WORK MANUAL

FOR

ALL CATEGORIES OF
GROUP ‘B’ ‘C’ & ‘D’ STAFF
AT I.I.T. DELHI

(Approved by the BOG
IITD vide Res.No.31/97)
Category of Staff

Clerical/Office Staff
Store-Keeper/Stock Verifiers
Accounts Staff
Security Staff
Sanitary Staff
Horticulture Staff
Hostel/Guest House Staff
Stenographers & Nursery Teachers
Group 'D' Attendants (Unskilled/Semi-skilled)
Publication Staff
Library Staff
Key & Card Punch Operators
Fire Staff
Data Processing Staff
Physical Training Instructors (PTIs)
Work Assistant/Sub-Overseers
Asstt. Foreman/Foremen
Lab. Staff including Darkroom / Projection/Photography

TA/STA (draftsman)
Mechanic/Sr. Mechanic
TA/STA (Translation)
Gestetner/Telephone/ Telex Oprtrs.
Paramedical Staff
Drivers

TA/STA (Telephones/Darkroom)
Junior Engineers

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<tr>
<td>L.D.C.</td>
<td>950-1500</td>
<td>Bachelor degree with a minimum typing speed of 40 wpm. OR Senior Secondary (10+2) with a minimum typing speed of 40 wpm with a 5 years of relevant exp.</td>
<td>1. Maintenance of files, attending to routine correspondence typing work, receipt, and despatch work. 2. To work on ACSS &amp; Personal Computer. 3. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>U.D.C.</td>
<td>1200-2040</td>
<td></td>
<td>1. Noting/drafting, dealing with Personal files/ Service record of the employees, handling correspondence/statements/returns etc. 2. Operating on ACSS &amp; Personal computer. 3. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>U.D.C. (SG)</td>
<td>1400-2600</td>
<td></td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Assistant</td>
<td>1400-2600</td>
<td>Bachelor degree with 2 years experience as UDC. OR Bachelor degree with 4 years experience as UDC or equivalent post/scale.</td>
<td>1. To do noting and drafting supervising the work of U.D.C and L.D.C. 2. Operating on ACSS &amp; Personal Computer. 3. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>2000-3200</td>
<td></td>
<td>1. General supervision work in sections and staff under their charge. 2. Operating on ACSS &amp; Personal Computer. 3. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>Suist. (SG)</td>
<td>2000-3500</td>
<td></td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
</tbody>
</table>
** a UGC (Stores)/
Store Keeper/
S. Verifier

1200-2040

1. Receipt and issue of stores.
2. Safe custody of stores.
3. Preparing Goods Inward slip (G.I.S.) as soon as the goods are received.
4. Proper maintenance of stock/inventory registers.
5. Classification of stores, Class I,II,III.
6. Placing of vendor's bills.
7. Maintaining a record of stocks.
8. Entering into Annual Maintenance Contracts
9. To draw temporary advances for purchases.
10. Rendering adjustment A/C against the advances.
11. Operating on ACCS and personal computer.
12. To assist the concerned officer under whom he is working.
13. Verification of stores and furniture of store materials.
14. Any other duty assigned by his/her superior.

8 Assistant Stores
Sr. Store Keeper
Sr. Stock Verifier

1400-2500

Master degree, preferably in Science with 2 years experience as UGC.
OR
Bachelor degree, preferably in Science with 4 years of experience as UGC or equivalent post/scale.

1. Procurements and custody of stores Maintenance of Stores account.
2. Any other duty assigned by his/her superior.

Sr. Stock Verifier

1. To supervise and to admit verification of store and furniture.
2. Any other duty assigned by his/her superior.

6 Assistant (Stores) (SG)
Sr. Store keeper (SG)
Sr. Stock Verifier (SG)

2000-3200

Same as above and to perform any other higher responsibilities as may be assigned.

For existing incumbents only.

Security bearing posts.
Assistant (Store/Stock Verifier)
M: 1400-2600
- Master degree, preferably in Science with 2 years experience as UOC, OR
- Bachelor degree, preferably in Science with 4 years of experience as UOC or equivalent post/mae.
- Procurement and custody of stores. Maintenance of stores accounts; in addition he has to perform supervisory responsibilities.
- Any other work assigned by his/her superior.

Assistant (Store/Stock Verifier)
S:
- To supervise and to assist verification of stores and furniture.
- Any other work assigned by his/her superior.

Superintendent (Store/Stock Verifier)
M: 2000-3200
- Some as above and to perform any other higher responsibilities as may be assigned.

Superintendent (SI)
M: 2000-3500

Security bearing posts.
e. Assistant (Actt)  
Assistant (Audit)  
Assistant (Cash)  
1400-2600  
Master degree preferably in Commerce with 2 years experience as UGC or equivalent post/scale.  
Or  
Bachelor degree preferably in Commerce with 4 years experience as UGC or equivalent post/scale.  

1. Preparation of Budget and maintenance of work-wise expenditure.  
2. All work related with the call of tenders, preparation of comparative statements, award of work, Arbitration assistance etc.  
3. All work related with the preparation of salary bill and other associated works of work charge and Daily Wages Staff.  
5. Checking and processing of various payments vouchers/bills and maintenance of concerned ledgers.  
6. Operating on ACSS & personal computer.  
7. To maintain various Bank Sheets.  
8. To attend to audit objections and other related queries.  
9. To attend and meet the requirements of M.H.R.D and outside agencies etc.  
10. Any other duty assigned by his/her superior.

f. Accountant/  
Sr. Auditor/  
Accountant (Cash)  
2000-3200  
1. Responsible for Pre-audit of bills/payment of various types made and control of expenditure and reconciliation of work.  
3. Pre Auditing of Purchase cases/Award and work orders of Works Deptt.  
4. Pre Auditing and payments of final bills of contractor and suppliers of Works Deptt.  
5. Liaison with statutory Auditor (External Audit of DECH) and dealing with Audit/Inspection Report.  
6. Pre-audit of pay fixation cases/promotion placement/pay Commission Revision.  
7. Pre-audit of Provident Fund/Advance/withdrawals  
9. All work related with the call of tenders, preparation of comparative statement, award of work, Arbitration assistance, survey boards, purchase committees etc.  
10. All work related with the preparation of salary bill and other associated works of work charge and Daily Wages Staff.  
11. To attend queries of external audit party.  
13. Operating on ACSS & personal computer.  
14. Any other duty assigned by his/her superior.

Some as above and to perform any other higher responsibilities as may be assigned.
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Inspector</td>
<td>950-1500</td>
<td>Sr. Secondary School (10+2) pass/equivalent experience for a minimum of 6 years.</td>
</tr>
<tr>
<td>Sr. Security Inspector</td>
<td>1200-2040</td>
<td>Must have active habits and physique with 6 years of experience in security work.</td>
</tr>
<tr>
<td>Sr. Security Inspector (SG)</td>
<td>1400-2600</td>
<td>Ex-service personnel with armed licence will be preferred.</td>
</tr>
<tr>
<td>Asstt. Security Officer Gr. II</td>
<td>1400-2600</td>
<td>Senior Secondary School (10+2) or higher with 3 years experience in supervisory capacity in Police or other security organs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should have Military or NCC and Fire Fighting training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Able to ride motorcycle and handle fire arms and having sound health habits.</td>
</tr>
<tr>
<td>Asstt. Security Officer Gr. I</td>
<td>2000-3200</td>
<td>Senior Secondary School (10+2) or higher with 3 years experience in supervisory capacity in Police or other security organs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should have Military or NCC and Fire Fighting training.</td>
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<td>Asstt. Security Officer (SG)</td>
<td>2000-3500</td>
<td>Senior Secondary School (10+2) or higher with 3 years experience in supervisory capacity in Police or other security organs.</td>
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<td>Should have Military or NCC and Fire Fighting training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Able to ride motorcycle and handle fire arms and having sound health habits.</td>
</tr>
<tr>
<td>Sanitary Inspector Gr. II</td>
<td>1400-2600</td>
<td>Bachelor degree in Science with diploma in Public Health &amp; Sanitation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR Sr. Secondary School (10+2) with diploma in Public Health &amp; Sanitation with 4 years of relevant experience.</td>
</tr>
<tr>
<td>Sanitary Inspector Gr. I</td>
<td>2000-3200</td>
<td>To look after the hygiene sanitation of the campus and vaccination duties under the guidance of the Medical Unit Staff.</td>
</tr>
<tr>
<td>Sanitary Inspector</td>
<td>2000-3500</td>
<td>To look after the anti malaria operation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
</tbody>
</table>
** 0 U.D.C. (Cash) 1200-2040

1. Attend to treasury money and encashment.
2. Writing of Cash Book.
3. Collection of dues from students.
5. Payment of scholarship to students.
6. Payment of dues.
8. Feeding data in the computer.
9. Operating on ACSS & personal computer
10. Any other duty assigned by his/her superior

** 0 Assistant (Cash) 1400-2600

1. General Supervision of all the work done in the section.
2. Draw and issue of all cheques.
3. Reconciliation of accounts with Bank.
4. all correspondence and file work.
5. Preparation of Challans and maintenance of register.
7. Maintenance of register for valuables.
10. Attend to audit objections.
11. Issue of receipt for deposits.
15. Investment of surplus funds.
16. To keep the paid/invoiced bills/vouchers in proper order & safe custody of the same.
17. Operating on ACSS & personal computer.
18. Attending to all payments and receipts including operation of cash counter custody of cash securities including bank.
19. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.

** 0 Assistant (Cash) GG 2000-3200

** For existing incumbents only.

0 Security bearing posts.
<table>
<thead>
<tr>
<th>Post</th>
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<th>Education/Experience</th>
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</thead>
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<tr>
<td>Hort. Asstt. Gr.II</td>
<td></td>
<td>1400-2600</td>
<td>Master degree in Botany with one year of relevant experience. OR Bachelor's degree in Botany with 3 years of relevant experience.</td>
</tr>
<tr>
<td>Hort. Assistant Gr.I</td>
<td></td>
<td>2000-3200</td>
<td></td>
</tr>
<tr>
<td>Hort. Assistant Gr.I (GD)</td>
<td></td>
<td>2000-3500</td>
<td></td>
</tr>
<tr>
<td>Caretaker-cum-Manager</td>
<td></td>
<td>1400-2600</td>
<td>Bachelor degree with 3 years of relevant experience. OR Sr. Secondary School (10+2) with diploma in Catering/Hotel Management with 2 years of relevant experience.</td>
</tr>
<tr>
<td>Caretaker-cum-Manager Gr.I</td>
<td></td>
<td>2000-3200</td>
<td></td>
</tr>
<tr>
<td>Caretaker-cum-Manager (GD)</td>
<td></td>
<td>2000-3500</td>
<td></td>
</tr>
<tr>
<td>Catering Manager Gr-II</td>
<td></td>
<td>1400-2600</td>
<td>Sr. Secondary School (10+2) with diploma in Catering/Hotel Management with 2 years of relevant experience.</td>
</tr>
<tr>
<td>Catering Manager Gr-I</td>
<td></td>
<td>2000-3200</td>
<td></td>
</tr>
<tr>
<td>Catering Manager (GD)</td>
<td></td>
<td>2000-3500</td>
<td></td>
</tr>
</tbody>
</table>

1. Supervision, controlling and guiding of all staff and students at site of Horticulture and performing duties of seasonal and regular maintenance of Horticulture on the campus.
2. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.

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1. In charge of management of the guest house and supervise the work of other staff attached to the house/hostel.
2. Will receive the guests and look after the needs and comfort.
3. Will be responsible for the inventory and maintenance of the house.
4. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.

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2. Supervision of the work of the staff attached to the Guest House.
3. To receive the guests at the Guest House and look after their needs and comforts.
4. Allocation of rooms, menu planning and procurement of raw material.
5. Maintenance of assets register and other books of accounts.
6. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.
1. Bachelor degree in Science or Arts or Commerce with one year relevant exp. of Sr. Secondary School (10+2) pass with a diploma in catering/hotel management with one year of relevant experience.

2. Managing/managing the inventory of Hostel property purchased from In situ fund/Hostel fund/IDF.

3. Accommodating the students in hostel as per the norms set up by Dean of Students/Associate Dean of Students.

4. Handing over the charge of a room to a student.

5. Keeping room inventories in order, in all the rooms.

6. Supplying the necessary information to catering supervisor regarding the strength of Hostel for the purpose of preparing the meals.

7. Maintaining the necessary record of hostel residents e.g. Entry wise/Inventory/Room wise Inventory/Room record of permanent/Local address of students and maintaining the Arrival Departure Register.

8. Keeping watch on collection of dues from the students by dues collector.

9. Taking over the charge of rooms when a resident vacates the hostel.

10. Producing all orders/letters/officials notifications to Warden and act on them as per the direction given by the Warden.

11. To collect the dues from the students every month and issuing receipts for the same.

12. Submitting the attendance record of student every month and issuing receipt for the same.

13. To look after all (Civil, Electrical, Public Health and horticulture etc.) maintenance of the hostel.

14. To ensure hygienic conditions in all around the hostel.

15. To report the vacancy position every week to Dean of Students/A.E.(SA).

16. Any other duty assigned by his/her superior.

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CATERING ASSISTANT

1. Responsible for proper scoring and issue of the mess stores.

2. To receive supply of dry ration and to maintain their store accounts record.

3. Toopus daily ration and to carry out daily posting in the stock register for all types of transactions.

4. To maintain the ration store properly and to see no items are deteriorated due to wrong storage.

5. In consultation with the Catering Supervisor, place the monthly demand of dry ration.

6. To prepare opening/closing balance of the stores.
7. To look after the mess when Catering Supervisor is on leave.
8. To be responsible for the safe custody of stores.
9. Accounting of extra items.
10. Any other duty assigned by his/her superior.

1. Overall supervision of the local mess.
2. Responsible individually for demanding, procuring and consumption of the mess stores as well as physical custody of the stock registers.
3. Responsible for day-to-day running of the mess which includes administrative control of the mess staff.
4. To supervise the work of mess staff/supervise the preparation of food and the proper service in the dining hall.
5. To keep check on the cost of the menu and advise the Mess Secy., through Warden when the cost exceeds and to introduce changes according to availability of the food stuffs in consultation with mess secretary and the Warden.
6. To keep and submit proper account of any imprest handled by the Warden.
7. To receive and process relate applications as per the norms laid down by DHE from time to time and maintain complete relate record.
8. To ensure that no unauthorised person eats in the mess.
9. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.
Sr. Stenographer 1600-2600  
Bachelor degree with minimum speed in shorthand of 80 wpm and minimum typing speed of 40 wpm.
1. To take dictation, typing, to attend phone, noting and drafting.
2. Any other duty assigned by his/her superior.

Sr. Stenographer (SG) 2000-3200
Same as above and to perform any other higher responsibilities as may be assigned.

Keswary Teacher 1200-2400  
Bachelor degree with minimum IIInd class with certificate in Nursery Teacher Training.
 OR
Sr. Secondary School (10+2) with 5 years exp. and certificate in Nursery Teacher Training from a recognized Institute. Teaching/ working exp. atleast one year with young children/ primary school children preferred.
1. To prepare teaching aids for children and to prepare the lesson plan.
2. To celebrate all the seasonal festivities in the school. To organize parents meeting and to evaluate the children through progress reports.
3. To take children for picnic and to arrange snacks for the children twice a week.
4. To collect fees and to maintain record of it, to maintain attendance register, records of the contingency and to purchase/maintain children library.
5. To teach children by play-way method and to maintain children library.
6. Any other duty assigned by his/her superior.

Sr. Teacher Gr.I 1400-2600
Same as above and to perform any other higher responsibilities as may be assigned.

Sr. Teacher (SG) 1640-2800
Secretary Gr. II 1400-2600
Master degree with minimum speed of 100 wpm in shorthand and 40 wpm in typing. OR
Bachelor degree with minimum speed of 100 wpm in shorthand and 40 wpm in typing and 2 years of experience as stenographer. OR
Bachelor degree with professional diploma/certificate in secretarial practice with one year of relevant experience.

Secretary Gr.-I 2000-3200
1. To take dictation and transcribe the same
2. To coordinate the work
3. Any other duty assigned by his/her superior

Secretary (SG) 2000-3500
Same as above and to perform any other higher responsibilities as may be assigned.

* Group (D)/Attendant (Unskilled) 750-940
8th Standard pass with preferably one year of relevant experience.

* Group (D) Attendant (Semi-Skilled) 800-1150
10th Standard pass with one year of relevant experience.

* As per R & CDS, II Delhi will place the Group D Staff in one of the two Groups (i) Unskilled (ii) Semi-skilled. The designations of the Group D staff be retained as per CFS Scheme (1985)

1. Carrying files from section to officer & vice versa, Distribution of dak, Cleanliness of office, Collection machine handling, Assisting in stores, Assisting in workshop, Seminar, Conference Lab, Work.
2. Any other duty assigned by his/her superior.

1. Dairy Despatch and all the above duties of Group (D) Attendant.
2. Any other duty assigned by his/her superior.
Asst. Editor 1400-2600
Gr. II

Master's degree of a recognized University in Hindi with English as a subject at the degree level or Master's degree of a recognized University in English with Hindi as a subject at the degree level with one year experience.

OR

Bachelor's degree with Hindi as a main subject with 3 years experience of translation work from English to Hindi or vice versa in Central/ State Govt. Offices including GDI undertaking.

1. Preparation and editing of scripts, production of Institute publications, processing of supply order to printers, follow-up with the depots, to get the information for publications.
2. Any other duty assigned by his/her superior.

Asst. Editor 2000-3200
Gr. II

Same as above and to perform any other higher responsibilities as may be assigned.

Asst. Editor 2000-3500
Gr (III)

** Proof Reader 1200-2040

1. Collection and compilation of information, proof reading (Hindi or English), assisting the Asst. Editor in production, publication, follow-up action.
2. Any other duty assigned by his/her superior.

Sr. Proof Reader 1400-2600

Same as above and to perform any other higher responsibilities as may be assigned.

Sr. Proof Reader 2000-3200
Gr (III)

** For existing incumbents only.
1. He/She has to perform the different jobs relating to procurement processing of books, periodicals and other materials, maintaining expenditure records, processing of bills.

2. Enrolment and termination of membership and all other readership related activities.

3. Information retrieval and dissemination with the help of modern information technologies.

4. Supervision of shelving document location collection of different kind of data and processing of OTA bills etc.

5. To perform morning, evening and holiday duties as the incharge of the library.

6. They may be assigned duties in any division of the library.

7. Any other duty assigned by his/her superior.

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1. To perform the above jobs, in addition they will also perform supervisory duties according to the exigency of situation.

2. To perform morning, evening and holiday duties as the incharge of the library.

3. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.

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* Applicable to existing incumbents not possessing the requisite qualification of IA (Library) or to those incumbents who have not opted for new designations/scales. The scale and designation would be personal to such individuals, no new persons will be recruited with these designations.
Keypunch Dtr./Punch Card Optr. 975-1540 Bachelor degree with training/exp. in key punch/computer operations, or
Sr. Higher Secondary (10+2) and ITI course of 12 months duration in
appropriate field with 3 years of relevant experience.

Sr. Keypunch/Dtr. 1320-2040
Sr. Card Punch Optr.

Sr. Keypunch Dtr.
(SG)/Sr. Punch Card
Optr. (SG) 1400-2600

Fire Inspector 1400-2600 Sr. Secondary School (10+2) pass with
certificate of Sub-Officer Course from
National Fire Service College, Nagpur
or equivalent with 2 years experience
in Govt./Govt. undertaking of regular
fire service.
Physical Standard:
1) Medical Category A
2) VI without glasses
3) Should not be less than 167.2 cm in
height and chest 82.22 cm.

Fire Inspector Sr.I 2000-3300

Fire Inspector (SG) 2000-3300

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1. To man User Registration Cell, CC Library and
Input/Out Put Counter and for distribution of
Printer output.
2. Any other duty assigned by his/her superior.

Same as above, and to perform any other higher
responsibilities as may be assigned.

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1. Safety fire & first AID.
2. Any other duty assigned by his/her superior.

Same as above and to perform any other higher
responsibilities as may be assigned.

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<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Processor</td>
<td>1400-2600</td>
<td>Master's degree in Science with one year of relevant experience. OR Bachelor degree in Science with diploma/certificate in Data Processing with one year of relevant experience. OR Bachelor Degree in Science with 3 years of relevant experience.</td>
</tr>
<tr>
<td>Senior Data Processor</td>
<td>2000-3200</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Sr. Data Processor</td>
<td>2000-3500</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Hort. Assist.</td>
<td>975-1540</td>
<td>Bachelor degree in Botany. OR Senior Secondary (10+2) and Diploma in horticulture with 3 years of relevant experience.</td>
</tr>
<tr>
<td>Sub. Overseer (Hort.)</td>
<td>1220-2040</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Sub. Overseer (Hort.)</td>
<td>1400-2600</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
</tbody>
</table>

1. To assist in the operation of computer systems and Terminal room equipment PC fault Diagnosis & maintenance of media library.
2. Any other duty assigned by his/her superior.

1. Supervision and guiding including handling/controling of all staff Maliee Chaudhuri at site of Horticulture and performing duties of seasonal and regular maintenance of Horticulture on the campus.
2. Any other duty assigned by his/her superior.
PTI (Gr. II) 1400-2600
Masters degree in Physical Education
with one year of relevant experience.
OR
Bachelor degree in Physical Education with
3 years of relevant experience.

1. Supervision of all the games and sports
   activities at the Institute.
2. Import coaching to the beginners in all
   the games.
3. Take classes of the National Sports Organ-
   isation students enrolled under this
   scheme.
4. Look after the maintenance of the sports
   grounds.
5. To supervise the Group 'D' employees and
   also the part-time coaches.
6. Officiate in the Inter-Hosptel & other
   matches.
7. To assist the Sports Officer, in the
   conduct of inter-hostel, Inter-College
   Inter-III and Inter-University tour-
   naments etc.
8. To accompany the students when ever the
   teams go to out side III to play matches.
9. To look after the sports stores issue of
   equipment and also the maintenance of
   the sports material.
10. Any other duty assigned by his/her
    superior

Same as above and to perform any other higher
responsibilities as may be assigned.

PTI (Gr. I) 2000-3200

PTI (S3) 2000-3500
1. To work on constructions/maintenance as per instructions of the officer in-charge.
2. To read and follow the sketch/layout plans, drawings.
3. To take work from his subordinate staff.
4. To supervise all work as given above and coordinate with higher officers.
5. Any other duty assigned by his/her superior.

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1. Preparation of works Budget, maintenance of work-wise expenditure.
2. All work related with the call of tenders, preparation of comparative statements, award of work, Arbitration assistance etc.
3. All work related with the preparation of salary bill and other associated work of work charge and daily wages staff.
5. Checking and processing of various payments vouchers/bills and maintenance of concerned ledgers.
6. Any other duty assigned by his/her superior.

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1. To work as auditor and be responsible for pre-audit of bill of all types.
2. All work related with the call of tenders, preparation of comparative statements, award of work, Arbitration assistance etc.
3. All work related with the preparation of salary bill and other associated work of work charge and daily wages staff.
4. Preparation and submission of annual as well as Supplementary budget requirements for Plan & Non-Plan works.
5. To attend queries of external audit party.
6. General supervision and advice on financial rules orders and procedure.
7. Any other duty assigned by his/her superior.
<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay Scale</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Foreman</td>
<td>1400-2600</td>
<td>Master degree in Science with one year of relevant experience. OR Bachelor degree in Engineering. OR Bachelor degree in Science with 4 years experience as Sr. Mech. or Equivalent. OR Diploma in Engg. in appropriate field with 4 years experience as Sr. Mechanic or equivalent OR Sr. Secondary School (10×2) with III course of 12 months duration in appropriate field with 10 years of relevant experience.</td>
</tr>
<tr>
<td>Foreman</td>
<td>2000-3200</td>
<td></td>
</tr>
<tr>
<td>Foreman (SO)</td>
<td>2000-3500</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
</tbody>
</table>
Tech. Asstt. 1400-2500

- Master degree in Science with one year of relevant experience.
- Bachelor degree in Engineering.
- Bachelor degree in Science with 4 years experience as Sr. Mech. or Equivalent.
- Diploma in Engg. in appropriate field with 4 years experience as Sr. Mechanic or Equivalent.
- Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 10 years of relevant experience.

1. To assist in the maintenance of UPS, FC fault diagnosis and maintenance of equipment and inventory.
2. Any other duty assigned by his/her superior.

STA 2000-3200

1. To assist in the Laboratories, in workshops, drawing office, to design, to manufacture to set up, to maintain to operate and to arrange minor repairs lab and other appliances/assist in the research work.
2. To assist in the operations of computer systems & terminal room equipment, maintenance of Media Library.
3. Maintenance of Inventory and any other work assigned by the Lab Incharge to assist in Lab, research work, operations and maintenance repair of lab.
4. Any other duty assigned by his/her superior.

STA (SS) 2000-3500

Same as above and to perform any other higher responsibilities as may be assigned.
<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Requirements</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab. Asstt. (Dark Room/Projection/Photography)</td>
<td>975-1540</td>
<td>8.5c degree in appropriate field/ Diploma in Engg. of 3 years duration of appropriate field. OR Senior Secondary (10+2) pass and III Course of 12 months duration in appropriate field with 3 years of relevant experience.</td>
<td>1. Developing, printing, enlarging, interior and exterior photography including photography for scientific and experimental results. 2. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>SRA (Dark Room/Projection/Photography)</td>
<td>1320-2040</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
<td></td>
</tr>
<tr>
<td>SRA (Dark Room/Projection/Photography) (SG)</td>
<td>1400-2600</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>Lab. Asstt.</td>
<td>975-1540</td>
<td>8.5c degree in appropriate field/ Diploma in Engg. of 3 years duration of appropriate field. OR Senior Secondary (10+2) and III Course of 12 month duration in appropriate field with 3 years of relevant exp.</td>
<td>1. Routing, control and checking of laboratory equipments. Photographic and duplicating work 2. Maintenance of Lab Inventory. 3. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>Jr. Lab Asstt.</td>
<td>1320-2040</td>
<td>1. Responsible for Laboratory equipment, repair and replacement of unsatisfactory equipments assist the teaching staff in demonstration experiments/ photographic and duplication work. 2. Maintenance of Lab Inventory. 3. Any other duty assigned by his/her superior.</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Jr. Lab. Asstt. (SG)</td>
<td>1400-2600</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. To prepare sketch & working on drawings and tracing of equipment apparatus and accessories.

2. To prepare graphs, charts, etc. for departmental use & for publications.


4. Preparation of tender documents, justification statements and related works of contract cases.


6. To keep in liaison with the Institute architect for approval of master plan, building plans etc.

7. Processing of Architect's bills and property tax bills.

8. To reply audit observations.

9. To maintain building and land registers.

10. Any other duty assigned by his/her superior.

1. Preparation and scrutiny of preliminary and detailed estimates.

2. Preparation of tender documents, justification statements and related works of contract cases.


4. To keep in liaison with the Institute architect for approval of master plan, building plans etc.

5. Processing of architect's bills and property tax bills.

6. To reply audit observations.

7. To maintain building and land registers.

8. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.
1. Preparation of structural drawings, sketches and tracing work.
2. Scrutiny of extra items, substituted items.
3. Issue of A/A and T/S memos through computer and keeping the record of administrative approval and technical sanctions.
4. Assisting in conducting meetings of BWM C.
8. Taking out prints from main computer of NCCS.
9. Checking the theoretical statements of materials.
10. Any other duty assigned by his/her superior.

Draftsman Gr. II 1200-2040

Draftsman Gr. I 1400-2300

Draftsman (SG) 1600-2660

Mechanic 975-1540

B.Sc degree in appropriate field/ Diploma in Engg. of 3 years duration in appropriate field.

Or
Senior Secondary (10+2) and ITI Course of 12 months duration in appropriate field with 3 years of relevant experience.

Sr. Mechanic 1320-2040

Sr. Mechanic (SG) 1400-2600

1. To impart instructions, workshops, practice under direction of the Foreman & Supervisor, to students and apprentices.
2. To construct, erect, repair and maintain plants, tools, equipment, appliances, accessories, fittings and fixture.
3. To maintain all tools and plants clean and in good condition.
5. Any other duty assigned by his/her superior.

Same as above and to perform any other higher responsibilities as may be assigned.

Applicable to existing incumbents not possessing the requisite qualifications of TA (Draftsman) or to those incumbents who have not opted for new designations/scales. The scale and designation would be personal to such individuals. No new persons will be recruited with these designations.
<table>
<thead>
<tr>
<th>Post</th>
<th>Scale</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech. Assistant</td>
<td>1400-2600</td>
<td>Master's degree of a recognized university in Hindi with English as a subject at the degree level or Master's degree of a recognized University in English with Hindi as a subject at the degree level with one year experience. Bachelor's degree with Hindi as a main subject with 3 years experience of translation work from English to Hindi or vice-versa in Central State Govt. Offices including Govt. undertakings.</td>
</tr>
<tr>
<td>S.T.A. (Translation)</td>
<td>2000-3200</td>
<td>1. Vetting of Translation work, supervision, monitoring of official language implementation committee. 2. Inspecting the sections for knowing the progress of use of Hindi. 3. Looking after the publication work. 4. Any other duty assigned by his/her superior. Save as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>STA (SG) (Translation)</td>
<td>2000-3500</td>
<td>1. Looking after the Translations, procedural matters Account, follow up. 2. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>Gestetner Operator Gr.II</td>
<td>950-1400</td>
<td>Gr. Secondary School (10+2) pass with 4 years of experience of operation and maintenance of duplicator. 1. Operating, maintaining &amp; repair of the Duplicating Machine. 2. Any other duty assigned by his/her superior. Save as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Gestetner Operator Gr.I</td>
<td>1200-1000</td>
<td>1. Operating, maintaining &amp; repair of the Duplicating Machine. 2. Any other duty assigned by his/her superior. Save as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td>Gestetner Operator (SG)</td>
<td>1320-2040</td>
<td>1. Looking after the Translations, procedural matters Account, follow up. 2. Any other duty assigned by his/her superior.</td>
</tr>
</tbody>
</table>

-Do-
<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Time</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone/Telex Operator</td>
<td>Gr-II</td>
<td>950-1500</td>
<td>Bachelor degree with some knowledge of digital PBX &amp; PC with some proficiency in speaking English &amp; Hindi and local language and capable of general enquiry and message handling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. To man the console duties viz to receive incoming calls and control calls at Telephone enquiry, booking of fault control numbers/Trunk-calls to MTNL, checking of junction lines, liaison with out side different agencies, billing &amp; accounting of telephone bills, reimbursement of telephone bills maintenance of official records, typing/computer work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Any other duty assigned by his/her superior.</td>
</tr>
<tr>
<td>Telephone/Telex Operator</td>
<td>Gr. I</td>
<td>1200-2040</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-DO-</td>
</tr>
<tr>
<td>Telephone/Telex Operator</td>
<td>(5G)</td>
<td>1400-2600</td>
<td>Same as above and to perform any other higher responsibilities as may be assigned.</td>
</tr>
</tbody>
</table>
Pathology Lab Technicians

1. To collect samples of blood, urine, stool etc. of the patients on all working days in the morning and to carry out various tests as advised by doctors of IIT hospital on medical booklet with separate requisition form for various tests.

2. To give reports of tests daily in the afternoon.

3. To carry out lab tests for various medical examinations for IIT beneficiaries on doctor's instructions.

4. To maintain quality & standards of all lab test and maintenance of various apparatus/instruments used in pathology lab.

5. To work under the guidance of part-time Pathologist (if available).

6. Requisition & indent of other consumable items from medical stores. To collect bedside blood samples of admitted ward patients and to send their reports to nurse on duty.

7. To submit monthly report of tests carried out in the lab and malaria cases to C.M.O.'s office regularly.

8. Any other duty assigned by his/her superior.

X-ray Technicians:

1. To carry out all the X-ray work processing & development for IIT beneficiaries as per advise of IIT doctors. On the medical booklet & X-ray requisition form.

2. To maintain the quality of X-rays and careful handling, maintenance & repair of X-ray machine and its accessories.

3. To follow standard protective measures against radiation for self and others.

4. To keep & maintain proper record of X-rays done and of X-ray films etc. To send monthly report of X-ray deptt. to C.M.O.'s office regularly.
5. To carry out EEG work whenever required as both X-ray technicians are trained for doing EEG also.

6. Any other duty assigned by his/her superior.

Dental Technician:

1. To carry out all the work of dental deptt. and to help part-time visiting dental specialist.

2. To maintain separate patients appointment and treatment register of dental cases.

3. To keep proper inventory of all dental equipments and machine etc.

4. To look after maintenance, repair and proper working of the dental chair, dental X-ray etc.

5. To submit monthly report of dental cases to C.M.O's office regularly.

6. Any other duty assigned by his/her superior.

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STN (H/R)(R) 2000-3200

STN (H/R)(R) (SR) 2000-2500

Same as above and to perform any other higher responsibilities as may be assigned.
Nurse/Lady Health Visitor 1600-2100

Sr. Secondary School (10+2) with 'A' grade Nursing Certificate and Registration with Nursing Council with 3 years of relevant exp.

Staff Nurse/Nursing Sister:

1. Shift duty in emergency & ward.
2. To attend patients in emergency and to call/help doctor on duty.
3. To take morning round with C.M.O. & duty doctor and to carry out orders.
4. To distribute medicines to patients attending emergency/admitted in ward.
5. To record temperature, pulse, B.P. etc. & to give emergency, steam inhalation & oxygen, nebuliser to emergency/ward patients.
6. To provide first-aid to patients attending emergency until doctor arrives.
7. To keep record of all patients attending emergency & admissions.
8. To maintain log books/shift duty report, handing & taking over charge in each shift.
9. To give all injections on doctor's advice.
10. To help during examination of female patients in O.P.D. during E.C.R. & x-ray etc.
11. Any other duty assigned by his/her superior.

Nursing Sister 1600-2000

Same as above and to perform any other higher responsibilities as may be assigned.

Nursing Sister (55) 2000-2200
Pharmacist 1350-2200
Sr. Secondary School (10+2) with 2 years diploma in Pharmacy and registration from Pharmacy Council with 2 years of relevant experience.

1. To distribute /dispense medicines to patients from Pharmacy counter against OPO medicine slip issued by doctors as prescribed on III medical booklet. If any medicine is not available in hospital pharmacy, to write N.A on medical booklet and medicine slip, then to prepare a supply order for getting N.A medicine from authorized chemist shop(Anil Medicos) in the campus.

2. To indent medicines from stores and to keep stock/record of medicines etc. manually/computerised.

3. To check/screen all medical reimbursement claims and to maintain its record separately.

4. To run pharmacy by one of the pharmacist in rotation for 3 hours (5.00 A.M. to 12.00 Noon) on Saturday, Sunday & other holidays.

5. To check medicines properly, expiry date etc. before giving to patients. Medicines should be issued to patients until one month prior to actual month of expiry. No expired medicines (if any) should remain in pharmacy. It should be returned to hospital store immediately for needful.

6. Homeopathic Pharmacists to dispense/ distribute medicines to patients from homeopathy pharmacy counter on prescription from homeopathy doctor of III hospital.

7. To keep proper stock/record inventory items of homeopathy deptt. Purchase of homeopathic medicines and other items by annual quotations, PPA etc. as per norms through main store of hospital.

8. Any other duty assigned by his/hr superior.

Bank as above and to perform any other higher responsibilities as may be assigned.
Technical Assistant

(1) Bachelor's degree plus Degree in Library Science with minimum 2 years experience.

1. Has to perform the different jobs relating to procurement, processing of books, periodicals, and other materials, maintaining expenditure records, processing of bills.

2. Enrolment and termination of membership and all other readership related activities.

3. Information retrieval and dissemination with the help of modern information technologies.

4. Supervision of shelving document location collection of different kind of dues, and processing of OTA bills etc.

5. To perform morning, evening, and holiday duties as the in-charge of the library.

6. They may be assigned duties in any division of the library.

7. Any other duty assigned by his/her superior.

S.T.A. (Library)

2000-3000

1. To perform the above duties and in addition they will also perform supervisory duties according to the exigency of situation.

2. To perform morning, evening, and holiday duties as the in-charge of the library.

3. Any other duty assigned by his/her superior.

S.T.A. (Library)

3000-4000

(2)
Mech. (Binding) 777-1977

2.50 degree in appropriate field

Senior Secondary (10+2) and III
course of 12 months duration in
appropriate field with 3 years of
relevant experience.


SG

Driver, Gr. II 775-1542

Sr. Secondary School (10+2) pass with
driving license of both heavy and light
duty vehicles with 4 years of driving
and maintenance experience.

1. Repair of books, journals and other
reading material.
2. Lining of journals to be sent for
binding.
3. Receiving of bound volumes from the
binder and checking their proper to
eliminate any error if has occurred.
4. Lamination of degrees and other material
as required.
5. Trimming of pages etc.
6. Any other duty assigned by his/her
superior.

Same as above and to perform any other higher
responsibilities as may be assigned.

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Driver, Gr. II 1999-2000

Sr. Secondary School (10+2) pass with
III Course of 12 months duration with
license for both heavy & light duty
vehicles with 3 years of relevant expe-
rience.

1. Driving of both heavy & light duty
vehicles.
4. To ensure timely fitness of the vehicle,
renewal of insurance coverage etc.
5. Any other duty assigned by his/her
superior.

Same as above and to perform any other
higher responsibilities as may be assigned.

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Driver (C) 1999-2000

Driver (C) 1999-2000

Master degree in Science with one year of relevant experience.

OR

Bachelor degree in Engineering.

OR

Bachelor degree in Science with 4 years experience as Sr. Mechanic or Equivalent.

OR

Diploma in Engg. in appropriate field with 4 years experience as Sr. Mechanic or Equivalent.

OR

Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 10 years of relevant experience.

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1. Outdoor/Indoor maintenance of telephones, booking of faults, control numbers with MNL, liaison work with MNL, checking of junction lines, billing, reimbursement of MNL telephones.
2. Any other duty assigned by his/her superior.

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STA (Telephones) 2000-3200

1. Supervision of alterations/ modifications work.
2. Indoor/outdoor maintenance of telephones, maintenance of store inventory, printing/ compilation of institute/telephone directory, billing/reimbursement work.
3. Any other duty assigned by his/her superior.

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STA (Tel.) (SU) 2000-3500

1. Same as above and to perform any other higher responsibilities as may be assigned.
2. Planning and execution work for future development.
Mech. (Maint.)
(Construction) 975-1540
B.Sc. degree in appropriate field/Diploma in Engg. of 3 years duration of appropriate field.
OR
Senior Secondary (10+2) and ITI course of 12 months duration in appropriate field with 3 years of relevant experience.

Sr. Mech. (Maint.)
(Construction) 1320-2040
1. To work on constructions/maintenance site as per instructions of the Officer Incharge.
2. To read and follow the sketch/layout plans, drawings.
3. To take work from his subordinate staff.
4. Any other duty assigned by his/her superior.

Sr. Mech. (Maint.)
(Construction) (S.G) 1400-2600
Same as above and to perform any other higher responsibilities as may be assigned.

Tech. Asstt.
(Darkroom) 1400-2600
Master degree in Science with one year of relevant experience.
OR
Bachelor degree in Engineering.
OR
Bachelor degree in Science with 4 years experience as Sr. Mech. or Equivalent.
OR
Diploma in Engg. in appropriate field with 4 years experience as Sr. Mechanic or equivalent.
OR
Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 10 years of relevant experience.

STA (Darkroom) 2000-3700
Same as above and to perform any other higher responsibilities as may be assigned.
Junior Engineers
Gr.II

1400-2000

Diploma in appropriate field or
Engg. of 3 years duration with 3
years of relevant experience.

1. To collect engineering data for estimate
   and prepare rough drawing and nine plans
   connected therewith.

2. To supervise and see that all works under
   his charge are done according to the
   specifications, drawings, standards laid
   down and approved samples. He is
   expected to remain at site throughout in
   order to see that the works are executed
   properly in accordance with the
   requirements. If any work is done by a
   Contractor below specification it is the
   duty of the Junior Engineer to bring it
   at once to the notice of the Assistant
   Engineer in charge and also make a note in
   the site order book.

3. To arrange for the materials, T.M.
   from store/ by purchase from the market;
   issue materials, T.M. to contractors;
   works at the proper time so that
   there is no obstruction in the exec-
   ution of work.

4. To keep Government materials, T.M. in his
   custody and care, maintain proper accounts
   of receipts, issues and balances; arrange
   adequate watch and ward.

5. To record measurements of work done by
   the contractor/departmental labour. To
   take the level of areas where earth work
   is done and prepare earth work
   calculation sheets, lead charts etc. for
   calculating the quantities of work done.

6. To prepare abstract of measurements at
   the time of preparation of bills/closing
   of Master Bills.

7. To prepare the recovery statements for
   the materials/ T & F supplied to
   contractors, or other services rendered
   by the department and send them to the
   S.G.M. for effecting recovery.

8. To prepare theoretical consumption
   statements.

9. To submit progress report of works as may
   be required by his superiors and to
   bring to the notice of his immediate
   superiors beforehand to the execution

11. To maintain Register of Inspection of buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building/structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.

12. To prepare completion drawings, extra and substituted items statements, deviation statements, reduction rate statements.

13. To mark the attendance of M.C. and regular staff in the register, to maintain the muster roll properly to mark the attendance of casual labour in the muster roll, to arrange for casual labour required for departmental works to move that the work charges staff is properly and fully employed; to watch the output and performance of the staff and labour engaged under him to send daily reports as required under the rules.

14. To prepare estimate for additions and alterations in buildings.

15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site.

16. To furnish full details for preparing supplementary estimates, revised estimates.

17. To submit reports of all accidents.

18. To give first aid and arrange for medical aid in case of accidents.

19. To submit occupation and vacation reports of buildings in his charge.
20. To detect and report unauthorised occupation, encroachments & unauthorised additions & alternations.

21. To verify bills, AIDs etc.

22. To submit required returns to his superior officers.

23. To maintain drawings of buildings services etc. under his charge.

24. To initiate action for disposal of surplus/ unserviceable materials/E/AW/ empties etc.

25. To ensure prompt action on complaints received in enquiry officers.

26. To conduct mandatory tests of materials and maintain their record.

27. Any other duty assigned by his/her superior.

Jr. Engineer
Gr. I

Jr. Engineer (G2)

Same as above and to perform any other higher responsibilities as may be assigned.

-go-