently good academic record, with first or high second class or B+ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Quality, Reliability and Operations Research (QR&OR) or equivalent and one year's professional experience in (QR&OR).

or

Successful completion of two years' Specialist Development Programme (SDP) of the Institute and one year's professional training/experience in QR&OR.

Mode of Appointment : For Grade - I

Direct or by promotion from Grade - II or equivalent category.

For Grade - II

Direct.

Candidates with a doctorate in statistics or allied fields or a master's degree in engineering with training and experience in the field of quality control and allied management techniques are eligible to be recruited at the appropriate scales.

In case of promotion to Grade I, (iv) will be marginally relaxed, if there is evidence of excellence on the basis of totality of his/her activities in the matter of design, development, research, teaching, training, project work, case studies, consultancy and academic/other administration.

Functions : (i) Design, development, implementation of Quality, Reliability and Operations Research (QR&OR) systems including training, promotional activities, consultancy, servicing of plants etc.

and

(ii) Research and developmental activities, teaching and training, project work, case studies, consultancy and academic/other administrative functions in furtherance of (i) above.

Note : Division of work between functions (i) and (ii) above will be determined from time to time on the basis of needs of the Institute as well as the aptitude of the incumbent.

9. Computer Systems Engineer

Pay-scale : Grade I : Rs.4500-150-5700-200-7300.
Grade II : Rs.3700-125-4950-150-5700.

Minimum Qualifications : For Grade - I

(i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics /Electronics and Telecommunication or equivalent degree.

(iii) At least ten years' professional experience in Computer Science.

(iv) Extensive published work and professional reports of a very high level and considerable experience of guiding professional work and project teams and eminence in the field of work.

For Grade - II

(i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics /Electronics and Telecommunication or equivalent degree.

(iii) At least five years' professional experience in Computer Science.

(iv) Published work or professional reports of a very high level and some experience of guiding professional work and project team.

Note : Relaxation of (ii), (iii) for Grade I and (i), (ii), (iii) for Grade II may be made in case of exceptional achievements in respect of (iv).

Mode of Appointment : For Grade - I

Direct or by promotion from Grade II or equivalent category.

For Grade - II

Direct or by promotion from Computer Engineer or equivalent category.

In case of promotion to both Grade I and Grade II, (iv) will be marginally relaxed if there is evidence of excellence on the basis of totality of his/her activities in the matters of design, development, research, teaching, training, project work, case studies, consultancy and academic/other administration.

Functions : (i) Design, development, pilot fabrication, installation, maintenance and supervision of Computer/Digital systems/subsystems and related equipment and provide consultancy service in the field of computer hardware/system software.

and

(ii) Research and developmental activities, teaching, training, project work, case studies, consultancy and academic/other administrative functions in furtherance of (i) above.

Note : The division of work between function (i) and (ii) above will be determined from time to time as per needs of the Institute as well as the aptitude of the incumbent.

10. Computer Engineer

Pay-scale : Rs.2200-75-2800-100-4000.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics/Electronics and Telecommunication or equivalent degree and at least one and half years' (one year in case of two years' M.Tech./equivalent degree) experience in research/teaching/industry. (Duration of M.Tech./equivalent course plus experience should be at least three years).

Mode of Appointment : Direct.

Functions : (i) Design, development, pilot fabrication, installation, maintenance and supervision of Computer/Digital systems/subsystems, and related equipment and provide consultancy service in the field of computer hardware/system software.

and

(ii) Research and developmental activities, teaching, training, project work, case studies, consultancy and academic/other administration in furtherance of (i) above.

Note : The division of work between function (i) and (ii) above will be determined from time to time as per needs of the Institute as well as the aptitude of the incumbent.

11. Systems/Numerical Analyst

Pay-scale : Grade - I : Rs.4500-150-5700-200-7300.
Grade - II : Rs.3700-125-4950-150-5700.

Minimum Qualifications : For Grade I

(i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics/Electronics and Telecommunication or equivalent degree.

(iii) At least ten years' professional experience in computer science.

(iv) Extensive published work and professional reports of a very high level and considerable experience of guiding professional work and project teams and eminence in the field of work.

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For Grade II

(i) A consistently good academic record, with first or high second class or B+ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics/Electronics and Telecommunication or equivalent degree.

(iii) At least five years' professional experience in computer science.

(iv) Published work or professional reports of a high level and some experience of guiding professional work and project teams.

Note : Relaxation of (ii), (iii) for Grade I and (i), (ii), (iii) for Grade II may be made in case of exceptional achievement in respect of (iv).

Mode of Appointment : For Grade I

Direct or by promotion from Grade II or equivalent category.

For Grade II

Direct or by promotion from programmer or equivalent category.

In case of promotion to both Grade I and Grade II, (iv) will be marginally relaxed if there is evidence of excellence on the basis of totality of his/her activities in the matters of design, development, research, teaching, training, project work, case studies, consultancy and academic/other administration.

Functions : (i) Design, development, installation, maintenance and supervision of Computer/Digital Systems/Application softwares and numerical technique and provide consultancy service in the field of computer systems/statistical application programming and related topics.

and

(ii) Research and developmental activities, teaching, training, project work, case studies, consultancy and academic/other administration in furtherance of (i) above.

Note : Division of work between functions (i) and (ii) will be determined from time to time as per needs of the Institute as well as the aptitude of the incumbent.

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12. Programmer

Pay-scale : Rs.2200-75-2800-100-4000.

Minimum Qualifications : (i) A consistently good academic record, with first or high second class or B⁺ Master's degree or equivalent in a relevant subject or a good technological degree.

(ii) M.Tech. in Computer Science/Radio Physics and Electronics/Electronics and Telecommunication or equivalent degree and at least one and half years' (one year in case of two years' M.Tech./equivalent degree) experience in research/teaching/industry. (Duration of M.Tech./equivalent course plus experience should be at least three years).

Mode of Appointment : Direct.

Functions : (i) Design, development, installation, maintenance and supervision of Computer/Digital Systems/Application softwares and numerical techniques and provide consultancy services in the field of computer systems/statistical application programming and related topics.

and

(ii) Research and developmental activities, teaching, training, project work, case studies, consultancy and academic/other administration in furtherance of (i) above.

Note : Division of work between functions (i) and (ii) will be determined from time to time as per needs of the Institute as well as the aptitude of the incumbent.

13. Chief Librarian

Pay-scale : Rs.4500-150-5700-200-7300.

Minimum Qualifications : Essential :

(i) A consistently good academic record with Master's Degree or equivalent in Library Science/Information Science/Documentation, or a postgraduate degree/diploma or equivalent in Library Science/Information Science/Documentation from any University or a nationally recognised Institute with M.A./M.Sc./M.Stat./M.Com.

(ii) At least ten years' experience as a Librarian or Deputy Librarian in a responsible professional capacity in the administration of a Library of a University or a similar technical library of a research/academic institution/organisation.

(iii) Evidence of innovative library service and organisation of published work in different fields of sciences.

Desirable :

(i) M.Phil/Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript Keeping.

(ii) Training and preferably experience in Computerisation or Information Technology of a large technical Library.

Mode of Appointment : Direct.

Functions : To organise plan and develop the ISI Library on modern lines. To provide guidance and leadership to the professional staff, to develop new facilities and services for meeting the information needs for academicians, researchers, workers and students of ISI and to be in overall administrative and technical charge of the ISI Library.

14. Deputy Librarian

Pay-scale : Rs.3700-125-4950-150-5700.

Minimum Qualifications : Essential :

(i) A consistently good academic record with Master's Degree or equivalent in Library Science/Information Science/Documentation, or a postgraduate degree/diploma or equivalent in Library Science/Information Science/Documentation from any University or a nationally recognised Institute with M.A./M.Sc./M.Stat./M.Com.

(ii) At least six years' experience as an Assistant Librarian or equivalent in a university library or in a similar technical library of an academic/research institute/organisation.

(iii) Evidence of innovative library service and organisation of published work in different fields of sciences.

Desirable :

(i) M.Phil/Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript Keeping.

(ii) Training and preferably experience in Computerisation or Information Technology of a large technical library.

Mode of Appointment : Direct.

Functions : To lead a number of sections of the Library and be responsible for the management, supervision and co-ordination of sections under his charge; to assist the Chief Librarian in running the Library and information services; to provide guidance and leadership to the professional staff and to execute any other work allotted to him by his superiors. He may have to take independent charge of the Library when posted in outlying Centres/Branches/Units.

15. Assistant Librarian

Pay-scale : Rs.2200-75-2800-100-4000.

Minimum Qualifications : Essential :

(i) Master's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with uniformly good academic record.

or

At least high second class Master's degree in Arts/Science/Commerce plus at least high second class Bachelor's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with uniformly good academic record.

(ii) At least three years' experience in a professional capacity as a Scientific Assistant C or equivalent in a large technical library.

Desirable : (i) Knowledge in Computerisation or Information Technology of a large technical Library.

Mode of Appointment : Direct.

Functions : To assist the Chief Librarian and/or Deputy Librarian; to be responsible for management and supervision of allotted section of the Library and any other work allotted to him by his superiors. He may have to take independent charge of the Library when posted in outlying Centres/Branches/Units.

NOTE

Placement in Lecturer (Senior Scale) : Rs.3000-100-3500-125-5000 and Lecturer (Selection Grade) : Rs.3700-125-4950-150-5700.

In the following, "Lecturer" is to be interpreted as "Lecturer or equivalent and Assistant Librarian" and "Associate Professor" is to be interpreted as "Associated Professor or equivalent" and "Deputy Librarian". Every Lecturer will be placed in senior scale of 3000-100-3500-125-5000 if he/she has :

(a) completed eight years of service after regular appointment with relaxation as provided below -

Candidates who, at the time of their recruitment as Lecturers, possess Ph.D. or M.Phil. degree will be sanctioned three and one advance increments respectively in the scale of Rs.2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing Lecturers without research degree and those in a similar situation recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees, but will not be eligible for advance increments. Existing Lecturers with research degrees will also be eligible for a similar benefit.

(b) consistently satisfactory performance appraisal reports.

It is expected that candidates will have participated in advanced courses and seminars of the Institute.

A Lecturer or a Lecturer in the Senior Scale who does not have a Ph.D. degree or equivalent published work and does not meet the scholarship or research standard expected from an Associate Professor will be eligible for placement to the Selection Grade of Rs. 3700-125-4950-150-5700 if he/she has :

(a) completed sixteen years of service as Lecturer and Lecturer in the Senior Scale;

(b) consistently satisfactory performance appraisal report.

It is expected that candidates will have participated in advanced courses and seminars of the Institute as well as national and international conferences to remain knowledgeable and upto date about the latest developments in their subject.

He/She will be eligible for fresh assessment if he/she fulfills requirements of promotion to the post of an Associate Professor, and if found suitable will be given the designation of Associate Professor.

Equivalent categories with Pay-scales :

<u>Categories</u>	<u>Pay-scales</u>
1. Professor/Senior Technical Officer/ Computer Systems Engineer Grade-I/ System/Numerical Analyst Grade-I	Rs.4500-150-5700-200-7300
2. Associate Professor/Technical Officer Grade-I/Computer Systems Engineer Grade-II/Systems/Numerical Analyst Grade-II	Rs.3700-125-4950-150-5700
3. Lecturer/Technical Officer Grade-II/ Computer Engineer/Programmer	Rs.2200-75-2800-100-4000
4. Chief Librarian	Rs.4500-150-5700-200-7300
5. Deputy Librarian	Rs.3700-125-4950-150-5700
6. Assistant Librarian	Rs.2200-75-2800-100-4000

16. Associate Scientist

Pay-scale : Associate Scientist C : Rs.3000-100-3500-125-4500.
Associate Scientist B : Rs.2200-75-2800-EB-100-4000.
Associate Scientist A : Rs.2000-60-2300-EB-75-3200-100-3500.

Minimum Qualifications : A consistently good academic record, with first or high second class or B+ Master's degree/good technological degree or equivalent in a relevant subject.

Or

A Master's degree/technological degree or equivalent in a relevant field with practical experience of at least three years' duration of research/technical/project work.

Knowledge of computer operation and application software.

Mode of Appointment : For Grade A : Direct.

For Grade B/C : By promotion from Grade A/B after at least five years' service in the immediate lower grade.

Age : Below 35 years.

Functions : To participate and organise training/teaching activities, manage and supervise large-scale data processing work and carry out research/software development; co-ordinate and supervise survey work and field investigation, liaison with different agencies for smooth functioning; management and supervision of Computer Centre/Computer Laboratory/Laboratory; supervise maintenance and servicing of equipments/computers/air-conditioning systems including water cooling in liaison with relevant units/agencies as and when necessary and any other job as may be assigned to him from time to time.

He will render necessary assistance to the Head of the Units and senior academic/scientific personnel as and when required in respect to the above functions.

17. Scientific Assistant

Pay-scale : Scientific Assistant - C : Rs.2000-60-2300-EB-75-3200-100-3500.
Scientific Assistant - B : Rs.1640-60-2600-EB-75-2900.
Scientific Assistant - A : Rs.1400-40-1600-50-2300-EB-60-2600.

Minimum Qualifications : For appointment in Grade A :

A Master's Degree (10+2+3+2) in relevant subject or equivalent; or Honours Degree (10+2+3) in relevant subject with two years' experience; or a Degree (10+2+2) and a Diploma of at least one year's duration in relevant subject from a recognised institution and two years' experience; or a Higher Secondary (10+2) certificate and a Diploma in relevant subject of at least three years' duration from a recognised institution and two years' experience; or other equivalent Degree/Diploma in relevant subject from a recognised institution with adequate experience.

Knowledge of computer operation and applications software is necessary in all grades even where a recognised degree/diploma in computer science may not be considered essential. If a candidate does not fulfill this requirement but otherwise found very suitable, he may be provisionally appointed in the post, but he shall have to fulfill this requirement before his confirmation in the category.

Candidates with above qualifications and having good academic records or exceptional experience in technical/analytical/research work may be directly appointed in Grade B.

Necessary and desirable qualifications and experience for different posts will be suitably notified depending upon the expected area of work and following the above general guideline at the time of direct appointment.

Mode of Appointment : For Grade A : Direct.

For Grade B : Direct or by promotion from Grade A after at least five years' service in that Grade.

For Grade C : By promotion from Grade B after at least five years' service in that Grade.

Age : Below 35 years for Grade A and below 40 years for Grade B; may be relaxed in exceptional cases.

Functions : Assistance in scientific/technical work, research projects, publication, etc.; performing and supervising field work; collection, compilation and analysis of data/samples; doing laboratory tests and analysis; geological drawings (maps, figures etc.), 3-D drawings of fossil bones and mounting; drawings related to biology, plant-chemistry etc.; computer operation, data processing and programming; upkeep and routine maintenance of equipment and instruments; carrying out technical work related to the Library and the Repro-Photographic Unit, including computerisation; translation, documentation, preparation of abstracts; proof reading and correction; providing relevant technical and other services (including information services) to the users and carrying out any technical/analytical/other work as may be assigned to him from time to time. Carry out all types of D.T.P. work in connection with Sankhya and other publications of P.P.U. He shall also be responsible for supervision of his respective areas of work.

Scientific Assistant in Grade C, in addition to the above functions, are expected to participate in training activities, carry out scientific research/software development under the overall academic guidance of Lecturer or Associate Professor or Professor or equivalent category.

Note : Functions will vary depending on the unit/section/centre etc. where he is posted as per the above broad guidelines.

18. Assistants (Laboratory/Library/Repro-Photo/Farm/Printing/DTP and Publication)

Pay-scale :

Assistant C	:	Rs.1400-40-1600-50-2300-EB-60-2600.
Assistant B	:	Rs.1200-30-1560-EB-40-2040.
Assistant A	:	Rs. 975-25-1150-EB-30-1540.

Minimum Qualifications : For appointment in Grade A :

For Assistant (Laboratory/Repro-Photo/Farm) :

Higher Secondary (10+2) preferably in Science with relevant subjects or in relevant vocational stream with one year's training/experience in relevant field. Knowledge of computer operation and data entry essential.

For Assistants (Library) :

Higher Secondary (10+2) with certificate in Library Science from a recognised institution with knowledge of typing, computer operation and data entry.

For Assistant (Printing) :

Higher Secondary (10+2) with certificate/diploma in operation of printing machines with at least one year's experience.

For Assistant (DTP and Publication) :

Higher Secondary (10+2) with certificate/diploma in DTP with at least one year's relevant experience. Minimum typing speed : 30 w.p.m. for English, Bengali/Hindi.

Mode of Appointment : For Grade A : Direct. For Grade B/C : By promotion from A/B after at least six years of service in the immediate lower grade.

Age : Below 35 years.

Functions :

Assistant (Laboratory) :

To help the scientists and scientific assistants in laboratory work and in the field; collection and compilation of experimental data/samples/specimen from fields and laboratories; carrying out routine tests and analysis under guidance; gel/reagent preparation; fossil preparation; thin slicing of tissues; preparation of thin section of rock/crop samples etc.; making photocopies; operation/use, upkeep and routine maintenance of equipments/instruments and records; relevant accounting and inventory work pertaining to the unit; PC operation and data entry; doing all types of outdoor and field duty necessary in the unit and to perform any other work as may be assigned to him from time to time.

Assistant (Library) :

Issue and return of books, journals, etc.; collection of books, journals, etc. and placing them back; collation of books, journals etc.; helping the users in acquiring reading materials and necessary information; maintenance and physical verification of shelves, display work; Kardex entry, posting borrowers'

ledgers, issuing reminders, processing and maintenance of membership files; checking of bills, challans, orders etc., work related to inter-library loan; typing work related to the above; word processing, data entry and PC operation; making photocopies; upkeep and routine maintenance of equipments/instruments, records; relevant accounting and inventory work and any other work as may be assigned to him from time to time.

Assistant (Reprography-cum-Photography) :

To carry out work of all types of reprography, photography including video filming, micrography, making contact prints, photo copying, handling microfilming and enlargement work, slide making etc.; taking indoor and outdoor photographs (both black & white and colour), developing, printing, enlarging, preparation of chemicals etc.; Computer operation and any other work as may be assigned to him from time to time.

Assistant (Farm) :

Planning and execution of work on experimental farm; supervision of work of Majdoor in the farm; procurement and disposal of inputs/outputs, maintenance of records; relevant accounting and inventory work pertaining to the unit; routine maintenance and upkeep of equipments/implements; taking measurement/ collection of field data as per instruction; PC operation and data entry and any other work as may be assigned to him from time to time.

Assistant (Printing) :

To carry out all types of jobs related to printing including plate making, preparation of negatives/masters including photographic work, developing, operation, routine maintenance and up-keeping of dark-room equipments and appliances, preparation of chemicals; operation, routine maintenance and up-keep of printing and other related machines including preparation and fixing of plates etc. collating, arranging for proper sizes of papers and other printing materials; maintenance of registers of equipments, chemicals, spare parts etc., requisitioning spare parts, chemicals and other printing materials whenever needed, store-keeping and inventory, storing etc. and any other work that may be assigned to him from time to time.

Assistant (DTP and Publications) :

To carry out all types of DTP work including operations of Computers, scanner, printers etc.; proof reading, editing, correcting, imposing, retouching; preparation of final output for photography; maintenance of registers of equipments, spare parts, consumables etc., requisitioning consumables whenever needed, store-keeping and inventory, storing etc. and any other work that may be assigned to him from time to time.

19. Chief Executive (Administration & Finance)

Pay-scale : Rs.5100-150-6300-200-6700.

Age : Preferably below 55 years.

Minimum Qualifications : A good post-graduate degree in any discipline with a degree/diploma in management, relaxable in case of (i) a candidate having outstanding administrative ability and (ii) an officer on deputation from Government offices. The candidate should be tactful and experienced in personnel, financial and materials management as well as in general administration including public relations. Thorough knowledge of Government rules and regulations is essential. Interest in science and competence to handle highly responsible administrative assignments are important requirement. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification. The candidate must have occupied very senior position for at least 10 years in administration in Government/autonomous bodies or in reputed academic/research institutions out of which (i) at least 3 years should be in equivalent scale of Rs.4500-5700 or above or (ii) at least 6 years should be in equivalent scale of Rs.3700-5000 or above.

Mode of Appointment : Direct or on transfer/transfer on deputation from Government offices.

Functions : To be in overall charge of general administration, personnel management (other than scientific & academic personnel), security, budget, finance and accounts of the Institute. The incumbent who must be a dynamic and result - oriented person having sufficient experience to run independently similar type of office/institution, shall report directly to the Director of the Institute. He shall render all necessary assistance to the Director/Additional Director in the matter of general administration, personnel management, budget and financial matters relating to the Institute including those of scientific divisions, outlying offices, branches and centres of the Institute. He shall exercise all powers as laid down in the Standing Service Order (SSO) and, also such powers, as delegated to him by the Director from time to time on financial and administrative matters. Being the principal officer in overall control of administrative services division, he shall function as the Member-Secretary of the JCC (Non-Scientific) and act as the Non-member Secretary of the Council within the purview of the function of the Chief Administrative Officer as included in the Memorandum of Association and Regulations of the Institute. He shall liaise with the concerned ministries in the Central Government, other bodies, committees etc. as and when necessary.

Note : An Officer appointed on deputation may retain his existing pay-scale and enjoy appropriate deputation allowance as per Government of India rules.

20. Deputy Chief Executive (Administration)

Pay-scale : Grade B : Rs.4500-150-5700.
Grade A : Rs.3700-125-4700-150-5000.

Age : Preferably below 50 years.

Minimum Qualifications : A good Bachelor's degree in any discipline with degree/diploma in management or its equivalent and 10 years of experience in administration in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in the scale of pay of Rs.3000-4500 or above for Grade A and Rs.3700-5000 or above for Grade B. (Educational qualification may be relaxed for Government officers on deputation if otherwise suitable). Thorough knowledge of Government rules and regulations is essential. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification.

Mode of Appointment : For Grade A : Direct; if no suitable candidate is found then on transfer/transfer on deputation from Government offices.

For Grade B : By promotion from Grade A after 6 years of service in Grade A or on transfer/transfer on deputation from Government offices.

Functions : To take independent charge of various sectors in general administration and to render all assistance to the Chief Executive (A & F) in all matters of general administration, personnel management etc. Deputy Chief Executive (Administration) posted in outlying centre shall take full administrative responsibility of the centre and report to the Head of the Centre. He shall be responsible for the smooth functioning of various offices in administration and shall supervise the work of the Senior Administrative Officers/Administrative Officers posted under him. He shall also carry out any other work assigned to him by higher authority.

21. Deputy Chief Executive (Finance)

Pay-scale : Grade B : Rs.4500-150-5700.
Grade A: Rs.3700-125-4700-150-5000.

Age : Preferably below 50 years.

Minimum Qualifications : A good Bachelor's degree in any discipline with ACA/AICWA/ MBA(F)/SOGE and 10 years of experience in a responsible position in accounts and finance in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in the scale of

pay of Rs.3000-4500 or above for Grade A and Rs.3700-5000 or above for Grade B. (Educational qualification may be relaxed for Government officers on deputation if otherwise suitable). Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Mode of Appointment : For Grade A : Direct; if no suitable candidate is found then on transfer/transfer on deputation from Government offices.

For Grade B : By promotion from Grade A after 6 years of service in Grade A or on transfer/transfer on deputation from Government offices.

Functions : To be in overall independent charge of the accounts department including preparation and submission of final accounts of the Institute, checking and passing of bills and vouchers, submission of monthly/quarterly progress report of expenditure to the higher authorities, dealing with provident fund, cash & bank transactions, tax matters and general administration of the department. He shall liaise with banks, financial institutions, Government departments and co-ordinate with the branches and centres in the matter of finance and timely submission of accounts of expenditure. It shall be his responsibility to get the annual accounts audited in time. It shall also be his responsibility to deal with the Audit objections and submission of proper reply thereof in respect of both statutory and Government audit. He shall supervise the work of the Senior Accounts Officers/Accounts Officers posted under him and report to the Chief Executive (Administration and Finance). He shall also carry out any other work assigned to him by higher authority.

22. Deputy Chief Executive (Internal Audit & Budget) :

Pay-scale : Grade B : Rs.4500-150-5700.
Grade A : Rs.3700-125-4700-1506-5000.

Age : Preferably below 50 years.

Minimum Qualifications : A good Bachelor's degree in any discipline with ACA/AICWA/MBA(F)/SOGI or equivalent qualification and 10 years of experience in a responsible position in accounts and finance in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in the scale of pay of Rs.3000-4500 or above for Grade A and Rs.3700-5000 or above for Grade B. (Educational qualification may be relaxed for Government officers on deputation if otherwise suitable). Thorough knowledge in Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Mode of Appointment : For Grade A : Direct; if no suitable candidate is found then on transfer/transfer on deputation from Government offices.

For Grade B : By promotion for Grade A after 6 years of service in Grade A or on transfer/transfer on deputation from Government offices.

Functions : He shall be responsible for test checking the work of units at headquarters and outlying centres/branches etc. in phases with a view to examining how far the rules and regulations as amended from time to time are followed and important office orders issued from time to time containing specific directives are implemented; to scrutinise work done in various units with a view to detecting defects, if any and to suggest measures to be taken to avoid such defects; to get the deficiencies noticed during test check, rectified on the spot by providing suitable guidance to the officers, wherever possible; to conduct special audit checks on such items as may be directed by Director/Chief Executive (Administration & Finance); to test check items of expenditure, receipts, advances, suspenses with basic records and records relating to final accounts. He shall also be responsible for preparation and timely submission of Budget Estimates. He shall monitor the progress of expenditure of different units/divisions/centres under different heads of Accounts and indicate the availability of funds in all proposals for expenditure prior to approval by the competent authority. He shall also be responsible for physical verification of stores at the headquarters, outlying offices, branches and centres of the Institute. He shall supervise the work of the Senior Accounts Officers/Accounts Officers posted under him and report to the Chief Executive (Administration and Finance). He shall be responsible to deal with any audit objection and submission of replies in respect of Government audit, if necessary. He shall also carry out any other work assigned to him by higher authority.

23. Senior Administrative Officer

Pay-scale : Rs. 3000-100-3500-125-4500.

Age : Below 45 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree with degree/diploma in management or other equivalent professional qualification. Minimum 10 years of experience in supervisory position in Government, public sector undertakings, autonomous organisations or in reputed academic/educational institutions out of which at least 5 years should be in the pay scales of Rs.2200-4000 or above. Thorough knowledge in Government rules and regulations is essential. Familiarity with the use of computers in all functional areas of management would be considered as an added qualification.

Mode of Appointment : By promotion from Administrative Officer after at least 6 years of service in that grade; if no suitable candidate is available then by direct recruitment.

Functions : He shall be placed in charge of one or more section, unit, department, centre etc. and shall operate under the overall control of Deputy Chief Executive

(Administration) or Chief Executive (Administration and Finance)/Head of Centre. He shall be responsible for proper functioning of each section, unit, etc. under his control and shall implement the office orders issued from time to time. He may have to work on computerised monitoring system. He shall also render general assistance to the Chief Executive (Administration and Finance)/Deputy Chief Executives and shall undertake any other work, including staff welfare and public relations, which may be assigned to him by his superior officers.

24. Senior Accounts Officer

Pay-scale : Rs. 3000-100-3500-125-4500.

Age : Preferably below 45 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree in any discipline with ACA/AICWA/MBA(F). Minimum 10 years of experience in supervisory position in Government, public sector undertakings, autonomous organisations or in reputed academic/educational institutions out of which 5 years should be in the scale of pay of Rs.2200-4000 or above. Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Mode of Appointment : By promotion from Accounts Officer after at least 6 years of service in that grade; if no suitable candidate is available then by direct recruitment.

Functions : To assist Chief Executive (Administration and Finance)/Deputy Chief Executives in the administration and supervision of accounts department; co-ordination within the accounts department, supervision of the work of compilation and finalisation of annual accounts of the Institute, and also of general ledger, establishment, leave ledger, stores accounting and inventory, provident fund and all cash and bank transactions. He shall ensure timely submission of monthly/quarterly progress of expenditure to the higher authority and any other financial statement specifically required for submission. He shall ensure proper computerisation of financial accounts and provident fund accounts and supervise the working thereof. He shall also undertake any other work which may be assigned to him by his superior officers.

25. Administrative Officer

Pay-scale : Rs.2200-75-2800-EB-100-4000.

Age : Preferably below 40 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree in any discipline with diploma in management or equivalent professional qualification. At least 5 years of experience in supervisory level in the scale of pay of Rs.2000-3500 or above in Government, public sector undertakings, autonomous organisations, reputed academic/ research institutions.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in administration would be considered as an added qualification.

Mode of Appointment : By promotion from Section Officer (General) on completion of at least 6 years of service in the category; failing which by direct recruitment.

Functions : He shall be placed in charge of one or more section, unit, department, centre etc. and shall work under the overall control of Sr. Administrative Officer or of equivalent or higher rank. He shall be responsible for attendance of staff under him and their performance in day to day work. He may have to work on computerised monitoring system. He shall be required to do all work of a Section Officer in case there is no such official posted in that unit or in case of absence. He shall deal with all correspondence, drafting of replies and initiation of notes whenever necessary. He shall be required to maintain official documents including secret/top secret papers. He shall make arrangements for holding meeting and preparing agenda/notes and drawing up of draft proceedings of meetings. He shall render general assistance to his superiors and shall undertake any other work, including staff welfare and public relations, which may be allotted to him from time to time.

26. Accounts Officer

Pay-scale : Rs.2200-75-2800-EB-100-4000.

Age : Preferably below 40 years.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree with ACA/AICWA/MBA(F) or commerce graduate with SOGE. At least 5 years of experience in supervisory position (in the pay-scale of Rs.2000-3500 or above) in Government, public sector undertakings, autonomous organisations, reputed academic/research institutions.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Mode of Appointment : By promotion from Section Officer (Accounts) and Chief Cashier on completion of at least 6 years of service in the respective grade/category;

failing which by direct recruitment. In case of promotion from Chief Cashier, a candidate has to qualify in the departmental test equivalent to SOGE level.

Functions : He shall be placed in-charge of one or more sections, units, cells in the Accounts/other departments/outlying centres, branches etc. and shall supervise the work of all other Officers placed under him. He shall be responsible for the work of compilation and finalisation of annual accounts of the Institute, maintenance of general ledger, establishment, leave ledger, stores accounting and inventory, provident fund, taxation etc. He shall also ensure proper computerisation of the financial accounts including all statements and schedules and the provident fund accounts, and shall undertake any other specific work as may be allotted to him from time to time.

27. Section Officer (General)

Pay-scale : Rs.2000-60-2300-EB-75-3200-100-3500.

Age : Preferably below 40 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree in any discipline, with at least 5 years of experience in a supervisory position (in the pay scale of 1640-2900 or above) in Government, public sector undertakings, autonomous organisations, reputed academic/research institutions.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in administration would be considered as an added qualification.

Mode of Appointment : By promotion from Senior Assistant (General) and Stenographer Grade - C on completion of at least 5 years of service in the respective category/grade and on passing the departmental examination equivalent to SOGE of Central Government Offices; failing that by direct recruitment.

Functions : He shall be placed in charge of a section, unit, department, centres, branches etc. and shall work under the overall control of Senior Administrative Officer/ Administrative Officer or official of equivalent or higher rank. Depending on work load, he may be placed in charge of more than one section, unit, department etc. particularly in case of outlying offices.

He shall be responsible for attendance of staff under him and their performance in day to day work. He should have knowledge of word-processing and computer operation and may have to work on computerised monitoring system. He shall be required to do all work of a Senior Assistant in case there is no such official posted under him or in case of absence. He shall maintain official documents including secret/top secret papers. He shall be required to write letters/notes and make correspondence with different agencies/persons and draft replies whenever necessary. He may have to take dictation/notes as and when necessary. He shall render general assistance to his superiors including making arrangements for holding meetings and preparing agenda,

notes and drawing up of draft proceedings of meetings and shall undertake any other work, including staff welfare and public relation, which may be allotted to him from time to time.

28. Section Officer (Accounts)

Pay-scale : Rs.2000-60-2300-EB-75-3200-100-3500.

Age : Preferably below 40 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree with ACA/AICWA/MBA (F) or commerce graduate with SOGE (with 5 years of experience in the pay scale of 1640-2900 or above) in Government, public sector undertakings, autonomous organisations, reputed academic/research institutions.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Mode of Appointment : By promotion from Senior Assistant (Accounts) and Cashier on completion of at least 5 years of service in the respective category/grade and on passing the departmental examination equivalent to SOGE of Central Government Offices; failing that by direct recruitment.

Functions : He shall be placed in charge of a section, unit, cell in the Accounts/other departments/outlying centres, branches etc. and shall supervise the work of all other staff placed under him. He shall work under the overall control of Senior Accounts Officer/Accounts Officer or official of equivalent or higher rank. Depending on work load, he may be placed in charge of more than one section, unit, cell, department, particularly in case of outlying offices. He shall be responsible for the work of compilation and finalisation of annual accounts, maintenance of general ledger, establishment, leave ledger, stores accounting and inventory, provident fund, taxation etc. He shall also ensure proper computerisation of financial accounts including all statements and schedules and the provident fund accounts, and shall undertake any other specific work as may be allotted to him from time to time.

29. Senior Assistant

Pay-scale : Rs.1640-60-2600-75-2900.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree in any discipline with knowledge of typing (30 w.p.m.), computer operation and adequate experience.

Mode of Appointment : By promotion through departmental examination equivalent to Assistant Grade Examination of Central Government Offices, from Office Assistant C on completion of at least 5 years of service in that grade; failing that by direct recruitment.

Functions: To deal with all matters of routine nature including correspondence, drafting of letters and typing of statement, notes and letters, word processing and technical typing involving mathematical symbols and data entries in computer. Correspondence with Indian & Foreign subscribers of journals including back volumes, books and other publications. He shall be required to do all the work of Office Assistants whenever needed or when there is no Office Assistant posted in the section or absent on leave. In small offices where there is no need for any officer, a Senior Assistant may be required to distribute and supervise the work of Office Assistants. The work of the Senior Assistants will vary according to the specific needs of the section and he shall have to do all the work of the section as may be entrusted to him by his superiors from time to time.

30. Senior Assistant (Accounts)

mx.C **Pay-scale :** : Rs.1640-60-2600-75-2900.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree preferably in commerce with knowledge of typing (30 w.p.m.), computer operation and adequate experience.

Mode of Appointment : By promotion through departmental examination equivalent to Assistant Grade Examination of Central Government Offices, from Office Assistant C on completion of at least 5 years of service in that grade; failing that by direct recruitment.

Functions : To deal with all matters relating to accounts and finance including scrutiny of bills and vouchers; preparation of establishment and supplementary bills and make correspondence including all typing work. He shall have to do all the work of Office Assistant and guide other Office Assistants in their work. He shall be required to undertake all work relating to finalisation of annual accounts of the Institute and prepare all schedules including typing. He shall maintain general ledger, provident fund ledger, leave ledger, branch accounts and make data entries in computers. He shall make entries in the books of accounts wherever necessary and shall give general assistance to his superiors. He shall be required to undertake any other work which may be specifically allotted to him by his superiors from time to time.

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31. Office Assistant

Pay-scale : Office Assistant C : Rs.1400-40-1600-50-2300-60-2600.
Office Assistant B : Rs.1200-30-1560-40-2040.
Office Assistant A : Rs. 975-25-1150-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in Grade A : Graduate in any discipline with knowledge of typing (30 w.p.m.) and computer operation or Higher Secondary (10+2) or equivalent with knowledge of typing (30 w.p.m.), computer operation and 5 years of experience.

Mode of Appointment : For Grade - A : Direct. For Grade C and B : By promotion from Office Assistant B and A respectively on completion of at least 6 years of service in the immediate lower grade.

Functions : All routine type of office work including maintenance of different registers, sorting, indexing and recording of correspondence, files, schedules, cards and other documents; store-keeping and inventory; preparation of statements including arithmetical calculations; writing of challans, requisitions, gate passes; all types of typing, word processing, data entries in computers; comparing, receipt and despatch of letters and other documents. He shall also be required to initiate notes, drafting of letters, office orders, circulars etc. of general nature and to prepare, verify and scrutinise statements and bills with arithmetical calculations. Correspondence with Indian & Foreign subscribers of journals including back volumes, books and other publications. Office Assistants posted in cash department and in outlying offices shall have to handle cash and bank transactions as also maintain cash books, cheque books and other related documents and registers independently or under the overall supervision of the superior officer and also go to bank for drawal of cash/depositing of cheques etc. Office Assistant when posted in Accounts Section shall have to do all work relating to accounts including preparation of pay and establishment bills, pension, leave salary, gratuity etc. bills, schedules, posting of bills and vouchers in ledger and other books of original entry etc. Office Assistant posted in Estate Office shall directly supervise the workers in the various areas like sanitation, gardening, water supply, cleaning and upkeep of fields, gardens, tanks, premises, etc. and supervise the majdoors, in addition to related office work. He may have to receive guests/visitors and cater to their needs. Office Assistant shall have to perform any other work that may be assigned to him by his superiors.

32. Chief Cashier

Pay-scale : Rs.2000-60-2300-EB-75-3200-100-3500.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : A good Bachelor's degree in any discipline with at least 6 years of experience as Cashier with knowledge of computer operation.

Mode of Appointment : By promotion from Cashier on completion of at least 6 years of service in that grade.

Functions : To be in overall charge of the Cash Department. He shall be responsible for all cash and bank transactions, writing and maintenance of Cash Book, Register of Cheques Received and Issued, safe custody of liquid cash and cheque and cheque books, all valuable documents in the safe custody vault, daily reconciliation of actual cash with cash book balance.

Note : A Chief Cashier will be posted where average monthly cash handling (excluding cheques, drafts etc.) exceeds Rs.25 (Twenty five) lakhs.

33. Cashier

Pay-scale : Rs. 1640-60-2600-75-2900.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment : A good Bachelor's degree, preferably in commerce with at least 5 years of experience in relevant field and knowledge of computer operation.

Mode of Appointment : By promotion from Office Assistant - C after 5 years of service in that grade and on passing the departmental examination equivalent to Assistant Grade Examination, failing that by direct recruitment.

Functions : To do independently all day to day cash and bank transactions, disbursement of cash, holding of cash, cheque in safe custody, payment of various bills and vouchers and receipts of cash/cheques etc.; maintenance of cash book, cheque book and various other registers. He shall be required to help Chief Cashier whenever necessary and undertake all other work as may be entrusted to him by his superiors.

Note : Office Assistant posted in Cash, Cashier and Chief Cashier will be required to execute a fidelity bond.

34. Stenographer

Pay-scale : Stenographer C : Rs.1640-60-2600-EB-75-2900.
Stenographer B : Rs. 1400-40-1600-50-2300-EB-60-2600.
Stenographer A : Rs. 1200-30-1560-EB-40-2040.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in Grade A : A good Bachelor's degree with proficiency in shorthand/typing (100/40), knowledge of computer operation and adequate experience.

Mode of Appointment : For Stenographer A : Direct. For Stenographer B/C : By promotion from Stenographer A/B respectively on completion of at least 6 years of service in that grade.

Functions : Apart from stenography which is the main job of this category, he shall be required to do typing of other letters, notes, statements, schedules as and when necessary. He shall be required to do the typing of research/project papers using symbols/graphic/tables through personal computers and do other work of data entries in computer. He shall make arrangements for holding meetings and preparing agenda, notes and drawing up draft proceedings of meetings. He shall be required to undertake all other work as may be assigned to him by his superiors. He may also be required to act as personal assistant to Senior Academic/Administrative personnel and maintain secret and confidential letters/documents and assist them in the day to day official activities. He shall be required to draft letters/notes as per instruction of his superiors. He should be knowledgeable of ISI and Government rules.

35. Senior Engineer

Pay-scale : Rs.3700-125-4700-150-5000.

Age : Below 45 years, relaxable in exceptional cases.

Minimum Qualifications : A degree in Engineering, preferably in Civil, with at least 10 years of experience (out of which at least 5 years should be in the scale of Rs.3000-4500 or above) in a responsible position in the field of construction and maintenance in Government/autonomous/public sector undertakings. Must have thorough knowledge of Government rules and regulations.

Mode of Appointment : Direct; if no suitable candidate is found then on transfer/transfer on deputation from Government offices.

Functions : He shall be the overall in-charge of the Engineering Department of the Institute and shall be responsible for efficient handling of all maintenance work and new construction activities including electrical installation. He shall be responsible for overall planning including preparation of financial estimates in headquarters/outlying offices and liaise with different statutory/other bodies/architects etc.

36. Engineer

Pay-scale : Engineer (Civil/Electrical) C : Rs.3000-100-3500-125-4500.
Engineer (Civil/Electrical) B : Rs. 2200-2275-2800-EB-100-4000.
Engineer (Civil/Electrical) A : Rs. 2000-60-2300-EB-75-3200-100-3500.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in grade A : A good BE or equivalent degree in Civil/Electrical engineering. Two years' experience is desirable.

Mode of Appointment : For Grade A : Direct. For Grade B and C would be by promotion from Grade A and B respectively on completion of at least 6 years of service in the immediate lower grade.

Functions : He shall look after all maintenance and construction/installation work and related activities. He shall keep close liaison with the external firms/architects and statutory/other bodies.

Engineer (Civil) shall look after all construction and maintenance work including water supply and supervise the work of plumbing, carpentry, masonry etc. He shall be responsible for preparation of designs, estimates and proper execution of work. He shall be responsible for inspection, issue of completion certificate and scrutiny of bills of work done by the contractors. He shall undertake any other job as may be assigned to him by his superiors.

Engineer (Electrical) shall look after all electrical maintenance/installation activities including wiring, cable-laying etc. He shall be responsible for smooth power supply of the Institute including its residential campuses and shall take immediate action for restoration of power supply in case of any fault. He shall be responsible for proper operation and maintenance of lifts and all other electrical equipment and fittings including motors, refrigerators, airconditioners etc. He shall be responsible for preparation of layouts, estimates and proper execution of jobs. He shall also be responsible for inspection, issue of completion certificate and scrutiny of bills of work done by the contractors. He shall also undertake any other job as may be assigned to him by his superiors.

37. Engineering Assistant (Civil/Electrical/Tele-Comm./Printing & Publications)

Pay-scale : Engineering Assistant C : Rs. 2000-60-2300-EB-75-3200-100-3500.
Engineering Assistant B : Rs. 1640-60-2600-EB-75-2900.
Engineering Assistant A : Rs. 1400-40-1600-50-2300-EB-60-2600.

Minimum Qualifications : Higher Secondary (10 + 2) or equivalent with a diploma of at least 3 years of duration in relevant subjects and one year's practical experience. For Engineering Assistant (Electrical), Supervisor's License will be required.

Mode of Appointment : For Grade A : Direct. For Grade C and B : By promotion from the respective immediate lower grade and on completion of at least 6 years of service in that grade.

Functions : To render all assistance to and carry out instruction of the Engineer, Works Manager (Printing & Publications) in all technical and operational matters such as designing, preparation of plan, estimate and tender documents etc. and execution/supervision of all construction and maintenance work and any other work that may be specifically assigned to him by his superiors. He shall also be required to draw engineering drawings and copies/tracing thereof as and when needed. He shall be responsible for water/power supply of the Institute including residential campus and for taking immediate corrective measures in case of any fault. He shall also be responsible for operation/maintenance of lifts and all other electrical equipment and fittings including motors, refrigerators, airconditioners, wiring, cables and pipe lines etc.

He shall be responsible for maintenance and upkeep of the EPABX systems both hardware and software and telephone cables, lines including telephone lines for E-Mail and FAX; plan for providing new extensions and make necessary correspondence liaison with the Government/telephone department as well as vendors of the EPABX systems, including cabling and with the parties entrusted with its maintenance. He shall maintain stores and inventories for the systems, prepare, safe-keep and maintain the layout drawing of the junction boxes, cabling and wiring. He shall be required to operate PC's and printers and obtain printouts for telephone calls and any other work that may be assigned to him from time to time.

He shall work under Works Manager (Printing & Publications) and be responsible for operation, maintenance and up-keep of the equipments of the press; prepare job schedule, supervise and allot jobs; maintain production register/work; maintain store and inventory; plan for work, liaison with different agencies including users; arrange for procurement of spare parts, chemicals, printing materials etc.; responsible for production, printing, editing, proof-reading etc. He will assist works Manager (Printing & Publications) in meeting all statutory regulations and any other work that may be assigned to him from time to time.

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Engineering Assistant (Tele-Comm.) will have to work in collaboration with the Telephone Operator and Supervisor (Telephone) in a coordinated manner.

Note : Engineering Assistants (Civil/Electrical/Tele-Comm./Printing & Publications) shall be responsible for relevant functional areas as stated above.

38. Supervisor (Carpentry)

Pay-scale : Rs.1400-40-1600-50-2300-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : School Final or equivalent and ITI certificate or equivalent in the trade.

Mode of Appointment : By promotion from Carpenter - C on completion of at least 6 years of service in that grade.

Functions : In addition to the functions of a Carpenter, he shall have to supervise the work of other Carpenters and make job allotments to them. He shall also keep records of all jobs done in Carpentry Unit and shall undertake any other work which may be specifically allotted to him. He shall also take responsibility of requisitioning materials as and when needed and keep proper records.

39. Carpenter/Plumber/Mason

Pay-scale : Carpenter/Plumber/Mason C : Rs.1350-30-1440-40-1800-EB-50-2200.
Carpenter/Plumber/Mason B : Rs.1200-30-1560-EB-40-2040.
Carpenter/Plumber/Mason A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent and ITI certificate or equivalent for the respective trade with one year experience in different types of functions related to the trade.

Mode of Appointment : For Grade A : Direct. For C and B : By promotion from Grade B and A respectively on completion of at least 6 years of service in the immediate lower grade.

Functions : The Carpenter shall be required to do all repair and maintenance jobs related to wood works including fabrication of partition walls, cubicles with new and salvaged materials and making new furniture, doors and windows including polishing and painting, fixing and repairing of locks, door closures etc. and any other job as may be assigned to him by his superiors.

The Plumber shall be required to do all repair and maintenance jobs relating to sanitary and plumbing works and water supply including installation of related works with new and old materials and excavation of mud where necessary for such jobs and periodical cleaning of tanks/water reservoir etc. and operation and routine maintenance of pumps, regulations/control of all kind of valves for maintaining supply of water in various premises and any other job as may be assigned to him by his superiors.

The Mason should undertake all masonry work and patch repair including white wash and painting, all maintenance job related to such trade and shall be able to give small layout plan and execution of the same with new and old materials, curing with water to the required surface and any other job as may be assigned to him by his superiors.

Note : Carrying of trade related tools, implements and materials shall be the function of this category of workers.

40. Supervisor (Electrical)

Pay-scale : Rs.1400-40-1600-50-2300-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : School Final or equivalent with ITI certificate or equivalent and with permit equivalent to Electrical Wireman's class (i)(b), (ii), (iii), (iv) and Supervisor's licence.

Mode of Appointment : By promotion from Electrician - C on completion of at least 6 years of service in that grade.

Functions : In addition to the functions of an Electrician, he shall have to supervise work of other Electricians and make job allotments to them. He shall keep records of all jobs done in the Electrical Maintenance Unit and shall undertake any other work which may be specifically allotted to him. He shall also take responsibility of requisitioning materials as and when needed and keep proper records.

41. Electrician

Pay-scale : Electrician C : Rs. 1350-30-1440-40-1800-EB-50-2200.
Electrician B : Rs. 1200-30-1560-EB-40-2040.
Electrician A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent with ITI certificate or equivalent and with permit equivalent to Electrical Wireman's class (i) (b), (ii), (iii), (iv).

Mode of Appointment : For Grade A : Direct. For Grade B and C : By promotion from immediate lower grade with at least 6 years of service in that grade.

Functions : Attending all jobs on trade and executing them; checking, repairing and installation of electric lines and equipment; preparing estimates of different jobs; lift operation; meter reading and billing; operation and routine maintenance of pumps (220/440v) and control valves; store keeping; assisting Engineering Assistants/Engineers/other superior officers and to carrying out any other related work that may be assigned to him from time to time.

42. Supervisor (Lift)

Pay-scale : Rs.1400-40-1600-50-2300-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : Class VIII with ITI certificate of trade of Electrician or equivalent or School Final or equivalent. Shall possess lift operator's licence and permit equivalent to Electrical Wiremen's class (i)(b) and Supervisor's licence.

Mode of Appointment : By promotion from Operator-cum-Mechanic (Lift) - C on completion of at least 6 years of service in that grade.

Functions : In addition to the functions of an Operator-cum-Mechanic (Lift), he shall supervise the work of other Operator-cum-Mechanics (Lift) and make duty allotments. He shall be responsible for proper up-keep of the Lifts and report for preventive maintenance and other problems. He shall undertake any other work which may be specifically allotted to him.

43. Operator-cum-Mechanic (Lift)

Pay-scale : Operator-cum-Mechanic (Lift) C : Rs.1350-30-1440-40-1800-EB-50-2200.
Operator-cum-Mechanic (Lift) B : Rs.1200-30-1560-EB-40-2040.
Operator-cum-Mechanic (Lift) A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in Grade A : Class VIII with ITI certificate of trade of electrician or equivalent or School Final or equivalent. Shall possess lift operator's licence and permit equivalent to Electrical Wiremen's Class (i) (b), with at least five years' experience in routine maintenance and operation of lifts in a reputed institution/company.

Mode of Appointment : For Grade A : Direct. For Grades C and B : By promotion from Operator-cum-Mechanic B and A after completion of at least 6 years of service in the immediate lower grade.

Functions : Operation and routine maintenance of lifts and any other related work as may be assigned to him from time to time. He shall have to work on shift and roster basis.

44. Supervisor (Telephone)

Pay-scale : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : Higher Secondary (10+2) with adequate knowledge of telephone system including Electronic Exchange (EPABX) and experience. Trade certificate and knowledge of computer operation essential.

Mode of Appointment : By promotion from Telephone Operator C after at least 6 years of service in that grade and on passing the prescribed test.

Functions : He shall supervise the operation of the entire telephone system of the Institute including telephone lines for E-Mail and FAX. He shall supervise the work of the telephone operators, draw up duty charts etc. Apart from his supervisory duty, he may have to act as an operator as and when necessary. He shall provide assistance to the Engineering Assistant (Tele-Comm.) in planning new extensions and making necessary correspondence/liaison with the Government/telephone department as well as vendors of the EPABX systems, including cabling and with the parties entrusted with its maintenance. He may have to receive guests/visitors and cater to their needs. He shall be required to operate P.C.s and printers and obtain printouts for telephone calls and scrutinise the telephone bills and necessary follow up with the telephone department; arrange for payment of telephone bills, licence/other statutory fees, prepare and collect rentals and any other work that may be assigned to him from time to time.

45. Telephone Operator

Pay-scale : Telephone Operator C : Rs. 1350-30-1440-40-1800-EB-50-2200.

Telephone Operator B : Rs. 1200-30-1560-EB-40-2040.

Telephone Operator A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Higher Secondary (10+2) with knowledge of telephone operation in EPABX/other systems and one year experience. Trade certificate and knowledge of computer operation desirable.

Mode of Appointment : For Telephone Operator A : Direct. For Telephone Operator C and B : By promotion from Telephone Operator B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : To operate the EPABX/other systems, cater to the needs of the callers to connect external outgoing and incoming calls including connecting ISD/STD/Trunk lines to authorised users. He shall be required to operate PC and printer and obtain print out for telephone calls. He should also maintain Register for all ISD/STD/Trunk calls and the names of officials who booked the calls. He may have to work as receptionist, in addition to his normal duties. He shall have to work on shift and roster duty.

46. Supervisor (Auto)

Pay-scale : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : (i) School Final or equivalent with 10 years of experience in repairing of all types of automobile engines.

or

Diploma/certificate in Automobile Engineering with 2 years of experience in repairing of all types of automobile engines.

(ii) Driving experience with licence for both light and heavy vehicles. May be relaxed in case of exceptional experience as Mechanic C.

(iii) At least 6 years of experience as Driver - C/Mechanic - C.

Mode of Appointment : By promotion from Driver C/Mechanic C on completion of at least 6 years of service in that grade.

Functions : He shall be responsible for repair, maintenance, operation and upkeep of Institute vehicles. He shall render necessary assistance to his superiors in all the matters of procurement of spare parts, tyres, tubes and other materials, fuels and lubricants etc. and ensure total management of the system. Apart from his supervisory duties, he shall be required to drive vehicles as and when

necessary. He shall keep proper watch and arrange for payment of insurance premium and all taxes in respect of all the vehicles of the Institute. He shall also be responsible for preparation of daily schedules and allotment of duties to the drivers and other workers posted under him in consultation with his superiors and any other work that may be assigned to him from time to time.

47. Driver.

Pay-scale : Driver C : Rs. 1350-30-1440-40-1800-EB-50-2200.
Driver B : Rs. 1200-30-1560-EB-40-2040.
Driver A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent with knowledge and experience of driving of all types of vehicles. Must possess valid driving license for both light and heavy vehicles.

Mode of Appointment : For Driver A : Direct. For Driver B and C : By promotion from Driver A and B respectively, on completion of at least 6 years of service in the immediate lower grade.

Functions : Driving and upkeeping including dusting of both light and heavy vehicles of the Institute. He shall do all minor repairing work by himself. He shall be required to drive vehicles at all hours and to report/reach at different addresses as indicated in the requisition card or as per the request of the passenger and to render other necessary assistance to the passengers. He has to maintain log books and make necessary entries and get it signed by the passenger after the completion of journey. He shall be on shift and roster duty and shall have to perform field duty whenever required. He shall be required to perform any other work as may be assigned to him by his superiors from time to time.

48. Mechanic (Auto)

Pay-scale : Mechanic C : Rs.1350-30-1440-40-1800-EB-50-2200.
Mechanic B : Rs. 1200-30-1560-EB-40-2040.
Mechanic A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent with certificate/diploma in trade and one year of experience of maintenance.

Mode of Appointment : For Mechanic A : Direct. For Mechanic C and B : By promotion from Grade B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : He shall do all types of repairing and maintenance work including dusting in respect of all institute's vehicles. It shall be his responsibility to check and ensure road worthiness of all vehicles regularly. He shall be required to attend all faults and breakdowns of vehicles in the roads and shall be ready to go to the place of breakdown immediately on getting information of such breakdowns. He shall have to assist for procurement of spare parts necessary for repair of the vehicles and shall undertake any other job which may be specifically assigned to him by his superiors.

49. Supervisor (Binding)

Pay-scale : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : School Final or equivalent with ITI certificate of the trade or equivalent and one year of experience.

Mode of Appointment : By promotion from Binder C on completion of at least 6 years of service in that grade.

Functions : In addition to the general function of a binder, he shall have to supervise the work of other binders and make job allotments to them. He shall also keep records of all jobs done in the bindery unit and shall undertake any other work which may be specifically allotted to him. He shall also take responsibility of procuring materials as and when needed and keep proper accounts thereof.

50. Binder

Pay-scale : Binder C : Rs.1350-30-1440-40-1800-EB-50-2200.
Binder B : Rs.1200-30-1560-EB-40-2040.
Binder A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent with ITI certificate of the trade or equivalent and one year of experience.

Mode of Appointment : For Binder A - Direct. For Binder C and B by promotion from Binder B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : He shall do all work related to the trade of binding including operations like stamping, numbering, perforating, collating, all kinds of binding, lettering, finishing, making of boxes, dummies, pockets etc. and operation of machines like press, cutting, stitching, perforating etc. He shall prepare starch, glue etc. and process leather, if necessary. He shall have to maintain and upkeep tools, implements and appliances of the trade and perform any other work that may be assigned to him by his superiors.

51. Supervisor (Audio-Visual)

Pay-scale : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : School Final or equivalent with certificate/diploma in Electronic/ Radio Engineering.

Mode of Appointment : By promotion from Operator-cum-Mechanic (Audio-Visual) C on completion of 6 years of service in that grade.

Functions : He shall be responsible for audio-visual services and supervise the work of all Operator-cum-Mechanic posted under him. He shall also be responsible for repairing, maintenance, operation of the audio visual equipment and upkeep of related materials/documents etc. He shall also have to perform the duties of Operator-cum-Mechanic (Audio-Visual), if required. He shall undertake any other work that may be assigned to him by his superiors.

52. Operator-cum-Mechanic (Audio-Visual)

Pay-scale : Operator-cum-Mechanic (Audio-Visual) C : Rs.1350-30-1440-40-1800-EB-50-2200.

Operator-cum-Mechanic (Audio-Visual) B : Rs.1200-30-1560-EB-40-2040.

Operator-cum-Mechanic (Audio-Visual) A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : School Final or equivalent with certificate/diploma in Electronic /Radio Engineering and one year of experience.

Mode of Appointment : For Grade - A : Direct. For Grade B and C : By promotion from Grade A and B respectively, on completion of at least 6 years of service in the immediate lower grade.

Functions : He shall be responsible for providing all types of audio-visual services including repair, maintenance and operation of audio visual equipment including VCR/VCP, video-camera. He shall have to carry equipment/apparatus to the site, take proper care of all materials/documents, assist in procuring spares/parts/materials etc and perform any other work that may be assigned to him from time to time.

53. Resident Medical Officer

Pay-scale : RMO C : Rs.3700-125-4700-150-5000.
RMO B : Rs.3000-100-3500-125-4500.
RMO A : Rs.2200-75-2800-EB-100-4000.
Plus usual allowances like NPA, P.G. allowance etc. at Central Government rates as admissible from time to time.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in Grade A - Medical graduate with at least 3 years of experience. A post-graduate degree/diploma in the relevant field is desirable.

Mode of Appointment : Direct in case of Grade A. For Grade C and B by promotion from Grade B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : He shall be responsible for proper functioning of the Medical Welfare Unit of the Institute. He shall reside in the campus and render services to the inmates of the campus including students, research scholars, guests, visiting scientists, residential workers and workers on duty as and when necessary. He shall make requisition of the essential medicines required to be stocked at the Medical Welfare Unit and shall be responsible for keeping proper account of the medicines. One of the RMO shall be in-charge of the Medical Welfare Unit and shall co-ordinate with other medical officers of the Institute in distribution of duties and ensure smooth running of the unit. He shall keep proper liaison with other Visiting Specialists and help them in carrying out the normal duties. He shall also undertake any other work which may be specifically assigned to him by the competent authority.

54. Nurse

Pay-scale : Nurse - C : Rs.2000-60-2300-EB-75-3200-100-3500
Nurse - B : Rs.1640-60-2600-EB-75-2900.
Nurse - A : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : (i) Graduate in Nursing or Higher Secondary (10+2) or equivalent with at least three years' diploma in General Nursing and Midwifery (GNM) course. Registration certificate from Nursing Council.
(ii) At least 2 years' experience as a Nurse.

Mode of Appointment : For Grade - A : Direct.

For Grade B and C : By promotion from Nurse - A and B on completion of at least 6 years of service in the immediate lower grade.

Functions : To provide all nursing services and assist the Resident Medical Officers/part-time Medical Officers. He shall have to maintain registers for medicines and other relevant materials, stock of medicines, inventory of stock etc. received by him.

55. Pharmacist

Pay-scale : Pharmacist C : Rs. 1640-60-2600-EB-75-2900.
Pharmacist B : Rs. 1400-40-1600-50-2300-EB-60-2600.
Pharmacist A : Rs. 1350-30-1440-40-1800-EB-50-2200.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Higher Secondary (10+2) or equivalent with a diploma of at least 2 years of duration in Pharmacy and registration from Pharmacy Council with one year of experience. Must have good knowledge of dressing, first-aid and nursing.

Mode of Appointment : For Grade - A : Direct. For Pharmacist C and B by promotion from Pharmacist B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : To dispense all medicines as prescribed by the Resident Medical Officers/part-time Medical Officers to the attending patients as well as keep proper account and stock of the medicines; store-keeping and inventory. He shall have to undertake dressing, first-aid and nursing to the patients as and

when necessary. He shall be required to perform any other work as may be assigned to him by his superiors.

56. Manager (Guest House, Canteen, Hostels)

Pay-scale : Manager C : Rs.2000-60-2300-EB-75-3200-100-3500.
Manager B : Rs.1640-60-2600-EB-75-2900.
Manager A : Rs.1400-40-1600-50-2300-EB-60-2600.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : For direct recruitment in Grade - A : Higher Secondary (10+2) or equivalent with a diploma of at least three years' duration in hotel management from a recognised institution and at least one year's experience. Proficiency in spoken English is essential.

Mode of Appointment : For Manager A : Direct. For Manager C and B by promotion from Manager B and A on completion of at least 6 years of service in the immediate lower grade.

Functions : Manager should be in overall charge of the Guest House, Canteen and all Hostels of the Institute and shall ensure smooth running of them in close co-operation with relevant units. He shall take the responsibility of procuring food items, raw and other necessary materials for proper functioning. He shall be responsible for looking after the inmates in the Guest House/Hostel and cater to their needs. He shall ensure the quality of food and room services and proper upkeep of rooms, beds, linens etc. He shall supervise the working of cooks and service boys and keep proper accounts of all cash transaction and submit regular accounts of various transactions. He shall be responsible for preparation and collection of bills whenever necessary. He shall maintain a complaint register and show it to the competent authority at a regular interval for appropriate action. He shall be required to perform any other duty as may be assigned to him by his superiors.

57. Cook

Pay-scale : Cook C : Rs.1350-30-1440-40-1800-EB-50-2200.
Cook B : Rs.1200-30-1560-EB-40-2040.
Cook A : Rs. 975-25-1150-EB-30-1540.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Higher Secondary (10+2) or equivalent with trade certificate/ diploma in cookery from a recognised institute.

Mode of Appointment : For Grade - A : Direct. For Cook C and B by promotion from Cook B and A respectively after completion of at least 6 years of service in the immediate lower grade.

Functions : He shall prepare all food items (Indian, Continental/Chinese dishes etc) and beverages etc. It shall be his duty to ensure proper quality and hygiene of raw materials/ingredients for preparation/serving. He shall ensure cleanliness and hygienic upkeep of the kitchen, utensils and all materials for cooking. He shall supervise the workers under him. He shall be on shift and roster duty.

58. Senior Security Officer

Pay-scale : Rs.3000-100-3500-125-4500.

Age : Preferably below 50 years.

Minimum Qualifications : Graduate or equivalent with ex-military experience of holding not below the rank of Major or equivalent.

Mode of Appointment : Direct on contractual basis.

Functions : He shall be in overall charge of Security including arms and ammunitions, fire fighting services and other services of the Institute as may be assigned to him from time to time. He shall have to take charge of one or more units/sections/departments etc. His duty shall be to maintain proper security of the campus including check of incoming and outgoing materials, proper upkeep and maintenance of the campus and liaise with other concerned departments like Engineering and Electrical Maintenance etc. to carry out necessary maintenance work and ensure water supply to the different buildings. He shall keep in touch with the local police and other government agencies/offices whenever necessary for security reasons and for ensuring smooth operation of transport and telephone services. He shall reside in the Institute campus.

59. Security Officer

Pay-scale : Rs.2000-60-2300-EB-75-3200-100-3500.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Graduate or equivalent with ex-military experience of holding not below the rank of Captain or equivalent.

Mode of Appointment : Direct on contractual basis.

Functions : He shall be responsible for security and other services of the Institute as may be assigned to him from time to time and render all assistance to Sr. Security Officer. It shall be his responsibility to allot duties to workers and ensure smooth functioning of services under him. He shall also be responsible for operation/maintenance of fire fighting equipment, safe custody of guns, arms and ammunitions and renewal of licences etc. He shall be required to perform any other duty as may be assigned to him by his superiors.

60. Security Guard (Group Head)

Pay-scale : Rs. 975-25-1150-EB-30-1540.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : Ex-military service men with School Final or equivalent. Certificate and proficiency in use of guns, arms and fire fighting equipment.

Mode of Appointment : By promotion from Security Guard C on completion of at least 6 years of service in that grade.

Functions : To help in direct supervision of the duties of the security guards and to perform the duties of the security guards in case of their absence and also whenever asked for by the Sr. Security Officer/Security Officer. He shall have shift and roster duty.

61. Security Guard

Pay-scale : Security Guard C : Rs. 950-20-1150-EB-25-1400.
Security Guard B : Rs. 825-15-900-EB-20-1200.
Security Guard A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Ex-military service men. Preference will be given to candidates having School Final or equivalent certificate and certificate of proficiency in use of guns, arms and fire fighting equipments.

Mode of Appointment : For Security Guard - A : Direct. For Security Guard C and B : By promotion from Security Guard B and A respectively after completion of at least 6 years of service in the immediate lower grade.

Functions : He shall keep strict vigil in respect of the security of the Institute and keep watch on each entrance and outlet of the Institute campus. He shall also check the identity of persons entering the campus and ensure that no material are

allowed to go out of the campus without proper gate pass. For any loss of property within his area of duty, he shall be held entirely responsible. He should also operate fire fighting equipment and guns and arms. He shall be on shift and roster duty.

62. Mate (Gardener)

Pay-scale : Rs. 975-25-1150-EB-30-1540.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : Class VIII with training in horticulture and ability for supervision.

Mode of Appointment : By promotion from Gardener C on completion of at least 6 years of service in that grade.

Functions : In addition to the function of a gardener, he shall have to supervise the work of other gardeners and make allotment of jobs/duties.

63. Gardener

Pay-scale : Gardener C : Rs. 950-20-1150-EB-25-1400.

Gardener B : Rs. 825-15-900-EB-20-1200.

Gardener A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Class VIII with one year of experience. Preference will be given to candidates having training in horticulture.

Mode of Appointment : For Gardener - A : Direct. For Gardener - C and B : By promotion from Gardener B and A respectively after completion of at least 6 years of service in the immediate lower grade. Gardener - C may be filled up by promotion from Majdoor - B engaged in Farms on completion of at least 6 years of service in that grade.

Functions : He shall make new gardens, lawns and maintain the existing gardens and lawns in all the campuses of the Institute. He shall prepare land/farm land including tilling and ploughing, sowing, planting, crop cutting and nursing of different crops, plants, flowers etc. He shall also be responsible for maintaining campus greenery and farms. He shall have to operate pump (220v) for watering purpose and do all other jobs relating to gardens/farms.

64. Mate (Sweeper-cum-Jamadar)

Pay-scale : Rs. 975-25-1150-EB-30-1540.

Age : Promotional post; age bar not applicable.

Minimum Qualifications : Literate and ability to supervise the work of Sweeper-cum-Jamadar.

Mode of Appointment : By promotion from Sweeper-cum-Jamadar C after completion of at least 6 years of service in that grade.

Functions : In addition to the primary functions of Sweeper-cum-Jamadar, he shall have to supervise the work of a Sweeper-cum-Jamadar and also of Majdoor for satisfactory operations of these workers in their allotted duties. He should make regular inspection to check proper functioning of all bathrooms/toilets/fittings etc. and bring to the notice of his superiors in case of malfunctioning.

65. Sweeper-cum-Jamadar

Pay-scale : Sweeper-cum-Jamadar C : Rs. 950-20-1150-EB-25-1400.

Sweeper-cum-Jamadar B : Rs. 825-15-900-EB-20-1200.

Sweeper-cum-Jamadar A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Literate with one year of experience in the job.

Mode of Appointment : For Sweeper-cum-Jamadar A : Direct. For Sweeper-cum-Jamadar C and B by promotion from Sweeper-cum-Jamadar B and A respectively after completion of at least 6 years of service in the immediate lower grade.

Functions : He shall do all types of daily cleaning of floors, stairs, lawn, roads, gardens etc. He shall daily clean all bathrooms and toilets, latrines, urinals, basins and other toilet fittings with liquid disinfectants/soaps etc., door mats and remove waste papers and other throw away materials from office and store it in the specified place for subsequent disposal. He shall daily clean surface drains, garage etc. He shall declog septic tank including pits at a regular interval. He shall also do all types of cleaning of animal cages in scientific units. He shall be required to perform any other duty as may be assigned to him by his superiors. He shall be on shift and roster duty.

66. Attendant

Pay-scale : Attendant C : Rs. 975-25-1150-EB-30-1540.
Attendant B : Rs. 950-20-1150-EB-25-1400.
Attendant A : Rs. 825-15-900-EB-20-1200.

Age : Below 35 years for direct recruitment.

Minimum Qualifications :

Attendant (Record/Counter/Library) : For direct recruitment in Grade A : School Final or equivalent with one year of experience.

Attendant (Laboratory) : For direct recruitment in Grade A : School Final or equivalent with some knowledge of handling laboratory equipment.

Attendant (Repro/Photo) : For direct recruitment in Grade A : School Final or equivalent. Knowledge of handling reprographic and photographic equipment and materials.

Attendant (Electrical) : For direct recruitment in Grade A : Class VIII with ITI certificate of trade of electrician or equivalent or School Final or equivalent. Shall possess lift operator's licence and Electrical Wiremen's permit, class (i) (b).

Attendant (Printing & Publications) : For direct recruitment in Grade A : School Final or equivalent or Class VIII with ITI certificate in DTP/off-set printing or equivalent and relevant experience for one year.

Attendant (Engineering) : For direct recruitment in Grade A : School Final or equivalent or class VIII with ITI certificate or equivalent in relevant trade and relevant experience of one year.

Attendant (Transport) : For direct recruitment in Grade - A : School Final or equivalent or class VIII with relevant ITI certificate or equivalent and relevant experience of one year.

Mode of Appointment : For Attendant A - Direct. For Attendant C and B : By promotion from Attendant B and A after completion of at least 6 years of service in the immediate lower grade. Attendant - C (Record) can also be recruited from Helper - C provided they satisfy the eligibility criterion.

Functions :

Attendant (Record): Arrangement, physical maintenance including dusting and repairs of files, schedules, books, cards, maps, registers etc. Supply of specific records on requisition and keeping them in proper order when received back. His duty includes filing of letters/documents in the appropriate files including pasting of vouchers and retrieval of these when asked for; he shall have to

perform outdoor duties as may be entrusted to him. He shall have to do the work of opening/ closing receipt and despatch of letters/documents whenever needed after entering in the appropriate register and shall perform any other work which may be allocated to him by his superiors.

Attendant (Laboratory) : Cleaning and dusting of scientific equipments/ apparatus including glassware; helping scientists and assistants in the conduct of experiments, maintenance of registers of equipments/chemicals etc., thin section preparation and rock cutting. He shall also be required to do the work of gel/reagent preparation, fossil preparation, thin slicing of tissues; feeding and taking care of animals/plants and doing other work as may be entrusted to him from time to time.

Attendant (Repro/Photo) : To assist in reprographic and photographic work such as photocopying, microfilming, offset printing, cutting papers, trimming photograph; collating, developing, printing, keeping dark-room equipment and appliances clean, preparation of chemicals; cleaning and dusting of equipment, apparatus and appliances; maintenance of registers of equipment, chemicals etc. and any other work as may be assigned to him from time to time.

Attendant (Electrical): To provide help to the electricians including carrying ladders, electrical equipment, implements, tools and other appliances etc. He shall have to operate the lift and take meter readings of all consumer meters installed in the residences of the Institute campus and prepare bills. He shall have to undertake execution of all jobs of simple nature including operation and routine maintenance of pumps and control valves. He shall have to maintain register of equipment, spare-parts, tools etc. and any other job that may be assigned to him from time to time.

Attendant (Counter) : He shall be required to distribute food items in the canteen and keep proper accounts of cash receipts at the sales counter and submit necessary daily accounts to the Manager of the canteen. Counter attendants posted in stores shall have to perform all duties relating to receipt and issue of all stores materials and keep proper accounts thereof. He shall have to undertake any other jobs that may be specifically assigned to him.

Attendant (Library) : Arrangement and physical maintenance of reading materials, including dusting and cleaning of books, journals, maps, cards, files equipment, records, catalogue cards, etc.; supplying them against requisition and keeping them in proper order when received back; outdoor work (inter-library loan errands/delivering and receiving bank papers/collecting books from and returning them to readers etc.); posting in purchase order files/bills/peon books/ledgers/docket and issue registers; stamping, sorting and filing of papers etc.; property-counter and check-point duties; checking and sorting of books with challans, lists, processing slips, arranging books and periodicals for display and shelving; checking stamps and book cards after completion of processing of books and inserting book cards in book pockets; collating books and periodicals and making out slips for binding and any other related work that may be assigned to him from time to time.

Attendant (Printing & Publications) : To assist in preparation of negatives including photographic work, developing, preparation of chemicals, keeping dark-room equipments and appliances clean, cleaning and dusting of apparatus and appliances; cutting papers, trimming photographs and collating; off-set printing; maintenance of registers of equipments, chemicals etc. assistance in store-keeping and inventory; storing, packing and despatch of books, journals and other printed materials and any other work that may be assigned to him from time to time.

Attendant (Engineering) : To provide help to the Carpenter/Plumber/Mason including carrying ladder, equipments, implements, tools and other appliances and materials. He shall have to operate pump (220v). He shall have to undertake execution of simple jobs of carpentry/plumbing/masonry. He shall have to maintain register of equipments, spare-parts, tools, materials etc. and any other job that may be assigned to him from time to time.

Attendant (Transport) : To provide help to the Mechanic (Auto)/Driver including carrying equipments, spare-parts, appliances and materials, Dusting, cleaning, washing cars, automobiles, equipments, spare-parts, automobile parts, washing and machine parts. He shall have to maintain registers of equipments, spare-parts, tools etc. and any other job that may be assigned to him from time to time.

Note : Attendants have to perform operation of duplicating, photocopying, franking machines, vacuum cleaners, switching on/off lights, fans, A.C's etc. He shall have to perform any other work of a Helper, if necessary. He shall have to perform outdoor/indoor shift and roster duty whenever necessary.

67. Helper

Pay-scale : Helper C : Rs. 950-20-1150-EB-25-1400.
Helper B : Rs. 825-15-900-EB-20-1200.
Helper A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Class VIII standard of a secondary school with one year of experience.

Mode of Appointment : For Helper - A : Direct. For Helper - C and B : By promotion from Helper B and A respectively after completion of at least 6 years of service in the immediate lower grade. Helper C shall also be filled up from Majdoor B on completion of at least 6 years of service in that grade.

Functions : To work as office peons, doing outdoor duties; carrying of files, letters, packets, light instruments/equipment, records/documents, books, etc. from one place to another within and outside of office campus; dusting and cleaning of furniture, instruments, equipment, cars, spare-parts, automobile-parts, machine and machine parts, walls and windows, files, books, etc.; sorting, arranging and filing of letters, documents, pasting of vouchers etc.; storing, packaging and despatch; operation of duplicating/photocopying, vacuum cleaners etc.; feeding and taking care of animals/plants; collection of leaves, seeds, etc.; rendering physical help in room arrangement/shifting; opening and closing of windows; switching on and off the lights, fans, room air-conditioners, etc., rendering necessary services to the office staff and carrying out any other job that may be assigned to him by the head of the unit/section/centre etc. He shall have to perform shift and roster duty whenever required.

68. Service Boy

Pay-scale : Service Boy C : Rs. 950-20-1150-EB-25-1400.
Service Boy B : Rs. 825-15-900-EB-20-1200.
Service Boy A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Class VIII standard with ability to help Cook in preparing meals.

Mode of Appointment : For Service Boy - A : Direct. For Service Boy - C and B : By promotion from Service Boy B and A respectively after completion of at least 6 years of service in the immediate lower grade. Service Boy C would also be filled in from Majdoor B on completion of at least 6 years of service in that grade.

Functions : To serve food items, beverages and cleaning of crockeries, utensils and all other cooking implements. He shall be required to assist the cooks in their day to day cooking of meals and shall prepare and serve beverages etc. to the inmates of Guest House/Hostels/Canteens. He shall also help his superiors in marketing and carrying food stuff and raw vegetables, fishes, meats, eggs etc. from market. In Guest House/Hostels he will be required to do work of room attendant also. He shall be on shift and roster duty.

69. Majdoor

Pay-scale : Majdoor B : Rs. 825-15-900-EB-20-1200.
Majdoor A : Rs. 800-15-1010-EB-20-1150.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : Class VIII standard with good physique.

Mode of Appointment : For Majdoor A - Direct. For Majdoor - B : By promotion from Majdoor A after completion of at least 6 years of service in the immediate lower grade.

Functions : To carry all types of loads, heavy materials from one place to another, shifting of furniture and other equipment, arrangement/shifting of office room furniture and equipment, movement of bulky records from one place/office/building to another; tilling and ploughing of land, crop cutting and thrashing; preparation of farm lands; cleaning of tanks/overhead reservoirs. He shall also be required to perform temporarily the duties of Helper, Service Boy as and when necessity arises.

70. Works Manager (Printing & Publication)

Pay-scale : Works Manager (P & P) B : Rs.3000-100-3500-125-4500.
Works Manager (P & P) A : Rs.2200-75-2800--EB-100-4000.

Age : Below 35 years for direct recruitment

Minimum Qualifications : Degree in Printing Technology or equivalent with at least 2 years of experience in off-set printing.

Mode of Appointment : For Grade - A : Direct. For Grade B : By promotion from Works Manager (P & P) A on completion of at least 6 years of service.

Functions : He shall be responsible for running the press including meeting all statutory obligations; liaison with Government and other agencies; procurement of spare-parts, materials etc.; maintenance and up-keep of machines and equipments, including preventive maintenance; planning of jobs and future projections etc. and any other work that may be assigned to him from time to time.

He shall report to Deputy Chief Executive (Administration).

71. Publication Officer

Pay-scale : Publication Officer B : Rs.3000-100-3500-125-4500.
Publication Officer A : Rs.2200-75-2800-EB-100-4000.

Age : Below 35 years for direct recruitment.

Minimum Qualifications : A good post-graduate degree in natural or social science with at least 5 years of experience in publication and printing work. Knowledge of DTP, word-processing and computer operation is essential.

or

Degree in Printing Technology with at least 2 years of experience in publication and printing work.

Mode of Appointment : For Grade - A : Direct. For Grade - B : By promotion from Publication Officer A on completion of at least 6 years of service.

Functions : He shall be responsible for production, printing and editing of all technical and other publications and journals including all Sankhya Series. He shall also undertake any other job that may be assigned to him.

He shall report to Deputy Chief Executive (Administration).

Note : Workers posted in small offices, units, outlying centres for whom there is no structured line of control as per the Category Manual, shall work and function under their respective Heads of Units/Sections/Centres.