

Details of Job Responsibilities/duties of staff of the Institute

Sl.No.	Name of the post	Job responsibilities
1.	Director	Director is overall in-charge of Administration, Finance, Research and Training Division of the Institute.
2.	Additional Director	Additional Director is responsible for planning, organizing and directing training/orientation courses/workshops and Seminars of their respective divisions and Regional Centres. He is also responsible for Administrative functions and responsibilities as are assigned to him/her.
3.	Joint Director (Prog. Div.) / Regional Director	The Joint Director/Regional Director are in-charge of the respective Divisions/Centres. They are responsible for planning, organizing training programmes, Research projects and workshops etc. assigned to their Divisions/Centres. They also provide consultancy service in their field of specialization to governmental and voluntary organizations. They are responsible for maintaining discipline within their Divisions/Centres and facilitate its efficient functioning.
4.	Joint Director (CS)	The Joint Director (CS) is in-charge of the Personnel Management, Logistics, House Keeping, Legal, Maintenance of Building and Campus, all these matters related to Regional Centres etc of the Institute.
5.	Deputy Director (Prog. Div.)	Deputy Director (Prog. Div.) are unit Heads in the Division and are responsible for undertaking and supervising training programmes research studies and guide the lower level faculty.
6.	Deputy Director (Admn.)	The Deputy Director (Admn.) is in-charge of the General Administration and Personnel Section dealing with maintenance of building, equipments and purchase of Stores/equipments/Vehicles and all service matters including recruitment, legal matters etc.
7.	Deputy Director (Accounts)	The Deputy Director (Accts.) is responsible for proper maintenance of Accounts and Audit of the Institute. Conducting inspection of accounts of the Regional Centres. Compilation of accounts of the Institute in time and liquidation of audit objections within reasonable period.
8.	Sr. programmer	Developing programmes for education and social science research and documentation. Maintaining and

		coordinating overall computer work of the Institute.
9.	Editor	Copy editing of books, journals /periodicals of the Institute.
10.	Assistant Director	They are the middle rung faculty in the Division. They are assigned training programmes and research studies with the guidance of the unit head i.e. Deputy Director..
11.	Publication Officer	To supervise all the printing and publication jobs of the Institute. To release advertisements for appointments and calling tenders etc.
12.	Accounts Officer	The Section Officer (Acctts.) is responsible for pre-audit of expenditure, maintenance of accounts, compilation of monthly and annual accounts, etc. He is also responsible for all taxation matters, payment of pay and allowances and other contingent expenditure.
13.	Asstt. Admn. Officer	AAO are responsible for the matters related to establishment, security, general administration and other statutory matters.
14.	Hindi Officer	Hindi Officer is responsible for implementation of various instructions received from the Department of Official Language, Government of India and supervision of all translation work of the Institute.
15.	Associate Librarian	Selection of Books to build up book collection of Library. Selection of journals for annual subscription. Preparation of Minutes of Meetings. Overall supervision of Library. Checking Classification Numbers assigned to books. Assisting users and providing reference service. Preparation of Budget of Library. Preparation of Reports, Annual Report. Stock Verification at periodic intervals. Liaison with other Libraries/Networks.
16.	Supervisor Reprography	To supervise the printing work of Reprography of the Institute. Proper maintenance of equipments and to help the Publication Officer in executing the printing work in time.
17.	Senior Artist	Planning, organizing and preparing all kinds of visual illustrations, display materials, sketches, line drawing, charts etc. for publications, periodicals, technical bulletin, posters publicity materials, designing & lay – out of book titles for NIPCCD and designing and preparation of murals. Planning for setting up and making arrangements for in-house and outside exhibitions.
18.	Stenographer Grade-I	This is the senior most Grade in the cadre of Stenographers in the Institute. Stenographer Gr.1 function as PS to Director/Additional Director /Joint

		Directors/Regional Directors. As PS, they will take care all the appointment and meetings of their concerned officers. Attend to the official guests of the officer and maintain all confidential records pertaining to the office of the concerned officer.
19.	Research Assistant	The Research Assistant provide technical assistance to Assistant Directors, Deputy Directors and Regional Directors in planning, organising and conducting of training programmes and research studies besides collection of various socio-economic data.
20.	Confidential Assistant	Confidential Assistant deals with the Court cases, issuance of Annual Confidential Report forms to the officers and employees of the Institute. To keep proper record of the instructions received from Central Vigilance Commission and its implementation. To prepare the para-wise comments on Court cases and attend the various Court as a representative of the Institute.
21.	Library Assistant	Catalogue the documents received in DCWC, i.e. grey literature. Arrange the documents received according to the "Special Classified Plan and List of Descriptors of DCWC". Assist reader in locating documents on the shelf. Check randomly for shelf rectification. Prepare single catalogue cards for new organizations, new resource persons, new libraries, or change of addresses. Accession priced documents of grey literature in accession Register of Unpublished Documents (G-Series). Maintain the file of priced documents to be purchased in DCWC.
22.	Sr. Hindi Translator	Translation of various types of work as and when required by the Institute from English to Hindi and vice-versa and assist the Hindi Officer in the implementation of various instructions receive from the Department of Official Language, Government of India. Any other task that may be assigned from time to time.
23.	Assistant	To maintain and attend day to day basic work related to all logistic and house keeping job i.e. maintenance of personnel records, processing of all the administrative matters, purchase of stores, maintenance of dead stock items and available stock items, maintenance of campus and maintenance of furniture, vehicle, equipments, etc.
24.	Stenographer Grade-II	To provide stenographic support to Joint Director/ Regional Director, Deputy Director and other Officers of the Institute

25.	Jr. Hindi Translator	Translation of various types of work from English to Hindi and vice-versa and assist the Hindi Officer in the implementation of various instructions receive from the Department of Official Language, Government of India. Any other task that may be assigned from time to time
26.	Assistant Librarian	Selection of Books to build up Book Collection of Library. Selection of Journals for annual subscription. Checking Classification Numbers assigned to books. Assisting users, and providing reference service. Liaison with other Libraries/Networks. Maintaining liaison with DELNET. To assist in stock verification. Keep record of Books borrowed form DELNET on Inter-Library Loan. Enter Books in computerized system. Cataloguing of books, and preparing Catalogue Cards and classifying books according to Dewey Decimal Classification System.
27.	Photographer	Coverage of all training programmes, workshops, seminars etc. of the Institute by doing still photography and video graphic works as per the requirement of the Institute. To make arrangements for film/slide show for the programmes. To keep proper maintenance and record of photographs/slide/films and other equipments.
28.	Assistant Accountant	To deal with the matters related to budget, planning and expenditure, drawing and disbursement of cash, maintenance of accounts records and payment of all bills besides the maintenance of records. To assist various Course Directors in organizing programmes at outside venue in disbursement of TA to trainees and other payments
29.	Offset Machine Operator	Making colour printing plates and book production jobs. Handling Computerized Offset Machines/Alpha Rota Machine/ Multilith Offset Machine.
30.	Electrician	Maintenance of all electrical equipments of the Office building and Hostel of the Institute. To assist in installation of newly purchased equipments.
31.	Handyman	To deal with the electrical maintenance/ carpentry/ plumbing work
32.	Computer Operator	Maintaining 'Database of Organizations'. Preparing programme for 'Database of organization'. Preparing Directories of Organization for Website of NIPCCD. Supply 1st of organization to faculty on demand. Maintain "Database of Resource Persons" and update it with new

		information. Maintain Computer Systems of Computer Laboratory, including Anti-Virus software, etc. Backup of Data to be taken from one media to another. Assist in design, development and preparation of Directories from the Database of Organizations. Assist in design, development and preparation of Directories of Resource Persons. Technical support to NIPCCD faculty and Administrative staff in Internet Browsing and various computer tasks. Providing assistance to the participants of various training programmes. Implementation of DELNET.
33.	UDC	Processing of matters regarding Personnel, General Administration and Accounts.
34.	Accounts Clerk	The Accounts Clerk is responsible for writing and maintaining of all Books of Accounts, preparing bank-reconciliation statement, which are crucial to maintenance of accounts
35.	Demonstrator	To take care of the children who comes in the Child the Child Care Centre of the Institute. To give pre-school education to the children up to the age of 3 years in the Centre. To submit day to day report in respect of the children of the Child Care Centre.
36.	Dispatch Rider	To deliver the dak and files of the Institute to Ministries and other organizations. To send the dak by Speed / Registered post and Telegrams etc.
37.	LDC	LDCs are required to do the typing and diary works of the section and to maintain the office order file/circular file/casual leave record of the Section.
38.	Library Attendant	Shelving of Documents, Newsletters and Grey Literature. Issuing reminders for overdue Documents/Grey Literature. Maintaining photocopy records. Maintaining record of Users/Visitors to DCWC. Maintaining Issue Return Records, No Dues Records, Office Circulars File, and other files, etc. Taking out torn Documents for binding and maintaining Binding Records. Assisting readers, taking out documents for readers, and later filling them after use. Filling papers in administrative files. Shelf-Rectification.
39.	Audio Visual Aid Attendant	Recording and numbering of negatives. Developing, printing and enlarging of negatives. To make arrangement for projection and slide show in the programs of the Institute etc.
40.	Staff Car Driver	To drive the staff car allotted to him. To keep the vehicle neat and clean. Carry out the minor repairs. Maintain the log book of the vehicle properly. Workout the KPL every

		month etc.
41.	Reprography Attendant	The Reprography Attendant is responsible for duplication, reproduction, electronic stencil cutting, binding machine operation, etc.
42.	Head Mali	Proper maintenance of Garden of the Institute. Trimming and pruning of plants. Cultivation of common plants and seeds. Trenching, maturing and dressing of plants. Handle the moving machines hedge shears and other Garden tools.
43.	MTS	<ul style="list-style-type: none">a) Physical Maintenance of records of the Section.b) General cleanliness & upkeep of the Section/Unit/Hostel Buildingc) Carrying of files & other papers within the campus.d) Photocopying, sending of FAX, Attending Audio Visual and other office equipment, etc.e) Other non-clerical work in the Section/Unit/ Hostel.f) Assisting in routine office work like diary, dispatch etc., including on computer.g) Delivery of dak (outside the building).h) Watch & ward duties.i) Opening & closing of rooms.j) Cleaning of Rooms.k) Dusting of furniture etc.l) Cleaning of building, fixtures etc.m) Work related to his ITI qualifications, if it exists.n) Driving of vehicles, if in possession of valid driving licence.o) Upkeep of parks, lawns, potted plants etc.p) Any other work assigned by the superior authority.