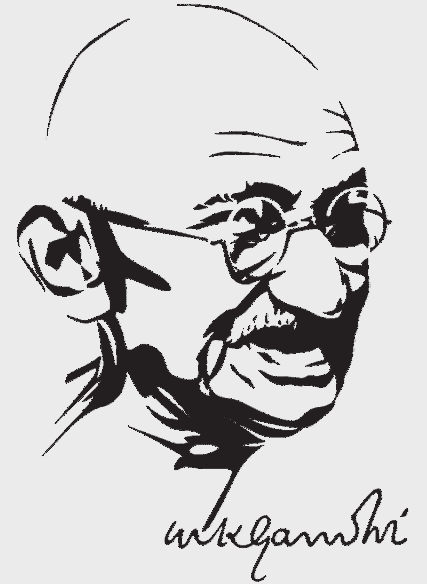




GANDHI SMRITI AND DARSHAN SAMTI

Post-Wise Duties & Responsibilities of the Officials of GSDS



Gandhi Smriti, 5, Tees January Marg, New Delhi
Admin-Block, Gandhi Darshan, Rajghat, New Delhi

DIRECTOR. Group 'A' Post

1. Pay Scale - Rs. 3700-5000

(Personal pay scale Rs. 4500-7300 who is on deputation to GSDS.)

2. Qualifications :

- (a) Sound academic background
- (b) 12 years experience of administration in any autonomous/Govt. organisation.
- (c) Acquaintance with Gandhian philosophy and commitment for constructive work in various social fields.
- (d) Should be able to provide direction and leadership for proper management of the organisation.

Desirable :

- (a) Practical experience of field work/research.
- (b) Educational and other qualification relaxable at the discretion of the Appointing Authority in the case of candidates otherwise found suitable.

DUTIES & RESPONSIBILITIES :

- (a) Director : means the Director of the Samiti in other words he is the Executive Head of the organisation.
- (b) Director's responsibilities, apart from giving direction and leadership, involves to ensure proper utilization of funds and chalk out the activities under plan scheme. Further he is responsible for submitting 'Annual Budget' and 'Revised Budget' to the ministry for approval and the same is required to place before the Executive Committee.
- (c) He is also responsible for the safeguard of the property and assets of the organisations.
- (d) As per the bye-laws and Hand Book of Office Management of the Samiti he is to exercise his role in fulfilling Samiti's affairs and general condition of the employees of the Samiti.
- (e) Discipline and conduct matters.

ADMINISTRATIVE OFFICER - Group 'A' Post

- (1) Pay Scale - Rs. 3000 - 4500
- (2) Qualification : At least a graduate with 10 years supervisory experience in financial and administrative matters in a Government office or autonomous organisation.

DUTIES & RESPONSIBILITIES :

- (a) Administrative Officer means the Administrative Officer of the Samiti in other words he is responsible for administrative matters of the Samiti.
- (b) The Administrative Officer is responsible to the Director for proper maintenance of the property and assets of the Samiti.
- (c) Budget and Finance.
- (d) Service matters related with employees of the Samiti.
- (e) Discipline and Conduct matters.
- (f) Control of the vehicles of the Samiti.
- (g) Any other work assigned by the Director in relation with Administration of the Samiti.

3. PROGRAMME OFFICER - Group 'A' Post.

(a) Pay Scale - Rs. 3000 - 4500.

(b) Qualification :

Post Graduate degree in Humanities.
10 years experience of work in a reputed institution in publication and research and organising conferences, seminars, workshops.

(c) Desirable :

Practical experience of constructive social work.

Should be acquainted with Gandhian thought and philosophy and capable of delivering lectures on various aspects thereof.

Knowledge of Hindi and atleast one more modern Indian language.

DUTIES & RESPONSIBILITIES :

- (a) The post of Programme Officer is responsible for drawing up chronological calendar of events, functions and programmes during the year as approved by the Competent Authority and submit the proposal of the events and the reports thereof at the appropriate time.
- (b) The Programme Officer is responsible for preparing a comprehensive proposal of a programme mentioning the financial aspects and physical arrangements involved in the programme well in advance to the Competent Authority for approval.
- (c) After obtaining the approval the Programme Officer is responsible for executing the programme as per the requirement of the function/programme.
- (d) Any work assigned by the Director in relation with programmes.

4. RESEARCH OFFICER - Group 'A' Post. - Number of posts - TWO.

(a) Pay Scale - Rs. 2200 - 4000.

(b) Qualifications :

Should have :

- (a) P.G. degree in Indian History.
- (b) Five years experience of research work in modern History with reference to freedom struggle, with evidence of published work.
- (c) Should have knowledge of Gandhian thought and constructive programmes.
- (d) Knowledge of Hindi and atleast one more modern Indian language will be additional qualification.
- (e) AGE - Not exceeding 45 years.

DUTIES & RESPONSIBILITIES :

- (a) Research Officer is responsible to the Director.
 - (b) Research Officer is responsible for the research and documentation work related to Gandhiji's life and the events related with freedom movement of the country. Chronology, collection of data in respect of freedom struggle and eminent personalities of that period. To prepare quotations for exhibitions and from time to time to assist in conduction of various activities of the Samiti.
 - (c) Any other related work assigned by the Director.
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5. CURATOR - Group 'B' Post.

(a) Pay SCALE - Rs. 2000 - 3500.

(b) Qualifications :

(a) PG degree in Humanities.

(b) Five years experience of work in educational/cultural/social organisation of repute.

(c) Sound knowledge of Gandhian thought and constructive programmes.

OR

(a) Degree or diploma in Fine Arts.

(b) Five years practical experience in organising art exhibitions and management of museums/art galleries.

DESIRABLE :

Knowledge of Hindi and atleast one more modern Indian language.

DUTIES & RESPONSIBILITIES :

(a) Curator is the overall incharge of Exhibition Unit, pavilions, gallery of the Samiti. He is responsible for the upkeep of the exhibits and also for proper maintenance of the photographs, paintings etc.

(b) He is responsible for assigning of duties to the Guide Lecturers, Guides, and Attendants.

(c) He should suggest to the Director about the change of displayed exhibits, if needed and retouching of paintings and photographs and other replacements of the exhibits as and when required.

(d) He is also responsible for the safeguard of the exhibits and other items under his supervision.

6. ACCOUNTS OFFICER - Group 'C' Post.

- (a) Pay Scale : Rs. 1640 - 2900.
- (b) Qualifications :
 - (a) S.A.S. Accountant.
 - (b) Post Graduate in Commerce/Economics/Mathematics.
 - (c) At least five years experience in accounts & auditing.

DUTIES & RESPONSIBILITIES :

- (a) Accounts Officer is responsible for the proper maintenance of accounts of the Samiti.
- (b) All the financial transactions under scrutiny F.R.S.R. and G.F.R.
- (c) Preparation of Budget and Control.
- (d) Responsible for maintaining Expenditure Register.
- (e) Accounts Officer is the overall incharge of the Accounts Unit.
- (f) Responsible for conduction of annual audit of the Samiti's accounts and its compliance thereof.
- (g) Accounts Officer ensures the proper utilization of funds.
- ✓(h) Timely submission of annual accounts to the CAG.
- (i) Responsible for timely receipt of grant-in-aid from the Ministry.
- (j) To exercise control over various purchases of the Samiti.
- (k) To correspond with different agencies for settlement of accounts etc.
- (l) To attend to any other work assigned by the Director like conduction of programmes, maintenance of vehicle etc.

7. ESTATE MANAGER - Group 'C' Post.

(a) Pay Scale - Rs. 1640 - 2900.

(b) Qualifications :

Matriculation or equivalent with 8 years experience in general supervision, security work and care-taking of building.

DUTIES & RESPONSIBILITIES :

- (a) He is responsible for safeguard and maintenance of Samiti building, gallery, furniture, fixtures, vehicles, office equipments etc.
- (b) He acts as a supervisor of sanitation work and security arrangement.
- (c) Responsible for the up keep of residential complex.
- (d) He makes physical arrangements for the programmes of the Samiti.
- (e) He is a member of the Purchasing Committee.
- (f) Responsible for repair and renovation work of the building with the help of CPWD.
- (g) Other miscellenious work assigned by the Director.

8. EXHIBITION OFFICER - Group 'C' Post.

- (a) Pay Scale - Rs. 1640 - 2900.
- (b) Qualifications :
 - (a) Degree from a recognized institution/ university.
 - (b) Five years relevant experience in organising conferences/exhibitions/workshops.

DUTIES & RESPONSIBILITIES :

- (a) He is responsible for arranging subject-wise exhibitions on various occasions.
- (b) He is overall incharge of Exhibition Unit and hence is required to maintain proper stock registers.
- (c) He is also responsible for safety and maintenance of the exhibits storage.
- (d) He is required to co-ordinate with Photo Unit for change of photographs, framing mounting etc.

9. PERSONAL ASSISTANT - Group 'C' Post. (ONE POST)
TO DIRECTOR

(a) Pay Scale - 1640 - 2900

(b) Qualifications :

(a) Matriculation or Graduate from any recognised institution/University.

(b) Minimum Speed in short-hand - 120 words per minute and 40 words per minute in typing.

DUTIES & RESPONSIBILITIES :

(a) P.A. to Director will diarise date wise all the communications received for the Director and note their movement in remarks column of his diary.

(b) He is responsible for taking dictation and prompt replies of letters received by the Director.

(c) He ensures the smooth functioning of the office of the Director whether he is in the office or not.

(d) He is responsible for maintaining co-ordination day to day affairs of the Director's office.

OFFICE SUPERVISOR - Group 'C' Post.

Pay Scale - Rs. 1600 - 2660.

Qualifications :

Graduate with five years experience in administration.

OR

Matriculation or equivalent with 10 years experience in general supervision in administration/accounts.

DUTIES & RESPONSIBILITIES :

is responsible to Administrative Officer. He is responsible for supervision of attendance, discipline and movement of staff, supervising of file management and movement of files, service matters etc will be his responsibility. He will manage vehicles log books, control and repairs. He will supervise purchase of GSDS.

11. ACCOUNTANT - Group 'C' Post - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300.

(b) Qualifications :

Graduate with 03 years experience

OR

Matriculation with 05 years experience.

DUTIES & RESPONSIBILITIES :

- (a) Accountant is responsible to the Account's Officer.
- (b) He will be responsible for preparation of Annual Accounts of the Samiti.
- (c) Checking of pay-bills, ledger posting, maintainance of other accounts registers, advance registers etc.
- (d) To assist the Accounts Officer in preparation of Budget of the Samiti, such as Annual Budget, Revised Budget, Performance Budget, and Annual Plan Budget.
- (e) To assist the Cashier in preparation of Bank Reconciliation statement.
- (f) To examine all the advance, House Building Advance, Festival Advance, G.P.F. Advance Fan, Cycle and so on.
- (g) Settlement of pension, commutation of pension in the individual cases.
- (h) Any other work assigned by Accounts Officer in accounts matter.

12. PERSONAL ASSISTANT - Group 'C' Post - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300.

(b) Qualifications:

(a) Matriculation or equivalent preference will be given to graduates.

(b) Minimum speed of 120 words per minute in Short-hand and 40 words in typing.

(At present the post is vacant but the responsibilities of the post are being carried out by Shri Hari Singh, a Stenographer working in the pay scale of Rs. 1200-2040. His present pay scale is Rs. 1530 in his time scale).

DUTIES & RESPONSIBILITIES :

(a) He will be responsible to the Administrative Officer.

(b) He will be responsible for keeping all the records of the Administrative Officer.

(c) He will ensure the timely disposal of the various replies of the routine work.

(d) He will take the dictation from the Administrative Officer and will ensure the prompt replies.

(e) Since he will be looking after the administrative matters which could be of sensitive nature and hence he will be required to keep/observe secrecy in office dealings.

(f) He will be responsible for co-ordinating with other units of the Samiti.

ARTIST - Group 'C' Post - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300

(b) Qualifications :

(a) Degree/Diploma in fine Arts.

(b) 03 years practical experience in Display and repairing models etc preferably in Modern/Art Gallery.

DUTIES & RESPONSIBILITIES :

- (a) Artist is overall incharge of the Art Section/ Gallery.
- (b) Artist is responsible for proper up keep and retouching of photographs and other exhibits in the gallery/pavilions.
- (c) Artist in consultation with the Curator will suggest the steps to replace the old photographs/captions/exhibits.
- (d) In co-ordination with Exhibition Officer the Artist will arrange subject-wise exhibitions in various programmes.
- (e) In preparation of prospectus eminent leaders and designing of covers of various publication of the Samiti. The Artist will impart her assistance.
- (f) Any other miscellaneous work assigned by the Director.

GUIDE LECTURER - Group 'C' Posts - THREE POSTS.

- a) Pay Scale - 1400 - 2300.
- b) Qualifications :
- (a) Degree in Arts.
 - (b) Preferably Indian History is one of the subjects.
 - (c) Intimate knowledge of Gandhian Philosophy.
 - (d) At least 02 years experience of working in field organisation/museum/Art Gallery.

(c) Desirable :

Knowledge of one ^{modern} English language besides Hindi and English.

DUTIES & RESPONSIBILITIES :

- (a) Guide Lecturer will ensure the entire cleanliness and maintainance of the pavilion.
 - (b) The exhibits that required chemical treatment, replacement or repairs the Guide Lecturer will bring this under the knowledge of the Curator.
 - (c) Each article/object exhibited in the pavilion/ Gallery will be the responsibility of the Guide Lecturer.
 - (d) He/She will ensure proper attention/guidance to the visitors.
-

15. PROGRAMME EXECUTIVES - Group 'C' Posts - TWO POSTS.

(a) Pay Scale - 1400 - 2300.

(b) Qualifications :

(a) Degree from recognised University.

(b) Should have studied Hindi as main subject up to school level.

(c) 03 years experience in organising conferences/seminars/workshops.

(c) Desirable :

(a) Should be acquainted with Gandhian thought philosophy.

(b) Capable of delivering lectures on various aspects of Gandhian philosophy.

DUTIES & RESPONSIBILITIES :

(a) Programme Executive is responsible to the Programme Officer.

(b) Programme Executive is responsible for organising conferences/exhibitions/seminars/workshops and other programmes.

(c) Programme Executive is responsible for various institutions/agencies for programmes of the Samiti.

(d) He/She assist the Programme Officer in preparation of various reports/aspects and other details of the programme.

16. STORE KEEPER - Group 'C' Post - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300 .

(b) Qualifications :

(a) Matriculation or equivalent.

(b) 03 years experience of handling store/
stock/purchases.

DUTIES & RESPONSIBILITIES :

(a) Store Keeper is responsible to the Administrative Officer.

(b) Store Keeper is responsible for making purchases for the Samiti in most economic manner in accordance with the normal requirement of the Samiti.

(c) All materials purchased and received by him will be examined, counted, measured or weighted and will ensure the proper entries in the Stock Registers.

(d) He will ensure the purchase, as far as possible, through the Purchasing Committee.

(e) He will issue the materials to the concerned units after obtaining the approval on the requisition slips and he should enter it into the Stock Register respectively.

(f) All the rules regulations/procedure contained in the Office Hand Book are stipulated with.

17. PHOTOGRAPHER - Group 'C' Post. - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300.

(b) Qualifications :

(a) Matriculation or equivalent.

(b) Certificate or Diploma in Photography.

(c) 05 years experience of photographic and dark room work.

(d) Preferably in a museum.
D

DUTIES & RESPONSIBILITIES :

- (a) Preparation of photographs in various sizes for exhibitions/displays/programmes/sales and press publicity etc.
- (b) He is responsible for proper planning work schedules/lay out and documentry for finalising the photographic productions.
- (c) He is responsible for maintaining all the relevant records, job-sheets, production reports, preservation, maintainance etc.
- (d) He is required to supervise all the photographic productions, jobs and exhibition display and also vidio coverage of various programmes of the Samiti.
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18. Assistant Estate Manager - Group 'C' Post - ONE POST.

(a) Pay Scale - Rs. 1400 - 2300.

(b) Qualifications :

(a) Matriculation or equivalent with five years experience in general maintenance of buildings, sanitation and physical arrangement of holding camps etc.

DUTIES & RESPONSIBILITIES :

- (a) He is responsible for the general maintenance of Gandhi Darshan complex in respect of sanitation, security and building repairs.
- (b) From time to time he assists in organisation of programmes by physical arrangements.
- (c) Attends other miscellaneous work assigned by the Director.

19. HINDI ASSISTANT - Group 'C' Post. ONE POST.

(a) Pay Scale - Rs. 1400 - 2300.

(b) Qualifications:

(a) Degree from a recognized university should have studied Hindi as main subject upto school level.

(c) 05 years experience in translation work in an autonomous/Govt. organisation/museum.

DUTIES & RESPONSIBILITIES:

- (a) Translation of Govt. orders/circulars into Hindi.
- (b) To ensure maximum correspondence to take place in Hindi.
- (c) To ensure timely submitting of quarterly/annual reports to the Department.
- (d) Also responsible for translation of annual accounts into Hindi.

20. STENOGRAPHER (HINDI) - Group 'C' Post - 0

(a) Pay Scale - Rs. 1200 - 2040.

(b) Qualifications :

(a) Matriculation or equivalent.

(b) Short-hand speed 80 words per minute
and typing 30 words per minute.

DUTIES & RESPONSIBILITIES :

(a) He is attached to the Vice-chairman's office and attends all the Hindi work emanating from VC's office. Takes dictation from VC and maintains files, records and other work.

(b) Besides he attends the Hindi work given by the Director, Administrative Officer, Programme Officer and Accounts Officer.

21. OFFICE ASSISTANT-CUM-CASHIER - Group 'C' Post.

- (a) Pay Scale - Rs. 1200 - 2040.
- (b) Qualifications :
 - (a) Matriculation or equivalent.
 - (b) 03 years experience of handling cash and accounts.

DUTIES & RESPONSIBILITIES :

- (a) Disbursement of cash.
 - (b) Preparation of vouchers for payment.
 - (c) Writing of Cash-book.
 - (d) Ledger posting.
 - (e) Bank Reconciliation Statement.
 - (f) Any other work assigned by the Accounts Officer in accounts matters.
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ASSISTANT STORE KEEPER - Group 'C' Post ONE POST.

- (a) Pay Scale - Rs. 1200 - 2040.
- (b) Qualifications :
 - (a) Matriculation or equivalent.
 - (b) 03 years experience of handling stores, stock and purchase work.

DUTIES & RESPONSIBILITIES:

- (a) He is looking after stores and purchases of Gandhi Darshan complex.
- (b) He maintains all the relevant records in terms of purchase and issuance of items.
- (c) He is responsible for observing all the procedures and norms in respect of purchases.
- (d) He is to act as a custodian of the material/items in the store of the Samiti.
- (e) From time to time he assists in programmes and other works assigned by his superiors.

23. OFFICE ASSISTANT -- Group 'C' Post.

(a) Pay Scale - Rs. 1200 - 2040.

(B) Qualifications :

(a) Matriculation or equivalent.

(b) 03 years experience of office work and accounts.

DUTIES & RESPONSIBILITIES:

Normally Office Assistant is responsible for the work emanating from the office of Administrative Officer such maintaining of leave records/GPF and medical claims and other matters related with service of the employees.

But presently this post has been redesignated as Co-ordinator, Publicity and is attached to the Director's office and looking after all the publicity work of the programmes and other events by co-ordinating various newspapers, Doordarshan etc.

Also arranges appointments interviews for the Director. She contributes as an active member of cultural team of the Samiti.

4. GUIDES - Group 'C' Posts.

(a) Pay Scale - Rs. 1200 - 2040.

(b) Qualifications :

(a) Degree in Arts. Preferably with Indian History as one of the subjects.

(b) Intimate knowledge of Gandhian Philosophy

(c) At least two years of experience of work in a field organisation/museum/Art Galler

(c) Desirable :

Knowledge of one Modern Indian Language beside English and Hindi.

NOTE: Candidates who do not possess the practical experience prescribed under (iii) above but otherwise found suitable will be placed in the scale of Rs. 950-1500 till completion of probation.

DUTIES & RESPONSIBILITIES :

(a) He/she is responsible for proper guide and satisfaction of the visitors.

(b) He/she is to act as custodian of the exhibits under his charge.

(c) If any painting/photographs/any other exhibits needs touching/repair/replacement he/she will bring this under the knowledge/information of the Guide Lecturer/Curator accordingly.

25. PAINTER - Group 'C' Post. ONE POST.

(a) Pay Scale -- Rs. 1200 - 2040.

(b) Qualifications :

(a) Degree or Diploma in Fine Arts.

(b) Two years practical experience of preparing exhibition materials, models, charts etc.

DUTIES & RESPONSIBILITIES :

(a) He is responsible to the Artist.

(b) His main duties involved to render all possible assistance to the Artist in preparation of paintings.

(c) Retouching of display and exhibits and paintings.

(d) He is responsible for preparation of charts, boards for various activities of the Samiti.

28. PROJECTOR OPERATOR - Group 'C' Post - ONE POST

(a) Pay Scale - Rs. 950-1500.

(b) Qualifications :

(a) Matriculation or equivalent.

(b) Diploma or Certificate of Projector Operator and Licence to quote cinematograph.

DUTIES & RESPONSIBILITIES :

(a) He is responsible for proper screening films to the visitors everyday.

(b) To maintain properly of film projectors and up keep.

(c) And to arrange film shows outdoor programmes of the Samiti.

29. DRIVERS - Group 'C' Posts.

(a) Pay Scale - Rs. 950 - 1500.

(b) Qualifications :

(a) Should have passed ^{eight} English standard.

(b) Permanent Licence of motor driving.

(c) Three years experience in driving and ability to carry-out minor repairs.

DUTIES & RESPONSIBILITIES :

(a) He is responsible for proper undertaking vehicle, and to carry out minor repairs.

(b) He is required to maintain the Log-book on daily basis.

(c) He should be punctual in his reporting time.

26. LOWER DIVISION CLERK/TYPISTS - Group 'C' Posts.

- (a) Pay Scale - Rs. 950-1500.
- (b) Qualifications :
 - (a) Matriculation or equivalent.
 - (b) Typing speed 30 words per minute.

DUTIES & RESPONSIBILITIES :

- (a) Maintenance of files/records.
 - (b) All typing works.
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27. RECEPTIONIST - Group 'C' Post - ONE POST.

- (a) Pay Scale - Rs. 950 - 1500.
- (b) Qualifications :
 - (a) Graduate with English as main subject.
 - (b) Ability to speak Hindi and English.
- (c) Desirable :
 - (a) Knowledge of one or two modern Indian language in addition to English and Hindi.
 - (b) Typing speed of 40 words per minute.

DUTIES & RESPONSIBILITIES :

- (a) To provide all the information to the visitors.
 - (b) To maintain the Visitor's Book and to give them right information.
 - (c) To maintain discipline in the gallery.
 - (d) To attend the visitor's complaint if any.
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30. PHOTOGRAPHIC ASSISTANT - Group 'C' Post.

(a) Pay Scale - 950 - 1500.

(b) QUALIFICATIONS :

(a) Matriculation or equivalent.

(b) 3 years of experience of photography and Dark Room Assistant.

DUTIES & RESPONSIBILITIES :

(a) He is responsible for Photographer for carrying out his duties.

(b) He is to assist to prepare a film of various sizes of photographs connected with the exhibition Programmes and for sale purposes.

(c) He is responsible for preparation of negatives (subjectwise) as his custody.

(d) He is also to cover photographs in various activities of the Samiti.

(e) Photo expansion work.

31. DARK ROOM ASSISTANT - Group 'C' Post.

(a) Pay Scale - Rs. 950 - 1500.

(b) Qualifications :

(a) Matriculation or equivalent.

(b) Three years experience in photography and allied jobs in the Dark Room.

DUTIES & RESPONSIBILITIES :

(a) He is responsible to assist the Photographer for expansion of films.

(b) He is required to provide all the chemical and other photographic material at the time of expansion.

(c) He is responsible for pasting/mounting and elimination work of photographs.

32. ELECTRICIAN - Group 'C' Post.

(a) Pay Scale - Rs. 950 - 1500.

(b) QUALIFICATION :

(a) Experiencing of repairing electrical gadget in a reputed firm or institution.

(b) Should possess diploma/certificate of Electrician.

DUTIES & RESPONSIBILITIES :

(a) The duties involve with general maintenance of electrical work pertaining to Gandhi Darshan Complex.

(b) He should carry out the duties such as normacy or power supply and other work control.

(c) General fitting/replacement of bulbs/tubes & wiring.

33. CARPENTER - Group 'C' Post.

(a) Pay Scale - Rs. 950 - 1500.

(b) QUALIFICATION :

(a) Should have passed 8th standard.

(b) Experience as a skilled Carpenter.

DUTIES & RESPONSIBILITIES :

(a) Carpenter is responsible for attesting all the carpentry work required in photo unit/Exhibition unit/Gallery and pavilions.

(b) He is also required to attend small repairs needed at the Samiti.

34. MASON - Group 'C' Post.

(a) Pay Scale - Rs. 950 - 1500.

(b) QUALIFICATION :

(a) Experience of masonry work in some repeated Building Institution Agency.

DUTIES & RESPONSIBILITIES :

(a) He is required to attend all the Samiti such as minor repairs and constructive work is being done departmentally.

35. ASSISTANT LIBRARIAN -

(a) Pay Scale - Rs. 950 - 1500.

(b) QUALIFICATION :

(a) Matriculation or equivalent.

(b) Diploma in library Science from a recognised University/Institution.

DUTIES & RESPONSIBILITIES :

(a) He/she is required to arrange the books/journal/periodicals in proper way by preparing slack cards etc.

(b) He is responsible for proper up keep of the books.

(c) All the purchase and issuance of the books will be done by observing relevant ruler and maintaining the required records.

36. LIBRARY ASSISTANT - Group 'C' Posts.

(a) Pay Scale - Rs. 950 - 1400.

(b) QUALIFICATION :

(a) Matriculation or equivalent.

(b) Diploma in library Science from a recognised Institution.

DUTIES & RESPONSIBILITIES :

(a) He/she is responsible for arranging the books in proper order.

(b) All the purchases, issuances of the books, are to be done by observing relevant rules and maintaining of records.

(c) He is required to assist the Librarian.

37. Group 'D' Posts.

Qualification :

Should have passed Eight Standard with some relevant experience.

<u>Sl.No.</u>	<u>Designation</u>	<u>Pay Scale</u>
1.	Record Keeper	775 - 1150
2.	Jamadar	775 - 1150
3.	Sr. Attendent	775 - 1025 775 - 1150
4.	Head Security Guard	775 - 1025 775 - 1150
5.	Peon	750 - 940
6.	Farash	750 - 940 775 - 1150
7.	Attendent	750 - 940
8.	Helper to Carpenter	750 - 940
9.	Helper to Electrician	750 - 940
10.	Helper to Mason	750 - 940
11.	Mali	750 - 940 775 - 1150
12.	Safai Sevak	750 - 940 775 - 1150
13.	Security Guards/Chowkidars	750 - 940 775 - 1150

DUTIES & RESPONSIBILITIES :

From serial No. (1) to (13) the posts are of Group 'D' category and they are responsible for duties as assigned by their respective Unit Heads. Most of the work is in security, sweeping, dak and miscellaneous work in different sections/units.
