

**ANNEXURE IV**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Duties of the post</b>
1	Director/Senior Professor	Overall incharge of teaching and nonteaching departments
2	Professor	To carry out teaching, do research guidance, carry out assigned research project works, attend or conduct conferences/seminars/workshops etc. and perform such other duties as may be allotted to him by the Director from time to time.
3	Associate Professor	To carry out teaching, do research guidance, carry out assigned research project works, attend or conduct conferences/seminars/workshops etc. and perform such other duties as may be allotted to him by the Director/head of the Department from time to time.
4	Assistant Professor	Required to carry out research and teaching work assigned to him/her in the institute and perform such other duties may be allotted him by Director/HOD from time to time.
5	Registrar	To assist the Director and Sr. Professor in administrative work and perform other duties as may be assigned or delegated to him by Director and Sr. Professor from time to time.
6	Library and Information Officer	To carry out the duties of the post of Library and Information Officer and any other work assigned from time to time.
7	System Manager	<ol style="list-style-type: none"> <li>1. Coordinating various activities and projects undertaken by the Institute by proper distribution and supervision of work to the various staff members of the computer centre and ensuring the smooth operation of the system</li> <li>2. Allotment of file space in the Disc Drives (and other Drives) and pass-wards for each faculty members.</li> <li>3. Assigning priority ratings and prime timings for different tasks when they are to be executed simultaneously.</li> <li>4. Preparation of various software packages needed by the faculty either by purchase from outside or by development from within the Institute.</li> <li>5. Providing in-service training for operation of the system, to the staff members of the Computer centre as well as to other faculty members.</li> <li>6. Taking classes on Computer Programming and System Management to students of various courses, such as Certificate, Diploma, M. Phil and Ph.D</li> <li>7. Statements of time spent (CPU as well as clock hour) on each job by user.</li> <li>8. Bills for each job on the rates specified for different activities of the Computer. Bills for the charge for outside jobs have to be submitted to the Accounts Section every fortnights for collection.</li> </ol>
8	Accounts Officer	Overall incharge of accounts related matters
9	Assistant Registrar (Academic)	<ol style="list-style-type: none"> <li>1. To look after all the academic matters including admission and examinations pertaining to MPS, M.Phil, MA/MSC an Ph.D students.</li> <li>2. To fix Academic Council meetings in consultation with the concerned Members-Secretary</li> <li>3. To correspond with all educational institutions, AIU etc. in all the academic matters.</li> </ol>

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10	Programmer	<ol style="list-style-type: none"> <li>1. Supervision, maintenance, keeping update of computers, servers and other hardware and software (Program software, antivirus software) in computer centre and of the Institute.</li> <li>2. Preparing programs, databases and other tasks suitable for Demographic research.</li> <li>3. Assist in computer classes and in preparing study material for teaching/training programs organized at Computer centre.</li> <li>4. Should be prepared to work in various shifts.</li> <li>5. Should be prepared to work on Saturday, Sundays and closed holidays and beyond office ours whenever work demands.</li> <li>6. He will assist in charge, Computer Centre in supervision, maintenance work of Computer Centre LAN and Campus Network.</li> <li>7. He should also assist computer Centre in charge in preparation, Supervision and computers/servers maintenance of other Networks of the Institute as and when required.</li> <li>8. He should report on In charge, Computer centre, and execute the work that will be assigned by him.</li> <li>9. Any other duty assigned by the Director of this Institute.</li> </ol>
11	Section Officer	<p>To perform the duties in the post of Section Officer and oversee, supervise and initiate action on all matters pertaining to General Administration and Establishment Section.</p> <p>To perform any other work assign from time to time.</p>
12	Junior Accounts Officer	<p>To carry out the duties assigned by Accounts Officer from time to time.</p>
13	Assistant Library and Information Officer	<ol style="list-style-type: none"> <li>1. To co-ordinate all the activities of the Library computerization.</li> <li>2. To attend and to supervise Counter work including inter-library loan</li> <li>3. To attend to binding job</li> <li>4. To attend shift duties as and when required.</li> <li>5. To assist in stock verification</li> <li>6. To assist in procurement/selection of books</li> <li>7. To verify the correctness o the prices of books.</li> <li>8. To maintain and up-date accession registers of books, journals and reprint.</li> <li>9. To supervise the job of updating technical files maintained in the library</li> <li>10. Any other duties assigned by the Library and Information Officer from time to time.</li> </ol>
14	Assistant Research Officer	<p>Duties assigned by Director or Head of the Department</p>
15	Hindi Officer	<ol style="list-style-type: none"> <li>1. The translation work from English to Hindi and Vice-versa and vetting thereof and to supervise the work of Hindi Translator.</li> <li>2. To organize the Hindi Teaching classes to Officers and Staff of International Institute for Population Sciences.</li> <li>3. To ensure timely submission of Reports and Returns to Ministry's and others.</li> <li>4. To ensure timely translation and placement of Annual Report in Hindi of the Institute each year before the Executive Council &amp; General Council by the stipulated time.</li> <li>5. To prepare the reference and help literature to organize</li> </ol>

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		<p>Hindi Workshops and to assist the Officer's and Staff in learning Hindi.</p> <ol style="list-style-type: none"> <li>6. To make suggestion from time to time for promoting the progressive use of Hindi.</li> <li>7. Any other work in addition to the work pertaining to translation and implementation of Hindi at the Institute.</li> </ol>
16	Data Processing Assistant Gr. B	To perform duties of Data Processing Assistant Gr.B and any work assigned by Incharge, Computer Centre from time to time.
17	Selection Grade Stenographer	<ol style="list-style-type: none"> <li>1. Take dictation in English and transcribing the same.</li> <li>2. Maintain the files and other records.</li> <li>3. Assist the Director/H.O.D's/Registrar in organizing various meetings/seminars etc.</li> <li>4. Receiving visitors of the institute attend Telephone calls and keep records of them.</li> <li>5. Check and verify the telephone calls, fax messages.</li> <li>6. Operate personal computer and email.</li> </ol> <p>Any other duties assigned from time to time and be prepared to work beyond officer hours, if need arises.</p>
18	Hostel Manager	<p>New Hostel, old hostel, guest house alongwith sanitation, laundry, News paper, Maintenance of TV and Sport's promotion</p> <p>Any other duties assigned by Hostel Warden/Director from time to time.</p>
19	Senior Library and Information Assistant	Duties assigned by the Library and Information Officer from time to time.
20	Senior Research Assistant	<ol style="list-style-type: none"> <li>1. To assist the faculty members of the department in teaching and training of regular courses.</li> <li>2. To take practical classes as and when assigned by HOD/Course Co-ordinator and to give assignment to students and assess the work.</li> <li>3. To collect primary and secondary data as and when required by Director/HOD</li> <li>4. To assist in analysis of the data collected.</li> <li>5. To assist faculty of the Department in Library consultation.</li> <li>6. To assist faculty for the department in the research work and projects.</li> <li>7. To organize and assist in conduct of short term/training/courses/workshop/ seminar whenever organized.</li> <li>8. To assist in the invigilation and conduct of the examination of various courses.</li> <li>9. To conduct research work independently and publish/present the paper in any seminar.</li> <li>10. To perform any other duties as may be allotted to him/her by the Director/HOD from time to time.</li> </ol>
21	Office Superintendent	To perform duties of OS in respective sections and any work assigned to him/her from time to time by Register/Section Officer.
22	Accountant	<ol style="list-style-type: none"> <li>1) Checking of Credit/Debit Voucher (Cash)</li> <li>2) Checking of Petty Cash Book</li> <li>3) Passing of Annual Journal entries pertaining to CPF, GPC interest</li> <li>4) Register of advances to CPWD</li> <li>5) Processing of T.A claims</li> </ol>

Sr. No.	Name of the post	Duties of the post
		6) Maintenance of Fellowship Accounts funded by outside agencies. 7) Checking of monthly Pension bill and Retirement benefits payments Any other duties assigned by Accounts Officer from time to time.
23	Research Assistant	1. Assist Faculty in Research work/Project wok. 2. Collect Secondary Data required for the Research. 3. Analyze Data on the PC or otherwise. 4. To Assist the Faculty in conducting examination of the students. 5. Conduct Laboratory sessions assigned by Co-ordinators of different Programmes. 6. Any other work assigned by the Department Head/Faculty Staff of the Department.
24	Assistant	Work assigned by the Registrar/SO/OS
25	Artist-cum-Photographer	1. Preparation of art work such as Graphs, Maps, Diagrams, Statistical Charts and other teaching aids as and when required by the faculty members. 2. Photographs, slides, stenciling, overhead projector transparencies, including charts, maps, graphs for DPS, MPS, M.Phil, MA/MSC and Ph.D fellows and other students. Preparation of cover pages, certificate of all courses run in the institute. 3. Folders, Books and Survey Questionnaires etc. 4. All arrangements in connection with any Seminars, Symposium, Convocation, Short Term Course, Visit of VIPs and making of Banner and Photographers etc. 5. Preparation/updating of various charts, in the Office of the Director, Registrar and other offices. 6. Updating of Facts and Figures of Training Programmes and other activities of display maps and charts. 7. Any other duties assigned by Director/Registrar from time to time.
26	Supervisor (Technical)	1. Attending to electrical complaints in Deonar and Nerul Campus. 2. Attending to complaints regarding tubelights, fans, A.C., water coolers, Auqaguard, fire alarm, fire extinguisher. 3. Putting up electricity bills, water bills, reliance meter reading, BMC bills, BMC bills, BMC water meter enquiry, water pump related works. 4. Taking down metre reading before occupation and after vacation of staff quarters by an employee. 5. Any other work as per instructions given by higher authorities.
27	Hostel House keeper	1. To maintain proper accounting of mess expenditure on daily basis and help the student's mess committee in finalizing the mess bill. 2. To collect the mess dues from students and assist the student's mess committee in the purchase of mess items. 3. If any student fails to pay the mess bill by 10 <sup>th</sup> of every month, the names of the defaulters should be brought to the notice of Hostel Warden for action at his end.

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		<ol style="list-style-type: none"> <li>4. To be responsible for allotting duties to the mess workers.</li> </ol> <p>Any other duties assigned by Hostel Warden/Director from time to time.</p>
28	Stenographer Gr. II	<ol style="list-style-type: none"> <li>1. Taking dictation in shorthand and its transcription.</li> <li>2. Fixing up of Meetings, appointments etc. and general assistance to the Officer in the routine matters.</li> <li>3. Keeping record of Engagements, Meetings etc. and reminding the Officer sufficiently in advance for keeping them up.</li> <li>4. Maintaining in proper order the papers required to be retained by the officer.</li> <li>5. Keeping a note of movement of files, passed by her Officer and other Officers.</li> <li>6. Destroying by burning the Stenographic record of the Confidential and Secret letters after they have been typed and issued.</li> <li>7. Carrying out the corrections to the officers reference books; and Information Folder.</li> </ol> <p>Any other duties assigned by Registrar.</p>
29	Data Entry Operator Gr. B	To perform the duties in the post of Data Entry Operator Gr. B and such other work assigned to him from time to time.
30	UDC-cum-Cashier	To carry out the duties of the post of UDC-cum-Cashier and any other work assigned from time to time by the Accounts Officer.
31	Upper Division Clerk	<ol style="list-style-type: none"> <li>1. Maintenance and movement of files/registers pertaining to the section.</li> <li>2. Noting and drafting of routine work.</li> <li>3. Normal typing work on PC/Typewriter</li> <li>4. Attending to other UDC's work during their absence.</li> <li>5. Any other work assigned by Registrar/Section Incharge.</li> </ol>
32	Electrician	<ol style="list-style-type: none"> <li>1. To assist in attending to the work of electrical nature in connection with arrangements of conference, seminars, extension lectures etc.</li> <li>2. To assist in control of PA Equipment and Mike systems.</li> <li>3. To attend to emergent electrical complaints as detailed during office hours.</li> <li>4. To keep the record of Fan Meter Register, Record the Readings and process the bills of sub meters.</li> <li>5. To process the individual electric bills and assist in processing the other electronic bills for payment to BSES.</li> <li>6. To lodge electrical complaints with BSES in case of power failure and process the same and coordinate the work connected with it.</li> <li>7. To check the electrical complaints register of CPWD periodically for monitoring the progress and completion and also assist in completion of "Task Book"/</li> <li>8. To assist in issue/certifying the replacement of tubes/bulbs/electrical fittings in common places. Viz. street lights, stair case rooms, verandah etc.</li> <li>9. Any other job assigned by OS EM.</li> </ol>
33	Stenographer Gr.III	<ol style="list-style-type: none"> <li>1. Taking dictation in shorthand and its transcription.</li> <li>2. Maintaining in proper order the papers required to be retained and general assistance to the Officer.</li> <li>3. Fixing up of Meetings and general assistance to the Officer in</li> </ol>

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		<p>the routine matters.</p> <ol style="list-style-type: none"> <li>4. Keeping a note of movement of Files, passed by her Officer and other Officers, if necessary.</li> <li>5. Destroying by burning the Stenographic record of the Confidential and Secret letters after they have been typed and issued.</li> <li>6. Carrying out the corrections to the officers reference books; and Information Folder.</li> </ol> <p>Any other duties assigned by Registrar.</p>
34	Caretaker	<ol style="list-style-type: none"> <li>1. Daily checking the attendance of outsourcing agencies their utilization of material provision of employees and report to O.S. (in absence of O.S/Registrar in writing.)</li> <li>2. Daily checking of toilets, classrooms, Seminar Halls, Computer Centre, Convocation Hall and all premises for cleanliness and arrangements and working conditions of equipment for the meeting Seminar, Conference etc.</li> <li>3. Attendance of Housekeeping labours.</li> <li>4. Utilization of materials by labour everyday.</li> <li>5. List of materials received in month. Copy of bill and invoice to be certified and submitted alongwith signature of housekeeping Supervisor and yourself.</li> <li>6. Attendance of 2<sup>nd</sup> shift of hostel labours to be reported to undersigned.</li> <li>7. To be prepared salary statement material consumption of housekeeping labours, listing of work done in cleaning of quarters.</li> <li>8. Overall cleanliness in the campus, alongwith all residential flats.</li> </ol>
35	Driver-cum-mechanic	<ol style="list-style-type: none"> <li>1. Passing of vehicles at RTO Office</li> <li>2. Completion of monthly Log Book entries,</li> <li>3. Attending to minor repairs to Institute's vehicle and maintaining of on road state of vehicles and such other work assigned to him from time to time.</li> </ol>
36	Telephone Operator	<ol style="list-style-type: none"> <li>1. He/she will perform the duties of Telephone Operator. He/she should take down the messages for the staff when they are not available and arrange to send them to the person concerned. In case of staff members who have Telephone at their residence such urgent messages should be conveyed.</li> <li>2. He/she should be prepared to work on shifts, rotation, beyond office hours and on Saturdays, Sundays and other Holidays if required.</li> <li>3. He/she ensure that all the Telephone lines are functional and lodge complaints in case of lines being out of order with the concerned authorities.</li> <li>4. He/she should ensure that all the intercom telephones are functional and lodge complaints on getting out of order with the maintenance company promptly.</li> <li>5. Receive all the telephone bills pertaining to all the telephones of the Institute, check and process for their payments within the stipulated time. All the personal S.T.D calls allowed to be made should be properly accounted for.</li> </ol>

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		<ol style="list-style-type: none"> <li>6. Registers pertaining to S.T.D. calls, telephone complaints, telephone payment bills, and telephone numbers at the institute should be maintained properly.</li> <li>7. Receive all registered letters, parcels, speed posts, couriers and other local departments letters and enter them in the peon book and send them to concerned authorities and obtain their signatures.</li> <li>8. Guide the visitors to the institute to visit respective offices/persons through the security posted at the Admn. Block.</li> <li>9. He/she should work under the direct control of Office superintendent EM Section.</li> </ol> <p>Any other duties assigned by Registrar.</p>
37	Library Clerk	<ol style="list-style-type: none"> <li>1. To attend Counter work.</li> <li>2. To attend Shift duties and on Saturdays/Sundays as and when required.</li> <li>3. To assist in Binding work.</li> <li>4. To do data entry/editing, correspondence and other such related work on computer/Typewriter.</li> <li>5. To supervise the work of "Library Attendants".</li> <li>6. To supervise the Filing work.</li> <li>7. To attend Library Stock Taking.</li> <li>8. Filing of Catalogue Cards.</li> <li>9. Monitoring of display of Newspapers/Journals.</li> </ol> <p>Any other duties assigned by Seniors from time to time.</p>
38	Cook Gr.I	To carry out the duties of the post of Cook Gr. I and such other work may assigned to him from time to time and he should be ready to work in shift.
39	Lift Operator-cum-hostel Attendant	To carry out the duties of the post of Lift-Operator-cum-hostel Attendant and such other work as assigned to him from time to time.
40	Lower Division Clerk	<ol style="list-style-type: none"> <li>1. Typing from the manuscripts/other typed or printed matter in Personal Computer/Type writer.</li> <li>2. Assist in Filing, maintaining files relating to the section.</li> <li>3. Acceptance of letters, notices and other papers sent to the Department/Section an giving them to the concerned person.</li> <li>4. Carry/Deliver papers/Official Documents relating to her section to the Officer within the Institute when required.</li> <li>5. Should be prepared for a transfer to work in any section having similar pay scales without any additional remuneration.</li> <li>6. Should be prepared to work on holidays/Sundays and beyond office hours whenever required for w2hich compensation as per Institute's Rules shall be payable at the description of the Director.</li> </ol> <p>Any other duties assigned by the Respective Heads of the Department from time to time.</p>
41	Operator Overhead Projector-cum-PA Equipment	To carry out the duties of the post of Operator Overhead Projector-cum- PA Equipment and any other work assigned from time to time.
42	Machine Operator	To carry out the duties of the post of Machine Operator and any other work assigned from time to time.
43	Driver	To carry out the duties of the post of Driver and such other work may assigned to him from time to time and he should be ready to work in

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44	Xerox Operator	<p>shift.</p> <ol style="list-style-type: none"> <li>1. He will operate the Xerox machine kept in the library or anywhere in campus and will be responsible for its maintenance.</li> <li>2. Issuing of receipts and receiving payment for Xerox work done on payment basis and handover the same to the Accounts Section periodically.</li> <li>3. Certifying the bills received from Service Maintenance Contractor.</li> <li>4. Co-ordinating work in connection with stock of Xerox paper, toner and calling for Xerox Engineers as and when need arises.</li> <li>5. Checking the details of Xeroxing work done in his absence by the peon and Jr. Library attendant, deputed by the Library and Information Officer or any higher authority and putting up I.O.N. for release of payment to them.</li> <li>6. Any other work assigned to him by Library and Information Officer/Registrar.</li> </ol>
45	Cook Gr.II	<ol style="list-style-type: none"> <li>1. He/she should cook different meals according to the Menu given to him/her.</li> <li>2. He/she should keep himself/herself clean and wear apron at the time of cooking and should maintain a high standard of personal hygiene at all times during his/her duty hours.</li> <li>3. He/she should be prepared to work with the team of cooks also, incase necessity arises for making meals on account of parties and functions etc.</li> <li>4. He/she should be prepared to undergo training courses/refresher courses in cooking as and when detailed by the institute.</li> <li>5. He/she should abide by Rules and regulations stipulated by the hostel authorities.</li> <li>6. He/she should be prepared to work in different shifts with other Cooks an Kitchen staff as directed by Hostel Warden.</li> <li>7. He/she should be prepared to work on Holidays and off hours if required, for which suitable compensation/Extra Work Allowance will be paid as per Institute Rules.</li> <li>8. He/she should be prepared to undergo Periodical Medical Inspection as directed by Institute authorities.</li> </ol> <p>Any other duties assigned by Hostel Warden from time to time.</p>
46	Multi Tasking Staff	Separate list attached
47	Jr. Library Attendant	<ol style="list-style-type: none"> <li>1. Shelving of books/journals/reprints, etc.</li> <li>2. Vigilance at the entrance.</li> <li>3. Dusting and cleaning of books, journals, reprints, Library furniture and equipments.</li> <li>4. Labeling, stamping and numbering work.</li> <li>5. Collecting, delivering, stamping and entering of newspapers, magazines and check newspaper bills,</li> <li>6. Collecting and depositing library keys in the Security Office.</li> <li>7. Collecting &amp; delivering library papers/paks/stationery.</li> <li>8. Filing o papers and maintenance of technical files.</li> <li>9. Inter-library loan work.</li> <li>10. Xeroxing work as and when required.</li> </ol>

Sr. No.	Name of the post	Duties of the post
		<ol style="list-style-type: none"> <li>11. Cleaning with vacuum cleaner as and when required.</li> <li>12. Shifting of books/journals.</li> <li>13. Assisting in binding work.</li> <li>14. Attending shift duties.</li> <li>15. Displaying of new arrivals (i.e. books/journals.)</li> <li>16. Repair of torned books/journals/reprints, etc.</li> <li>17. Stapling of acquisition list/reprints.</li> <li>18. Applying folders to reprints.</li> </ol> <p>Any other duties assigned by Seniors from time to time.</p>
48	Water Pump Attendant	<ol style="list-style-type: none"> <li>1. Running of the water supply pump in the morning from 6.30 a.m. to 11.00 a.m. and in the afternoon from 3.00 p.m. to 7.00 p.m. on all working days.</li> <li>2. Operation of valves to control even water supply to all residential and non-residential buildings at the Deonar Campus.</li> <li>3. Control of overflowing and wastage of water.</li> <li>4. Operation of Borewell pumps for gardening purposes during the same working hours.</li> <li>5. Should ensure that the surrounding areas of the pump are always kept clean and tidy.</li> <li>6. In case of any difficulty in the operation of valves or breakdown in water supply. CPWD representative and O.S in E.M section should be immediately informed.</li> </ol> <p>Any other work assigned to him from time to time.</p>
49	Cleaner	Presently employed at Registrar's office and performing the duties of Peon