

Duties and responsibilities of Employees of SLIET

A. Teaching

Sr. No.	Employees Cadre	Duties and Responsibilities
1.	Dean/Professor In-charges	<ul style="list-style-type: none">• To assist and advise the Director in respective fields.• To monitor and supervise Subordinate officers and staff working under them.• To ensure the confidentiality of assigned administrative matters.• To help the Director in convening various meetings of SLIET Society, B.O.M. Finance Senate etc.• To exercise administrative and financial powers delegated to him by the Director from time to time.• Any other work assigned by the higher authorities.
2.	Heads of the Department	<ul style="list-style-type: none">• To plan and manage overall departmental including teaching and research work.• To assign works to subordinate staff in respective disciplines.• To prepare and handle the budgetary/purchase proposals and its effective use for development of the department.• To co-ordinate faculty/staff/students working under him/her supervision.• To attend meetings at Department/Institute level.• To maintain liaison between management and subordinate staff.• To ensure that all laboratory equipments are operational and functional.• To attend and respond the orders of Professors In-charges/Deans/Director at desired level.• To manage departmental books/equipments and its stock for student record.• Any other duty assigned by the higher authorities.
3.	Head/In-charge (Training and Placement Cell)	<ul style="list-style-type: none">• Responsible to arrange training of the students in various industries.• Responsible to place the students in various industries/institutions by arranging campus and off campus interviews.• To maintain liaison with the industrial houses for imparting proper training and placement of the students.• To prepare and forward the awards of training components of students to the concerned authorities.• Any other duty assigned by the higher authorities.

4	Chief Wardens	<ul style="list-style-type: none"> • A link between Hostel Wardens and Professor (Students Welfare) and advise the Wardens/Care-takers, for maintenance of hostel discipline, upkeep of hostels and for maintaining hygienic conditions in the Mess, Hostel and surrounding areas. • To manage mess contracts. • To hold meetings of hostel affairs. • To report to the Dean(W)/Professor(SW). • Any other duty assigned by the higher authorities.
5	Wardens	<ul style="list-style-type: none"> • Responsible for maintenance of discipline and various students related activities in the hostel. • To ensure the hygienic conditions in the hostel and its surrounding area. • To ensure that the food served to the hostel inmates is hygienic and of prescribed standards. • To give necessary counseling to the students and also have liaison with the parents for maintaining proper discipline and for academic development of the students. • To monitor and supervise the work of hostel staff and mess specifically. • To manage meetings and administrative functions at hostel level. • Any other duty assigned by the higher authorities.

Duties and Responsibilities of Employees of SLIET

A. Teaching

Sr. No.	Employee Cadre	Duties and responsibilities
1	Professor	<ul style="list-style-type: none">• Providing leadership in both Post-graduate and Under-graduate courses in his/her field of specialization.• Teaching and Research.• Consultancy services.• Policy planning, Monitoring and evaluation and promotional activities both at Departmental and Institutional level.• Curriculum development and developing resource materials.• Design and development of new programmes.• Continuing education activities.• Interaction with Industry and Society.• Administrative assignments at both Department and Institutional levels.• Any other duty assigned by the higher authorities.
2	Assit. Professor	<ul style="list-style-type: none">• Teaching including Laboratory work.• Research activities and research guidance.• Leading consultancy projects and extension services.• Curriculum Development and developing resource materials.• Innovation in teaching, laboratory work and instructional materials.• Continuing education activities.• Academic and administrative planning and development work at departmental level and assisting at Institutional level.• Students counseling and interaction.• Encourage co-curricular and extracurricular activities amongst students.• Any other duty assigned by the higher authorities.

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Lecturer

- Teaching and research.
 - Instruction in laboratory.
 - Student assessment, evaluation and counseling.
 - Assisting in consultancy and R & D services.
 - Developing resources material and laboratory development.
 - Co-curricular and extra curricular activities.
 - Assisting in departmental administration.
 - Any other duty assigned by the higher authorities.
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B. Non-teaching

Sr. No.	Employee Cadre	Duties and responsibilities
1.	Director	<ul style="list-style-type: none"> • As provided in the Memorandum of Association.
2.	Registrar	<ul style="list-style-type: none"> • To be custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge. • To conduct the official correspondence on behalf of the authorities of the Institute. • To issue notices convening meetings of the authorities of the Institute and all committees and sub-committees appointed by any of these authorities. • To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities. • To make arrangements for the examinations conducted by the Institute. • To represent the Institute in suits or proceeding by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose. • To enter into agreement, sign documents and authenticate records on behalf of the Institute. • To hold in special custody books and documents of the Institute. • To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute. • To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Director from time to time.
3.	Dy. Registrar(Admn.)	<ul style="list-style-type: none"> • To co-ordinate and supervise the work of Administration Section. • Assist in recruitment of teaching and non-teaching posts-advertisements, scrutiny of applications, Issue of interview call letters, conduct of interviews, approval of appointments, maintenance of roster register.

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- Establishment work relating to teaching and non-teaching employees, preparation and maintenance of service books and personal files, joining orders, transfers, probation period cases, pay fixation, leave cases including study leaves, execution of bonds for higher studies, sponsoring of employees for short term courses, seminars, conferences and other outside assignments, retirement cases.
- Preparation of agenda and minutes of meeting of SLIET Society, Board of Management and other meeting convened in connection with Administration Section.
- Initiation of disciplinary proceedings against the erring employees - processing of cases for disciplinary action, suspension, issue of charge-sheets, constitution of inquiry committees, action on inquiry reports, award of punishments, termination of services etc.
- In Legal matters - to defend cases on behalf of SLIET by engaging advocates, follow-up of court cases, action on court verdicts.
- Maintenance of annual confidential reports record of the teaching and non teaching employees.
- Any other work assigned by the higher authorities.

4 Dy. Registrar(A&A)

- Preparation of Annual budget, revised budget estimates, maintaining every financial transaction, Dealing with Income Tax of the employees, Professional Tax and other taxes.
- Disbursement of salary, CPF money, scholarships, remunerations, contractual amounts.
- Payment against bills. Liaisoning with banks having Institute accounts.
- Coordinating with CAG, maintaining financial record.
- Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.
- To control over the finances (remittances and withdrawals) of the institute. to keep the expenditure within the sanctioned grant. Preparation of budget estimates/supplementary estimates/performance budget. Preparation of agenda of Finance Committee, Annual Report, Annual Accounts, EFC proposals and schemes for further development of the Institute.
- Scrutiny of proposals for allocation of funds before these are send to Director.
- To act as Drawing & Disbursing Officer on behalf of the Director, to make payment on account of pay and allowances, contingent bills etc. in conformity with the framed rules.
- To deal with Audit and inspection reports, audit observations raised by CAG and to rectify and prevent the irregularities pointed out by CAG

		<ul style="list-style-type: none"> • Maintenance and upkeep the CPF accounts, annual submission of statement of accounts • To conduct internal audit of all purchases made by the Purchase Department, all kinds of bills etc. • To tender advice on all matters involving financial implications, expenditure of govt. money to prevent any financial irregularity. • Audit of revenue receipt of the Institute • To suggest ways and means for economy in expenditure. • Any other duty assigned by the higher authorities.
5.	Dy. Registrar(Acad.)	<ul style="list-style-type: none"> • To deal with all academic matters such as admission (Certificate, Diploma, UG, PG and Ph.D.). • All academic works relating to certificate, diploma, degree and post-graduate courses. • Conduct of examination of certificate, diploma, degree and post-graduate courses. • To assist Dean (Academics) and Chairman Admission committee in academic matters. • To check eligibility for disbursement of stipends/scholarships, after getting information from concerned HOD. • Liaison with P.T.U., Jalandhar/Other Academic Institutes like NIT's. • Academic Board meetings for discussion of academic matters and their implementation. • Work related to UMC, revaluation & re-checking for Certificate & Diploma programmes. • To convene meetings related to curriculum development and printing of syllabus. • Any other duty assigned by the higher authorities.
6.	Assistant Registrar (Academics)	<ul style="list-style-type: none"> • To assist the Dy. Registrar (Academics) in all the works assigned to the Dy. Registrar (Academics). • To supervise and review the work of different officials working in the Academic Section. • To distribute work amongst various officials of the Academic Section. • To scrutinize all the cases submitted by various officials. • Any other work assigned by the higher authorities.
7.	Librarian	<ul style="list-style-type: none"> • General administration, Staff co-ordination, budgeting & procurement books/periodicals/ video tapes etc./magazines/newspapers/e-resources. • Acquisition, planning and developing the library. • Supervising of cataloguing and indexing, arranging for repairs.

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		<ul style="list-style-type: none">• Library automation, digital collection and managing e-resources.• Any other duty assigned by the higher authorities.
8.	Asstt. Registrar (Establishment/ Admn.)	<ul style="list-style-type: none">• To deal with all the matters pertaining to personal management / establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement.• To maintain record of every individual on the strength of the University/Institute, whether permanent or temporary.• To maintain Service Book record and process the matters pertaining to appointment, engagement, Promotion, Service conditions, Disciplinary matters, Leave, Leave Travel Concession, Police Verification, Deputation of staff on official duties, Preparation of salary bills, Pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the sub-ordinates working under her, in performance of their duties.• To supervise the working of Admn. Section and to guide junior officials for getting the work executed properly. To review the cases submitted by various officials.• Scrutiny of applications received for various teaching and non-teaching posts.• To prepare interview letters and appointment letters.• To ensure proper maintenance of service books and personal files of all the employees.• Issue of joining orders, processing of probation period cases, pay fixation cases and leave cases.• Scrutiny of all leave cases including study leave, without pay leaves etc. and execution of bond for higher studies, sponsoring of employees for various course/conferences.• Processing of cases for disciplinary action, issue of charge-sheets, inquiry reports and other work relating to the disciplinary action.• To maintain record of all the legal cases, liaison with the advocates. Attending courts and producing records wherever required. Processing of legal fee bills for payment, maintenance of civil suit register, processing of cases for legal advice and legal notices etc.• To assist Deputy Registrar (Admn.) in the performance of the other duties assigned to the Admn. Section.• Any other duty assigned by the higher authorities.
9.	Medical Officer	<ul style="list-style-type: none">• To provide medical aid and assistance to the students, staff, faculty and their dependents.• To meet health emergency on the campus. To supervise and monitor the functions of Pathology Laboratory and provide guidance to the visiting doctors.

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		<ul style="list-style-type: none">• To conduct health awareness programmes, blood donation camps and also guide the Psychological Counselor and Dietician.• To guide the Sanitary Inspector in maintaining hygienic conditions and upkeep of the campus.• He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.• Any other duty assigned by the higher authorities.
10.	Asstt. Engineer	<ul style="list-style-type: none">• Responsible for maintenance of buildings and allied services in the campus. He shall supervise the work (through Jr. Engineer/Supervisor (Maintenance)) of work charged staff concerned with maintenance.• To maintain the record of maintenance activities on day to day basis. He shall also supervise the work of contractors engaged for construction/maintenance work.• To maintain the Estate maintenance store and its record.• To supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.• Any other duty assigned by the higher authorities.
11.	Senior Physical Instructor	<ul style="list-style-type: none">• Planning, creation and providing of indoor & outdoor sports activities/facilities.• Create awareness among students regarding health, sports and physical education.• To prepare and participation of teams in various sports events among Intrahostel/Interhostel/Inter Engineering Colleges.• To maintain record of sports equipments, maintenance of sports grounds.• To motivate students for maximum participation in sports.• Any other duty assigned from time to time by competent authority.
12.	System Analyst	<ul style="list-style-type: none">• To ensure working of equipment/facilities required for the performance of experiments as per the syllabus before the start of the session.• Responsible for all the activities associated with the effective and optimum utilization of computer hardware, software and Institute networking and their upkeep and maintenance.• Any other duty assigned by the higher authorities.

13	Workshop Supdt.	<ul style="list-style-type: none"> To plan, schedule, organize, co-ordinate and monitor workshop classes and tasks of the Institute plan. To deliver and evaluate theoretical and workshop instruction. To design and develop and test instructional materials and tasks for skill training. To plan and organize staff development programmes for workshop staff. To procure, erect/install and commission plant and equipment in the workshop, procurement and storage of raw materials, tools, instruments. To guide the students in the performance of practical tasks, skill exercises and evaluate their performance. To advise and assist students and faculty members in the fabrication of their projects. To manage the maintenance of equipment and tools in the shops. To participate in professional development activities. Any other duty assigned by the higher authorities.
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14	Asstt. Workshop Supdt	<ul style="list-style-type: none"> Erection/installation/commissioning of plant and equipment. Procurement/storage accounting of raw materials, tools and instruments. Planning scheduling, organizing, co-ordinating and monitoring workshop instruction and talks, arranging for the issue of raw materials, tools and equipments for the workshop jobs. Plan, deliver and evaluate theoretical and workshop instruction. Guide the students in the performance, arrange for preventive and breakdown maintenance. Assist students and faculty members in the fabrication of their projects. Participate in professional development activities. Assist the workshop Superintendent in certain functions as and when required. Any other duty assigned by the higher authorities.
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15	Estate Officer	<ul style="list-style-type: none"> Planning, execution and supervision of maintenance and original works (residential, other buildings and services). Supervision of services. Co-ordination with consultants, contractors and other agencies for original works Round the clock supervision of essential services in the Institute Any other duty assigned by the higher authorities
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16.	Asstt. Supdt. S & P (Store Purchase Officer)	<ul style="list-style-type: none"> Procurement of material such as, stationary, liveries, equipment etc. as per the sanction, approval from the appropriate authority. Manage to maintain updated record of all the purchases and their settlement. Supervise, monitor and guide the sub-ordinates working under him, in performance of their duties. Supervision and co-ordination of various purchase activities of the institute, execution of rate contracts & annual maintenance contracts and general administration of store and purchase section. Preparation of purchase policies, conduct of meeting of the central purchase committee. To ensure proper maintenance of record pertaining of purchases and consumable and non-consumable, stock registers in the central store as well as in the departments. Any other duty assigned by the higher authorities.
17.	Programmer	<ul style="list-style-type: none"> Assist the Faculty, Staff and students in writing computer programmes. Debugging source programmes, executing the computer programmes and obtaining computer outputs. To assist system analyst in managing computer networks and related softwares. Any other duty assigned by the higher authorities.
18.	Section Officer (Accounts & Audit) Rs.6500-10,500/-	<ul style="list-style-type: none"> Supervision and checking of all works of sub-ordinate staff. Maintenance of record of fee collected by Bank, its reconciliation with the Academic Section and realization of miscellaneous receipts as per orders. To check demand and collection register, scholarship register and refund of securities Checking of salary bills of staff. Preparation of schedule of deposits/securities, issue of TDS certificates, maintenance of personal files of staff. To pass all kinds of pre-audited bills. Supervise the maintenance of record, advance register, ledger, submission of progress report of recovery of advances, preparation monthly expenditure statement, maintenance of record of grant-in-aid of all funding agencies, ensured daily posting of ledgers, journal. Prepare trial balance, maintenance of grant control register, vouching, checking of departmental store register, assessment of income tax, sales tax and filling of returns

		<ul style="list-style-type: none"> • Assistance to Accounts Officer. • Any other duty assigned by the higher authorities.
19	Superintendent	<ul style="list-style-type: none"> • Supervising and checking the work of Clerks, UDCs and Assistants and other staff posted under him. • Processing of pay fixation cases. • Physical verification of store/stock of the departments, checking of service stamps register. • To deal with the letters of confidential nature which are marked to him by AR & DR. • To maintain record of ACRs of faculty and non-faculty. • To ensure confidentiality of record. • To assist in the conduct of inquiries, disposal of complaints and disciplinary matters. • To ensure proper maintenance of service books, personal files and other record and registers by the Assistants, UDC and Clerks. • To ensure timely submission of various reports, statements and other information pertaining to the section. • Any other work assigned by the higher authorities.
20	P.S. to Director	<ul style="list-style-type: none"> • To get the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote himself to the important work. • To take dictation of office notes/letters from the Director. • To attend the visitors and arrange meetings with the Director. • To attend the telephone calls. • To maintain secretarial and confidential record of the Director's Cell. • To keep track of moment of files related to Director's Cell. • To maintain Annual Confidential Reports (ACRs) of all regular employees of the Institute • Any other duty assigned by the higher authorities
21	Sr. Technician	<ul style="list-style-type: none"> • To maintain all equipment & experimental set up, if any, and ensure that they are in working condition. • To arrange materials and other inputs needed for conducting experiments. • To maintain technical literature/manuals pertaining to available equipment • To maintain records pertaining to lab. grants and equipment repaired.

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		<ul style="list-style-type: none">• To identify requirement of Hardware/ Software required in the lab.• To ensure smooth running of Lab.• To assist students in conduct of lab work.• To receive stores and issue materials, samples, specimens, tools, instruments and equipment required for laboratory.• To check Lab. reports periodically.• To evaluate students performance as per guidelines.• Any other duty assigned by the higher authorities.
22	Asstt. Librarian	<ul style="list-style-type: none">• To assist the Librarians in their work.• Cataloguing and classification of books and periodicals.• To issue and return of books and all billing work of purchase of books, newspapers, magazines, accessioning of books.• To get the books arranged according to catalogues on the shelves and to arrange the cleanliness of the shelves.• Proper maintenance of books, journal, periodicals, to initiate proposal for weeding out the books as per norms of the Library.• To ensure proper binding of the books, make report regarding theft, loss to the Librarian• To update database.• To assist Library users for tracing required material.• Any other duty assigned by the higher authorities.
23.	Pharmacists	<ul style="list-style-type: none">• Dealing OPD patients.• To assist AMO in emergency attending of patients.• To maintain sub stock and main stock of medicines.• To maintain consumable and non-consumable items.• Verification of MR bills etc.• To issue medicines to OPD/ Indoor patients.• Assistance in purchase of medicines, assistance in arranging seminars/camps/other activities of health centre.• Any other duty assigned by the higher authorities.

24	Staff Nurse	<ul style="list-style-type: none"> • Daily OPD patients • Registration of patients. • Injection and dressing. • Assistance in minor surgery, emergency duty. • Maintenance of ward of health centre. • Verification of MR bills etc. • Assistance in organizing health awareness programmes and medical check up camps etc. • Any other duty assigned by the higher authorities.
25	Store Keeper	<ul style="list-style-type: none"> • To maintain store, responsible against their (stores) pilferage, damage, deterioration, fire and other hazards. • To perform the duties of receiving, storing and issue of items in the store. • Good house keeping of stores and maintenance of inventory control register, asset register and preparing list of articles at the end of each year. • To maintain records of consumable, non-consumable, liveries, furniture and stationary items in the store. • To assist SPO in physical stock verification of different departments, condemnation of unserviceable/surplus stores and disposal off salvage/scrap items. • Any other duty assigned by the Head of department; time to time.
26	Supervisor(M)	<ul style="list-style-type: none"> • To look after the maintenance of buildings, services. • To carry-out additional works. • To maintain horticulture works. • To prepare contractor's bills. • To write down measurement books in the absence of J.E. • To assist Estate Engineer in execution of construction works. • To maintain record of execution works and maintenance of buildings. • To maintain complaint register and ensure prompt disposal of complaints. • Any other duty assigned by the higher authorities.
27	Technician	<ul style="list-style-type: none"> • To ensure working of equipment/facilities required for the performance of experiments as per the syllabus before the start of the session. • To assist Lab In-charge in Maintenance of Lab equipment.

- To assist the Lab in-charge/Class Teacher in smooth working of the Labs during hours of operation.
- To maintain records of all consumable items used in the Laboratory.
- To assist in assembling of PCs required in the Deptt./Institute and impart practical training to students.
- Any other activity considered necessary by the Lab In-charge.
- To arrange materials and other inputs needed for conducting experiments.
- To maintain technical literature/manuals pertaining to available equipment.
- To maintain records pertaining to lab grants and equipment repaired.

Additional for Technician posted in Health Centre

- The technician posted in the Health Centre shall be responsible for conducting all the Laboratory tests prescribed by the Medical Officer and shall be responsible for maintenance of their records and issuing of clinical test reports apart from the above duties.
- Any other duty assigned by the higher authorities

28 Assistant

- Noting, drafting and processing of cases.
- Custodian and Maintenance of files, registers and record of respective section.
- To deal with the cases pertaining to their seats/section.
- To prepare the requisite statements, certificates and other information relating to work assigned.
- To prepare DMCs, Certificates of certificate and diploma examination (If posted in Academic section).
- Any other duty assigned by the higher authorities.

29. Sr. Scale
Stenographer

- To take dictation and typing work and other miscellaneous duties as assigned by his In-charge.
- To maintain all secretarial and confidential files.
- To arrange meetings etc. with the Heads of the Department.
- Any other duty assigned by the higher authorities.

30.	Jr. Scale Stenographer	<ul style="list-style-type: none"> To take dictation and typing work, other clerical work in the department like dairy dispatch. To maintain all secretarial and confidential files and to put up files to the In-charge. To maintain confidential record and to arrange meetings. Any other duty assigned by the higher authorities.
31	Accountant	<ul style="list-style-type: none"> To check and supervise work of Jr. Accounts and other subordinate staff. To maintain budget control register, register of grant-in-aid of all sponsored projects/schemes. Checking of cash books, all kinds of bills such as salary bills, Medical bills, supply bills, construction bills etc. To prepare work registers, contractor ledger. To check head-wise posting in the ledger, proper classification of fees in respective head of account. To check issue of refunds of caution money, security and disbursement of stipend/scholarship. To maintain record of advances, prepare receipt and payment accounts, income and expenditure account and balance sheet. Any other duty assigned by the higher authorities.
32.	Jr. Accountant	<ul style="list-style-type: none"> Ledger posting, advance register, works register Demand and collection register of fees. Passing of bills, audit of schemes, projects, posting of CPF/GIS ledger. Reconciliation of CPF/GIS with salary and cash section. Preparation of trial balance etc. Checking of imprest bills and assistance to be given to the Section Officer/Accounts Officer in audit/accounts work. Any other duty assigned by the higher authorities.
33	Data Entry Operator	<ul style="list-style-type: none"> To feed data in the computer and maintaining computerized record up to date. To update various type of record of the branch and put up the cases to the Assistant/Superintendent and also to keep track of the record of the files. To assist in conduct of all various activities of the department. To keep track of time-bound work/activity and fix priority for execution. Any other duty assigned by the higher authorities.

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34	Upper Division Clerk	<ul style="list-style-type: none"> • Noting drafting and processing of cases pertaining to the work assigned to him • Maintenance of all records. • Preparation of statements, certificates/results and other information pertaining to the work assigned to him. • Any other duty assigned by the higher authorities.
35	Typists/Clerk/L.D.C.	<ul style="list-style-type: none"> • Maintenance of records of files/registers and updating of information. • Typing, computer work. • Minor notings, drafting, diary and dispatch work. • To assist in conduct of all various activities of the department. • Any other duty assigned by the higher authorities.
36	Cook	<ul style="list-style-type: none"> • To cook food for the visitors. • To maintain hygiene and cleanliness of the kitchen area. • To assess and ensure the availability of raw material and quality (freshness, proper maturity, expiry date of packed material etc.). • Any other duty assigned by the higher authorities.
37	Driver	<ul style="list-style-type: none"> • To drive and maintain and upkeep of vehicle. • To record required entries in log book. • Check-out and check-in the vehicle from the authorized parking by making proper entry for the journey. • Any other duty assigned by the higher authorities.
38	Telephone Operator	<ul style="list-style-type: none"> • To maintain and upkeep the telephone exchange of the Institute • To verify EPABX bills. • To keep record of telephones which are not functioning and to take necessary action for early removal of defects. • To attend the calls from outside the institute at the EPABX. • Timely disposal of complaints. • Any other duty assigned by the higher authorities.
39	Head Cashier	<ul style="list-style-type: none"> • Writing of cash book, upkeep record of fixed deposit receipts, EPABX and other securities • Writing of cheques, prepare summary of cash book

		<ul style="list-style-type: none"> • Reconciliation of remittances and withdrawals with the Bank. • Responsible for keeping the record of all payment/receipts voucher and also FDRs, EMDs/ Securities etc lying in the cash section. • Any other duty assigned by the higher authorities.
40	Care Taker	<ul style="list-style-type: none"> • Regular supervision of Safai Karamcharis, Chowkidars etc. • Maintenance of accounts of hostels. • Maintenance of store and stock register. • Collection of mess bills, hostel fines and deposit daily. • Maintenance and general upkeep, sanitation and cleanliness, security of hostels and surrounding areas. • To report act of indiscipline of students to the Warden/Chief Warden and to arrange immediate medical help to students in case of emergencies. • To provide regular feed back about hostel system to warden. • Any other duty assigned by the higher authorities.
41	Physical Instructor	<ul style="list-style-type: none"> • Planning of indoor games and sports activities. • Create awareness among students regarding health and sport. • Selection of teams for various sports events. • To ensure participation of teams in various sports events. • Maintenance of record of sports equipment, maintenance of sports grounds. • Attending evening and morning session practices and guiding the students for improvement. • Accompanying the students' team in institutional/state/national competitions. • Any other duty assigned by competent authority from time to time.
42	Receptionist	<ul style="list-style-type: none"> • To attend the visitors and arrange meetings of the visitors with the concerned officer as per their convenience. • To attend to the telephone calls etc. • To provide latest information to the visitors. • Any other duty assigned by the higher authorities.
43	Store Assistant	<ul style="list-style-type: none"> • Maintenance of inventory control register. • Issue of store items

		<ul style="list-style-type: none"> • Preparation of list of articles at the end of each year. • Record of consumable and non-consumable items in the store. • To assist SPO in physical verification of different departments and smooth functioning of store and purchase department. • Any other duty assigned by the higher authorities.
44.	Cashier	<ul style="list-style-type: none"> • To deal with all cash transactions including collection of fee. • Writing of petty cash book, maintenance of record. • Upkeep of all payment/receipts voucher, refund of EMD, deposit of taxes deducted at source with the Bank/treasury timely. • Totaling of daily expenditure. • Timely disbursement of all kinds of payment through cheques and cash. • Custodian of old/current payment records. • Any other duty assigned by the higher authorities.
45.	Primary School Teacher	<ul style="list-style-type: none"> • Teaching & curriculum development. • To ensure the overall development of the students. • To take utmost care to Nursery and KG students. • To provide first aid to the students in case of emergency. • To check carefully the mistakes in copies and inform parents regarding the progress time to time. • To provide opportunity to the students for participation in sports and extra curricular activities. • To maintain the decorum of the office and school. • Any other duty assigned by the higher authorities.
46.	Lab Attendant	<ul style="list-style-type: none"> • To assist the Lab In-charge/Course In-charge/Sr. Tech./Tech. in conducting practical classes. • To ensure the safe custody of student records of the Laboratory investigations. • Maintenance of cleanliness of Laboratory and to keep equipment and glassware clean and functional. • Safe disposal of hazardous chemicals. • To maintain the entry/exit register in computer lab.

		<ul style="list-style-type: none"> • To count the number of equipment just after opening the lab and just before closing and inform any discrepancies to the Lab In-charge/System Analyst/Immediate Supervisor/HOD • To issue equipment/computer stationary to students as per requirement. • Any other activity deemed necessary to run the laboratory smoothly. • Any other work as assigned by the Head of the department for smooth conduct of practical classes.
47	Peon/Helper	<ul style="list-style-type: none"> • Responsible for opening, closing and cleaning of office and office furniture. • To carry and distribution of mail (Dak) including posting of outside mail. • Any other work assigned by the Head of the department time to time.
48	Bearer (GH)	<ul style="list-style-type: none"> • To serve the cooked food to the guests/visitors in the Guest House/Transit Accommodation/Institute premises. • To assist cook in preparation of food. • To maintain personal hygiene and wear proper uniform. • To maintain cleanliness in kitchen, dining hall etc. • Any other duty assigned by the higher authorities.
49	Block Hostel Servant	<ul style="list-style-type: none"> • Delivery of mail (Dak). • To check cleanliness of the hostels and surrounding areas. • To report any act of indiscipline of the students to the Care Taker/Warden of the Hostel • To ensure the safety of the property of the hostel. • To ensure immediate medical help to the inmates of hostels in case of emergency. • To ensure the hygienic condition of water coolers/storages tanks etc. • Any other work assigned by the Care-Taker/Warden(s) from time to time.
50	Chowkidar	<ul style="list-style-type: none"> • To watch and ward for the safety of assents in respective premises. • Any other work assigned by the higher authorities.
51	Sweeper	<ul style="list-style-type: none"> • To maintain cleanliness in respective premises i.e. sweeping & scavenging. • Any other work assigned by the higher authorities.

