

CIRCULAR

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In pursuance to BoG's XXXII BoG meeting, it has been decided to create a post of Financial Advisor of Y ASHADA. The duties, powers and responsibilities of the Financial Advisor will be as follows.

1. Prescribing financial procedures and systems.
  2. Scrutiny of any non-recurring expenditure involving expenditure more than RS.1 lac.
  3. Scrutiny on non-salary bills more than Rs. 1 lac. .
  4. Scrutiny of new item first of its kind which. involves recurring expenditure.
  5. Decide principles for allocation of cost.
  6. Payment of Advance more than Rs. 50,000/
  7. Scrutiny of final bill of works item.
  8. Suggest measures to strengthen resources of finance.
  9. Suggest Finance related M.I.S.
  10. Supervise computerization of Accounts Branch.
  11. Scrutiny of Tender Documents.
  12. Work on a Purchase Committee.
  13. Advice D.G. for corpus investment from Y ASHADA.
  14. Supervise Reconciliation of Accounts.
  15. Monitor Project Accounts.
  16. Offer opinion in following matters
    1. Creation of new posts
    2. Fixation of pay / drawal of pay on appointment either by Deputation Or Direct Recruitment
    3. Fixation of pay on promotion
    4. Appointment of Auditor
    5. Retirement, Termination, Resignation & Relieve from Y ASH ADA
  17. Accounts Branch will assist Financial Advisor for discharging above functions. The Account Officer and entire' staff of accounts branch shall be under the control of Financial Advisor.
- All concerned may take note of the above and no file involving matters mentioned above may be submitted to Director General without remarks of Financial Advisor.



(RATNAKAR GAIKWAD)

Director General,  
YASHADA

Copy to  
Dy. Director General I and Director A TI  
Dy. Director General II and Director SIRD Registrar.  
Accounts Officer  
Estate Manager  
Senior Librarian

Publication Officer

Hostel Manager

All HoDs

P.A. to Director General

P. A. to Deputy Director General I and Director A TI P. A. to Deputy Director General II and Director SIRD

## डॉ.आंबेडकर स्पर्धा परिक्षा मार्गदर्शन केंद्र,यशदा

### जॉब चार्ट

#### प्रशिक्षण समन्वयक

१. उमेदवारांच्या कोर्चींगची सर्व व्यवस्था पाहणे.
२. नियमित व्याख्यात्यांच्या नेमणूका, व्याख्यात्यांना मानधनाची रजिस्टर ठेवणे, अद्यावत करणे यासंबंधी नस्ती कोर्चींगचे दैनंदिन साप्ताहिक वेळापत्रक तयार करणे व त्यासंबंधी सर्व उमेदवारांना माहिती देणे.
३. व्याख्यात्यांच्या माहितीची नस्ती ठेवणे ती अद्यावत ठेवणे.
४. उमेदवारांचे केंद्रातील व केंद्राबाहेरील व्याख्यानांचे नियोजन करणे, क्लासरूम मधील उमेदवारांचे उपस्थितीची नोंद करणे व संचालकांना माहिती देणे.
५. उमेदवारांचे टेस्ट चे पेपर्स तयार करणे, टेस्ट घेणे व श्री महिरास यांना **well in advance** टेस्टचे नियोजनाबाबत व उमेदवारांच्या निकालाची गुणासह माहिती देणे.
६. आवश्यक पुस्तके नोट्स टेस्ट सीरीज संदर्भ साहित्य इ.ची माहिती घेणे व त्या उपलब्ध करण्यासाठी आवश्यक तो पत्रव्यवहार करणे. वेबसाईट वरूनही माहिती उपलब्ध करणे.
७. केंद्राची **Web Site update** करणे. कांचन चव्हाण यांची या कामी मदत घेणे.
८. कोर्स ॲडव्हॉन्स व इतर ॲडव्हानस घेणे त्याचे समायोजन वेळीच करणे.
९. एसआयएसी मुंबई व इतर संस्थाकडून कोर्चिंग संदर्भात सर्व अद्यावत व नियमित माहिती घेणे. व संचालकांना आवश्यक असल्यास वेळोवेळी, अन्यथा दरमहा सादर करणे.
१०. व्याख्यात्यांशी संपर्क साधून त्यांचे व्याख्यान निश्चित करणे, त्यांच्याशी समन्वय साधणे.
११. उमेदवारांना आवश्यक ते संदर्भ साहित्य नोट्स पुस्तके वाचनालयातर्फे उपलब्ध होत आहेत याची काळजी घेणे.
१२. उमेदवारांकडून घेतलेल्या अंडरटेकींगनुसार त्यांची वर्तणूक होत असल्याची वेळोवेळी खात्री करून घेणे.
१३. संचालकांचे केंद्राबाहेर उर्वरीत महाराष्ट्रातील **lecture** ची नस्ती व निगडीत सर्व बाबी हाताळणे योजना आखणे याबाबतीत कांचन चव्हाण यांची मदत घेणे.



## डॉ.आंबेडकर स्पर्धा परिक्षा मार्गदर्शन केंद्र,यशदा

### जॉब चार्ट

#### संशोधन सहाय्यक

१. उमेदवारांची क्लास, वाचनालय व कॅम्पसमधील उपस्थितीची माहिती घेणे त्यांचे उपस्थितीबद्दल दरमहा संचालकांना अवगत करणे.
२. उमेदवारांच्या जेवणाची, राहण्याची सर्व ती व्यवस्था पाहणे
३. उमेदवारांना मुख्यालय सोडण्याची परवानगीचे रेकॉर्ड ठेवणे, नस्ती हाताळणे.
४. दरमहाच्या ५ ता. पर्यंत स्टायपेंड चे देयके तयार करून लेखा शाखेत पाठविणे.
५. उमेदवारांशी निगडीत सर्व प्रशासकीय बाबी पाहणे, जसे: प्रवेश प्रक्रिया, ओळखपत्र, क्लासरूम व्यवस्था त्यांच्या आरोग्याच्या दृष्टीने नियमित आरोग्य तपासणी व त्या अनुषंगाने उमेदवारांच्या इतर सर्व प्रशासकीय स्वरूपाच्या बाबकी हाताळणे.
६. केंद्रातील सर्व अधिकारी व कर्मचाऱ्यांच्या सर्व आस्थापनाविषयक बाबी हाताळणे नस्ती ठेवणे.
७. निधीची मागणी, मासिक खर्चाची माहिती तयार करणे व संचालकांना दरमहा सादर करणे. खर्चाची माहिती लेखा शाखा व प्रशासनाकडून घेऊन संचालका मार्फत मा.महासंचालकांना दर तिमाही सादर करणे. वार्षिक खर्चाचा हिशोब ठेवून सीईएसजी ला पाठविणे. निधीबाबत प्रशासनाकडून बार्टी कडून होणाऱ्या पत्रव्यवहार संचालकां मार्फत करणे.
८. फर्निचर इतर आवश्यक वस्तुंची खरेदीची नस्ती ठेवणे सर्व देयके तयार करणे त्यांचे हिशेब ठेवणे.नवीन वस्तुंची खरेदी बाबत नस्ती तयार करणे व हाताळणे.
९. डेडस्टॉक रजिस्टर ठेवणे व त्यामधे सर्व अद्यावत नोंदी ठेवणे.
१०. सर्व टेस्टच्या निकालाचे रेकॉर्ड ठेवणे. व ते संचालकांना सादर करणे.
११. दरमहा २ व १७ तारखेपर्यंत संचालकांना पाक्षिक अहवाल सादर करणे ज्यामधे उमेदवारांची कॅम्पस, लायब्ररी व क्लासरूम मधील उपस्थिती, त्यांच्या टेस्ट चे निकाल व इतर महत्वाच्या उल्लेखनिय बाबींचा समावेश असेल.
१२. वाचनालयास दररोज भेट देऊन उमेदवारांच्या उपस्थिती बाबत संचालकांना माहिती देणे.
१३. केंद्रात आयोजित करावयाच्या कोणत्याही कार्यक्रमाची ची व्यवस्था करणे.
१४. केंद्रास भेट देणाऱ्या मान्यवरांना सर्व माहिती देणे त्यांच्या भेटीचे नियोजन करणे.
१५. केंद्रात आयोजित केलेल्या सर्व बैठकी शी निगडीत सर्व व्यवस्था पाहणे.
१६. मराठी, इंग्रजी टाईपिंग करणे.
१७. डे स्कॉलर चे रेकॉर्डस ठेवणे व त्याबाबत अहवाल तयार करण्याची नस्ती हाताळणे.
१८. विविध पुस्तिका, अहवाल तयार करण्याची नस्ती हाताळणे.

१९. उमेदवारांसाठी ठेवलेले प्रवेशद्वारावरील रजिस्टरची ग्रंथालयातील नियमित तपासणी करणे व त्याबाबतची माहिती वेळोवेळी संचालकांना देणे.
२०. व्याख्यानाचे ऑडीओ रेकॉर्डिंग, व्हिडीओ शुटींगची व्यवस्था करणे, रेकॉर्ड केलेले टेपस् / सीडीज उपलब्ध करून घेणे व त्याचा योग्य वर्गवाहीसहीत सुरक्षित संग्रह करणे.
२१. वाचनालयात ठेवलेल्या संदर्भ साहित्याची एक प्रत केंद्रामध्ये उपलब्ध राहिल याची व्यवस्था करणे.
२२. नोट्स, पुस्तक व इतर संदर्भ साहित्य खरेदीची नस्ती हाताळणे.
२३. कोर्चींगसाठी व इतर बाबींसाठी अॅडव्हान्स घेणे व त्यांचे समायोजन करणे.
२४. नागरी सेवा संदर्भात वेबसाईट व इतर स्रोताकडून विविध माहिती उपलब्ध करणे व ती केंद्रास उपयुक्त होईल या दृष्टीने संकलीत करणे, त्याचे वर्गीकरण करणे इ.
२५. युटीलीटी बील्डींगमधील सर्व उमेदवारांशी आठवडयातून किमान तिनदा संपर्क साधून त्यांची उपस्थिती व त्यांच्या अडचणी इ. बाबतचा संचालकांना साप्ताहिक अहवाल देणे
२६. उमेदवारांकडून घेतलेल्या अंडरटेकींगनुसार त्यांचे वर्तणूक होत असल्याची वेळोवेळी खात्री करून घेणे.
२७. प्रशासकीय समिती व अॅकॅडेमीक समितीच्या तसेच निवड समिती सभेचे नियोजन व नस्ती हाताळणे.
२८. आवश्यक सूचना तयार करून त्या नोटीस बोर्डवर प्रसिध्द करणे.
२९. पुढील वर्षाचे नियोजन करण्यासाठी यावर्षी केलेल्या कामाची चेकलिस्ट तयार करणे.(वेगळी मास्टर फाईल तयार करणे.) व या चेकलिस्टमध्ये नियमित माहिती लिहणे. जुन ते डिसें. ०६ ची करणे. चेकलिस्ट संचालकांना सादर करणे.
३०. बोंगीरवार समितीची नस्ती हाताळणे व त्याबाबत गोष्टींचा वेळोवेळी **Follow-up** घेणे.
३१. आवश्यक सूचना नोटीस बोर्डवर लावणे., नोटीस बोर्ड सुसज्ज व सुंदर ठेवणे.
३२. जाहिराती दुरचित्रवाणी, वृत्तपत्र, संकेतस्थळ देण्याची तयारी करून श्री. माने यांच्याशी समन्वयक साधून त्या देणे.
३३. केंद्रात होणाऱ्या विविध उपक्रमाचे फोटोग्राफ्स घेण्याची व्यवस्था करणे व फोटोग्राफ्स संग्रहीत ठेवणे जेणे करून वार्षिक अहवाल इतर अहवाला करिता त्यांचा उपयोग होईल. दरवर्षी प्रत्येक बॅच चा **Group photo** यशदाचे महासंचालक यांच्याबरोबर घेण्याचे नियोजन करणे.
३४. सर्व मुलांचे प्रवेश (**Admissions**) करणे फी घेणे, आयकार्ड देणे. दररोज, साप्ताहिक, मासिक हजेरी रजिस्टर ठेवणे दररोज त्यांची **campus** हजेरी घेऊन रोज संचालकांना याबाबत अहवाल देणे.
३५. मार्क व टेस्ट यांची नोंदी घेणे.
३६. टेस्ट साठी टेस्ट पेपर ची झेरॉक्स काढणे टेस्ट **Conduct** करणे
३७. सर्व फाईल्स नवीन करणे, होल गार्ड लावणे सुरक्षीत व सुस्थितीत ठेवणे.
३८. संचालकांनी वेळोवेळी सांगितलेली इतर सर्व प्रकारची कामे.

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**क्लर्क**

१. संचालकांच्या दैनंदिन कामाचे नियोजन, स्थानिक व बाहेर द्यावयाच्या भेटीचे नियोजन.
२. संचालकांच्या व्याख्यानाचे नियोजन, माहिती ठेवणे, दैनंदिन कामाची माहिती ठेवणे, मासिक डायरी तयार करणे एम.आय.एस.अहवाल तयार करणे.
३. सर्व बैठकी व इतर अपोईटमेंटची माहिती ठेवणे व संचालकांना अॅडव्हान्स मध्ये न चुकता अवगत करणे.
४. सर्व बैठकांसाठी माहिती संकलीत करणे, नोट्स तयार करणे, **Power Point** सादरीकरण तयार करून ठेवणे.
५. केंद्राच्या पुस्तिकेची विक्री; रक्कम लेखा शाखेत जमा करून हिशोब ठेवणे.
६. केंद्रामधे येणाऱ्या दैनंदिन वर्तमानपत्राचे संपादकीय पानाचे दर महिन्याच्या २ तारखेपर्यंत अभ्यासिकेमध्ये पाठविणे व इतर पाने रद्दीसाठी वाचनालयात पाठविणे.
७. अभ्यासिकेमध्ये पाठविलेल्या संपादकीयांचे दर सहा महिन्यांची एकत्रित संकलन करून ठेवणे.
८. सर्व उमेदवार मुलींशी त्यांच्या होस्टेलमध्ये आठवड्यातून किमान तिनदा भेट देऊन त्यांची उपस्थिती व इतर अडचणींची माहिती घेणे त्यांची वर्तणूक त्यांनी दिलेल्या अंडरटेकींगनुसार घेत असल्याची खात्री करणे व संचालकांना साप्ताहिक माहिती/ अहवाल देणे.
९. दरमहा सर्वांच्या पेस्लीप, मोबाईल बिल उपलब्ध करून देणे.
१०. केंद्रास लागणाऱ्या स्टेशनरीची संबंधीतांकडून लेखी माहिती घेऊन स्टेशनरी उपलब्ध करून घेणे, नस्ती ठेवणे.
११. एमडीसी व यशदा होस्टेल मध्ये व्याख्यात्यांचे रिड्रॅक्शन करणे.
१२. वायएमआरसी मधून व्याख्यानांसाठी लागणारे **OHP** व इतर इलेक्ट्रॉनिक साहित्यासाठी नियोजन करणे व संबंधीत साहित्य वायएमआरसीला जमा झालेले आहे की नाही हे पाहणे.
१३. केंद्रात वेळोवेळी होणारे वर्कशॉप/ तज्ञांची व्याख्याते यासाठी नेम प्लेट तयार करणे हॉलची सर्व व्यवस्था पाहणे, आवश्यक असल्यास गुलाबपुष्पांची व्यवस्था करणे.
१४. विविध बैठकांसाठी इतिवृत्त घेणे व तयार केलेला मसुदा इतर कर्मचाऱ्यांना व विशेषतः संचालकां कडे अंतिम करणेसाठी ठेवणे.
१५. शैक्षणिक बैठक, प्रशासकीय बैठक, निवड समिती बैठकांसाठी झालेल्या खर्चाची बीले तपासून ब्यू अॅन्ड व्हाईट फॉर्म मध्ये भरून लेखाविभागात पाठवून द्यावीत. व ज्यांचा वेळोवेळी **Follow-up** घेणे.
१६. संचालकांचे मेडीकल, टीए/डीए तसेच कार्यालयातील इतर कर्मचाऱ्यांच्या बीलांचा **Follow-up** घेणे.

१७. वेळोवेळी केंद्रात होणारे कार्यशाळा, तसेच दिल्लीवरून आलेले व्याख्याते तसेच **Mock Interview** अशावेळी संबंधितांच्या वाहनाचे नियोजन घेणे, वाहनाची गरज ओळखून मागणीपत्र भरून पाठविणे, वाहन उपलब्ध होईल याची दक्षता घेणे. व त्यांचे **Email id**, मोबाईल नंबर इ. घेणे,
१८. प्रशासनात, ग्रंथालयात , लेखा व इतर विभागात गेलेल्या फाईल्सची नोंद ठेवणे व त्या फाईलच्या संदर्भात संबंधीत कर्मचाऱ्याला **Follow-up** घेणे.साठी आठवून करून देणे. तसेच फाईल्स विभागात परत आल्यावर त्या संबंधीत कर्मचाऱ्यांना सादर कराव्यात.
१९. संचालकांच्या अनुपस्थितीमध्ये सर्व संदेश घेऊन त्याची माहिती ठेवणे.
२०. टेस्ट पेपर, इंग्रजी, मराठी टाईप करणे.
२१. रोजच्या व्याख्यानांची, टेस्टची व संबंधीत व्याख्यातांची नोंद ठेवणे.व प्रशिक्षण समन्वयक यांना रोज दाखविणे याचा मासिक गोषवारा तयार करून संचालकांना सादर करणे.
२२. केंद्रात कोणत्या वस्तुची खरेदी करायची आहे. याबाबत माहिती ठेवणे.
२३. केंद्र सुसज्ज व सुंदर ठेवणे त्याकरिता फाईल्स, नोटिस बोर्ड, नेमप्लेट, कार्यालयातील कपाटे व इतर साहित्य यांचे योग्य नियोजन करून ठेवण्याची व्यवस्था करणे, सुशोभिकरण च्या दृष्टीने आवश्यक असलेली वस्तुंची खरेदी साठी, संचालकांना माहिती देणे.
२४. संचालकांनी वेळोवेळी सांगितलेली इतर सर्व कामे.



## सहकार प्रशिक्षण व संशोधन केंद्र

प्रशिक्षण सत्र आणि इतर करावयाच्या कामाचा तपशिल

क्र.	हुद्दा	कारावयाची कामे
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१.	सत्र सहयोगी	१.	साखर संघ संबंधीचा पत्रव्यवहार
		२.	कृषि उत्पन्न बाजार समितीच्या प्रशिक्षणा संबंधीचा पत्रव्यवहार
		३.	संशोधन व प्रकल्प संबंधीचा पत्रव्यवहार
		४.	राज्या बाहेरील प्रशिक्षण सत्र संबंधीचा पत्रव्यवहार
		५.	साखर संघ व पतसंस्था संबंधीत टी एन ऐ
		६.	दरमहा सर्व प्रशिक्षण सत्रांची व संभाव्य वेळापत्रकाची टी. एम. सी. कडून मान्यता घेणे.
		७.	सहकारी पतसंस्थांच्या प्रशिक्षण घेतलेल्या प्रशिक्षणार्थींची माहिती मा. जिल्हा उपनिबंधकांना व संबंधित संस्थांना नांवे दरमहा कळविणे.
		८.	सहकार प्रशिक्षण व संशोधन केंद्रातील अधिकारी यांच्या प्रशिक्षण सत्रांचे सत्र सहयोगी म्हणून काम पहाणे. तसेच सदरील प्रशिक्षण सत्राचा पाठपुरावा करणे.
		९.	आय एस ओ प्रमाणे अद्यायावत रेकॉर्ड ठेवणे
		१०.	वेळोवेळी सोपविण्यात येणारी कामे.



## सहकार प्रशिक्षण व संशोधन केंद्र

### प्रशिक्षण सत्र आणि इतर करावयाच्या कामाचा तपशिल

क्र.	हुद्दा	कारावयाची कामे
२.	सत्र सहाय्यक	१. सहकार प्रशिक्षण व संशोधन केंद्राच्या वार्षिक कालदर्शिके संबंधीचा पत्रव्यवहार
		२. जिल्हा मध्यवर्ती सहकारी बँका - अधिकारी/पदाधिकारी संबंधीचा पत्रव्यवहार
		३. जिल्हा मध्यवर्ती सहकारी बँका - अधिकारी/पदाधिकारी संबंधीत टी एन ए
		४. Advisory Board संबंधीचा पत्रव्यवहार
		५. BoG Meeting संबंधीचा पत्रव्यवहार
		६. Executive Committee संबंधीचा पत्रव्यवहार
		७. ISO संबंधीचा पत्रव्यवहार
		८. Policy Circulars/Standing Orders
		९. सहकार क्षेत्रातील आयोजित केलेल्या सर्व प्रशिक्षण सत्रांची व उपस्थितीची माहिती अद्यावत ठेवणे.
		१०. सहकार व प्रशिक्षण संशोधन केंद्राच्या वार्षिक कालदर्शिकेमध्ये वेळोवेळी होणारे बदल करणे.
		११. सहकार क्षेत्रातील सर्व प्रशिक्षण सत्रांचे मासिक संभाव्य वेळापत्रक तयार करणे व वरिष्ठ शासकिय अधिकाऱ्यांना व्याख्यानाचे निमंत्रण पाठविणे व वाहन व्यवस्था करणे.
		१२. जिल्हा मध्यवर्ती सहकारी बँकांच्या प्रशिक्षण घेतलेल्या प्रशिक्षणार्थींची माहिती मा. जिल्हा उपनिबंधकांना व संबंधित बँकांना नांवे दरमहा कळविणे.
		१३. सहकार प्रशिक्षण व संशोधन केंद्रातील अधिकारी यांच्या प्रशिक्षण सत्रांचे सत्र सहाय्यक म्हणून काम पहाणे. तसेच सदरील प्रशिक्षण सत्राचा पाठपुरावा करणे.
		१४. आय एस ओ प्रमाणे अद्यावत रेकॉर्ड ठेवणे.

		१५. वेळोवेळी सोपविण्यात येणारी कामे.
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## **JOB FOCUS – MANAGEMENT DEVELOPMENT CENTRE**

### **DIRECTOR – MDC**

- DEVELOPMENT OF STRATEGIES
- CONSENSUS APPROVAL FROM ADDITIONAL DG (ADMIN.), HON'BLE DG EC MEMBER
- DEVELOPMENT OF PROGRAM MODULES
- CONTINUOUS UPGRADATION OF REVENUE GENERATION MODELS
- MARKET INTELLIGENCE
- NETWORKING WITH ACADEMIA & CORPORATES FOR GREATER COLLABORATION
- FACULTY FOR HRD MODULES
- OPTMISE CAPACITY UTILISATION AT MDC & MDC AUDITORIUM
- MONITORING PROGRAMWISE BILLING, CHECKS & BALANCES

### **MANAGER (PLANNING & CO-ORDINATION)**

- GETTING NEW COURSES
- ASSIST IN DESIGNING OF NEW COURSES
- ASSIST ALL THE COURSE DIRECTORS OF MDC PROGRAMMES IN COURSE MANAGEMENT
  - \* COURSE MATERIAL – PREPARATION, DISTRIBUTION
  - \* COMMUNICATION WITH TRAINEES
  - \* MIS
  - \* FOLLOW UP
  - \* CLASS ROOM PREPAREDNESS
- SCHEDULING & PLANNING OF THE ANNUAL CALENDAR
- DOCUMENTATION / REPOSITORY
- CLASS ROOM MANAGEMENT
- FOLLOWING OF ISO PRACTICES & QUALITY MANAGEMENT & UPGRADATION
- BILLING RECONCILIATION & RECOVERY FROM CLIENT ORGANIZATIONS.

### **MANAGER – MDC**

- HOUSE KEEPING MANAGEMENT
- CATERING & SERVICE MANAGEMENT
- QUALITY PROCESSES
- INVENTORY CONTROL
- GUEST RELATIONS
- MAINT. & REPAIRS OF EQUIPMENTS & BUILDING
- PROCUREMENT OF MATERIALS
- RECEPTION MANAGEMENT
- PERIODICAL TRAINING TO HOUSEKEEPING & CATERING SUPERVISORS AND STAFF
- CHECK ACCURACY IN BILLING AS PER POLICY & TIMELY RECOVERY FROM CLIENTS
- PROCESS AGENCY BILLS FOR APPROVAL

### **PA TO DIRECTOR MDC**

- TAKING DICTATION
- DRAFTING LETTERS

- PREPARE MINUTES OF MEETING
- PREPARE MDC ANNUAL TRAINING CALANDER
- MAINTAIN INWARD & OUTWARD REGISTER
- HANDLE DIRECTOR'S IMPREST ACCOUNT
- RECEIVE & OPEN MAIL & SUBMIT IT TO SUPERIORS FOR INFORMATION AND FURTHER ACTION
- MAINTAIN DIARY TO NOTE TIME, DATE AND PLACE OF MEETINGS AND OTHER ENGAGEMENTS FOR EMPLOYER OR SUPERIOR
- ATTEND TO ROUTINE ENQUIRIES IN PERSON, WRITING OR OVER PHONE
- RECEIVE VISITORS AND ARRANGE THEIR MEETINGS WITH SUPERIORS
- KEEP IMPORTANT AND CONFIDENTIAL RECORDS.
- ATTEND TO ROUTINE CORRESPONDENCE ON BEHALF OF EMPLOYER

#### **SR TRAINING COORDINATOR**

- OVERALL SUPERVISION OF ALL TRAINING ACTIVITIES AT MDC
- MAINTENANCE OF MDC PROGRAM WISE RECORDS
- LIASION AND COLLABORATION WITH GOVT., CORPORATE & PRIVATE SECTOR FOR BOOKING OF VARIOUS TRAINING PROGRAM.
- TO ATTEND THE REPRESENTATIVES OF DIFFERENT WORDS AND TO SHOW THEM THE TRAINING AND ACCOMMODATION FACILITIES AVAILABLE AT MDC AS WELL AS YASHADA
- PREPARATION OF MONTHLY MIS TRAINING REPORTS.
- PREPARATION OF TRAINING REPORT FOR EC REVIEW MEETING
- ARRANGEMENT OF STATIONERY REQUIREMENT FOR UPCOMING PROGRAMS, STOCK RECORDS.
- TO HELP ACCTS IN BILLING PROCESS BY PROVIDING REQUIRED DATA AS WELL AS GUIDANCE.
- PROGRAM WISE ALLOTMENT OF CONFERENCE HALL AT LEAST ONE MONTH IN ADVANCE

#### **TRAINING COORDINATOR – I**

- PREPARATION OF WEEKLY AND MONTHLY OCCUPANCY REPORT
- REGULAR UPDATION OF MDC SCHEDULE OF PROGRAMS
- E-MAIL CORRESPONDENCE WITH GOVT.,CORPORATE, PRIVATE SECTOR, REGARDING PROGRAMS, RATE QUOTATION IN CONSULTATION WITH SENIOR.
- PREPARATION FOR NEXT DAY TRAINING PROGRAM
- CONFERENCE HALL READINESS CHECKING
- REGULAR UPDATION OF MDC PROGRAMS IN MIS PACKAGE

## Training Management related Functions:

To assist Course Director for the under mentioned Training course related activities:

- **Preparation of Course Material:**
  - To identify relevant articles and research papers;
  - To seek approval of HoD for the set of selected articles
  - To prepare master copies of the articles
  - To put the articles in required sequence and number the pages
  - To make required number of copies
  - To send them for binding; and
  - To process the bills charged by Printing Contractor in this regard
  
- **Preparation of Evaluation Report:**
  - To analyse the data contained in the evaluation questionnaires
  - To draft the Course Directors Report (CDR)
  - To submit the CDR for approval
  - To make and circulate copies of CDR
  
- **Preparation of Resource Persons Directory (RPD)**
  - To draft and upgrade RPD related to assigned department/ centre of the Academy
  - To circulate the RPD whenever needed.

## Research Related Functions

- **To assist the superiors for conduct of various types of Research studies like Case studies, Field Studies and Evaluation Studies.**
  
- **To assist in Collection, Analysis and Interpretation of Data**

## Administration Related Functions

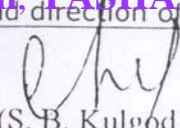
- **To maintain various records in connection to above functions**
  
- **To supervise and guide Course Assistants and Course Associates whenever asked by HoD**
  
- **To perform other duties whenever asked by HoD.**

Planning Division, YASHADA

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Clerk, ISO Cell, Planning Division, YASHADA

Supervision and direction of CCTR



(S. B. Kulgod)  
OIC, CCTR

1. Taking dictation for letters and typing of letters for OIC, ISO Cell.
2. Maintaining Accounts and Administration related work of ISO Cell.
3. Analysis of TNA reports of Yashada Faculty and Staff received in TMC.
4. To attend the phone calls in absence of OIC, ISO Cell.
5. The following files/Registers are maintained. The retention period for all the files is one year. (2005-2006): -
  - a. General Inward & Outward Register
  - b. Internal file movement Register
  - c. Worksheet Register
  - d. Standing order files –2005
  - e. Orders/ Circulars.
  - f. Daily Correspondence file of ISO Cell

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- |   |   |  |                   |
|---|---|--|-------------------|
|    | To take dictation for letters and typing of letters for OIC, ISO Cell.  | <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: left; margin-right: 10px;"> <b>Stenographer,</b><br/>           RDDG (Headquarters &amp; Planning) &amp; Secretary of YASHADA         </div> <div style="text-align: center; color: red; font-size: 1.2em; font-weight: bold;"> <i>Office of</i> </div> <div style="text-align: right; margin-left: 10px;"> <b>Policy &amp; Planning<br/>           Implementation Cell,</b><br/>           रत्नहस्तमंदिरम्         </div> </div> | of the            |
|  | To attend Executive Committee and issue the minutes and   | <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: left; margin-right: 10px;"> <b>Stenographer,</b><br/>           RDDG (Headquarters &amp; Planning) &amp; Secretary of YASHADA         </div> <div style="text-align: center; color: red; font-size: 1.2em; font-weight: bold;"> <i>Office of</i> </div> <div style="text-align: right; margin-left: 10px;"> <b>Policy &amp; Planning<br/>           Implementation Cell,</b><br/>           रत्नहस्तमंदिरम्         </div> </div> | mittee,<br>pe and |
|  | To function as Meeting Secretary for the YASHADA Construction Supervision Committee and Local Committee and responsible for recording and maintenance of the minutes of the meetings of these committees. |  |                   |
|  | To maintain the files of PPI Cell and Planning Division.  |  |                   |
|  | To attend the phone calls in absence of Dr. Bharat Bhushan  |  |                   |
|  | To take advance for tour programmes of OIC, PPI.  |  |                   |
|  | Other work allotted by OIC, PPI from time to time.  |  |                   |

Training Manager, TPMC, YASHADA

<b>प्रशिक्षण</b>
प्रशिक्षण कालदर्शिका तयार करणे
DoPT ला पुरकृत प्रशिक्षण कार्यक्रमांची माहिती कळविणे
कालदर्शिका महाराष्ट्र शासन व इतर विभागांना पाठविणे
प्रशिक्षण कार्यक्रमांच्या वेळोवेळी होणा-या बदलांबाबत नोंद घेऊन त्याप्रमाणे कार्यवाही करणे
महाराष्ट्र शासनाकडून अंमलबजावणी करणे काही महत्त्वाचे कार्यक्रम आयोजित करणेबाबत आदेश आल्यास त्यांची अंमलबजावणी करणे
शासन व इतर संस्थांकडून सुचविण्यात आलेले पुरस्कृत प्रशिक्षण कार्यक्रमांचे आयोजन करणे
Daily attendance report submitted to DDG & DG
<b>प्रशिक्षणाशी निगडीत कामे</b>
प्रशिक्षण कक्ष वाटप
आठवड्याच्या सुरुवातीचा Nominated/ Attended माहिती देणे
प्रत्येक आठवड्याची निवास परिस्थिती। शिल्लक खोल्या तक्ता तयार करणे (गरजेनुसार)
प्रशिक्षण कार्यक्रमांची शासनास/ BoG / ECला माहिती देणे
Participants - Nominated/ Attended बाबत माहिती अद्यावत ठेवणे
यशदा सुविधा भाडेतत्वावर देणेबाबत
यशदाबद्दल माहिती देणे
Information about RDD courses/ Related Courses
प्रशिक्षण कार्यक्रमांसाठी आलेल्या नामांकनाचे वर्गीकरण करून यशदातील सत्र संचालकांकडे पाठविणे
<b>इतर कामे</b>
प्रशिक्षण कार्यक्रमांतील व्याख्यात्यांच्या मानधनाबाबत निर्णय घेणे व इतर विभागांनी विचारणा केली तर त्याप्रमाणे कळविणे
ISO Work
Computerisation of Course Cell
S O Files
Policy Circular/ Office Orders
Vipassana Training
General/ Miscellaneous

## **TRAINING COORDINATOR , RTI CELL.**

- All office routine work as directed by **Advisor, RTI.**
- Appointment is mainly for State Implementing Agency (SIA) Project as a Training Coordinator. Additional charge of Administrative officer.
- All administrative work related with RTI Cell.
- Taking care of Sponsored programmes under RTI Cell.
- All necessary preparations for conducting workshop / course / training programmes related with SIA and NIA.
- Coordinate with the course Cell and get touch with Training Manager about outreach-training programmes and give proper information.
- Setting administrative & Accounts matter of SIA Project, RTI.
- To Liaison with 2 districts (Chandrapur & Nandurbar) of the project area. Reporting to Advisor and Addl. Director RTI Cell.
- Planning for the training programmes
- Drafting/Sending letters to stakeholders in respect to the training programme.
- Preparing for the training programme.
- Preparing the course file as per standards.
- Preparing office note for necessary approvals.
- Preparing office note for communication within organization.
- Discussing with superiors regarding the implementation strategy of the programme.
- Preparing the budget for the programme.
- Preparing the time table for the programme
- Giving orders for the training material.
- Preparing the itinerary plan of the team and making arrangements.
- Coordinating with the respective nodal officers of the ATIs.

- Sending the training material boxes to venue of respective state.
- Taking advance for the course.
- Settlement of accounts.
- Registration of the participants
- Evaluation of the training programme.
- Anchor for the training programme.
- Dealing with the practical problem at the respective state ATI.
- Preparation of CD and CIP reports
- Preparation of quarterly reports and facing the UNDP audits.
- Dealing with UniqueGrap, Deva bags, Sai Travels, Gati Cargo, Samarth Travels
- Establishing & maintaining relations with State ATIs, DoPT, UNDP, CGG Hyderabad.
- Some are unwritten tasks.

## COURSE ASSISTANT, RTI CELL.

- ❖ All office routine work as directed by Project coordinator, State Project, Officer RTI Cell.
- ❖ To mention all the files of administrative officer of RTI Cell.
- ❖ To mention the sponsored course files.
- ❖ Preparing and Maintaining all the account bills and files.
- ❖ Preparing and Maintaining inward and outward registers.
- ❖ Marathi / English Typing as directed by Course Coordinator & Administrative Officer RTI Cell.



- ❖ All necessary preparations for conducting workshop / course / training programmes.
- ❖ Setting administrative & Accounts matter of Course Coordinator & Administrative Officer RTI Cell.
- ❖ To assist Additional Director in training programmes related to RTI.
- ❖ To take care of visitors / faculty guests related to Workshops / Training Programmes with linked to Mess & Hostel.
- ❖ Day to Day reporting as and when asked by seniors, RTI Cell.
- ❖ To attend Meetings / seminars as and when required by department/ Head of Department.
- ❖ Track out of feedback of training programmes related to RTI.

## **SENIOR CLERK**

- 1 **To keep up with the financial administration by way of proper maintenance of pay and allowances.**
- 2 To participate in tax recovery schedule of State and Central Government through deduction of various taxes such as Income Tax, Profession Tax etc.

### **3 PRINCIPAL RESPONSIBILITIES :**

- 1 To prepare monthly pay bills of the staff along with various schedules, pay slips, etc.
- 2 To maintain registers regarding various recoveries of the staff members. This includes recovery of bank loan, L.I.C., GSLIS, H.B.A., Conveyance advance, Computer advance., Personal advance, C.P.F. and G.P.F. advance etc.
- 3 To prepare challans against the deductions of G.I.S., H.B.A., Conveyance advance, Computer advance., Income Tax, C.P.F., G.P.F. advances.
- 4 To draw payment of the official on contract basis.
- 5 To prepare overtime bills of the office staff.
- 6 To prepare arrears bills of the office staff.
- 7 To maintain salary register having individual details of pay and allowances.
- 8 To prepare festival advance bills with due entries in salary register.
- 9 Correspondence regarding pay and allowances of the officers on transfer, preparation of L.P.Cs. and correspondence regarding the same.
- 10 To prepare annual budget for pay and allowances pertaining to both the departments of State Government viz. G.A.D. , R.D.D.
- 11 To prepare traveling allowances – calculations thereto.
- 12 Computation of Income Tax in respect of office staff, preparation of form No. 16 and 24 required to be submitted under the provision of Income Tax Act. Correspondence regarding the same.
- 13 Any other work other than the above as entrusted by the Accounts Officer from time to time.

### **REPORTS TO BE SUBMIT**

Not Applicable.

### **REPORTING TO:**

Accounts Officer.

### **IMMEDIATE SUBORDINATES:**

Not Applicable.

## KEY RESULT AREAS

Not Applicable.

## JOB DESCRIPTION FORMAT

JOB TITLE: Accounts Officer

### JOB OBJECTIVES:

1. To ensure maintenance of accounts of Y ASHADA and monitor receipts. To examine the expenses incurred on various items before admitting them for payment and to get the deficiencies corrected, rectified.
2. Before admitting the adjustment account of advances, examine and get the deficiencies cleared/complied with.
3. To monitor the financial position in the context of availability of funds, expected receipts and expenditure incurred as also expected to be incurred as regards Y ASHADA's main activity and also the various projects for which the funds have been specifically received.
4. To classify the receipts as well as expenses pertaining to the various regular courses as also sponsored courses and the 'projects with Y ASHADA.
5. To monitor and expedite the receipt of funds from the State as well as the Central Government in conjunction with various authorities in YASHADA.
6. To attend to Audit.

### PRINCIPAL RESPONSIBILITIES:

1. To carry out the decisions taken by the higher authorities in regard to the financial policies.
2. To monitor classification of receipts and expenditure in regard to various projects sponsored courses and general account of YASHADA.
3. To recover and pay various taxes as per laws and to file various returns to the proper authorities and work regarding to that e.g. compliance to statutory audit etc.
4. To comply with the objections raised by the concurrent audit and statutory audit.

5. Processing proposals regarding appointment of Internal Auditor, Statutory Auditor, and Chartered Accountant for preparation of accounts and related matters.
6. Annual Maintenance Contract for Tally 7.02 software of accounting.
7. To invest and to disinvest surplus funds into time deposits and make proposals as per requirements.
8. To comply with decisions of Board of Governors, Executive Committee and Investment Committee pertaining to Finance, Accounts, and Audit.
9. Overall control on the Accounts Dept. with Budget, Pay & Allowances, Contingent and Medical Expenses, the Cash & Compilation section.
10. To issue branch circulars regarding Accounting Policies.

## **JOB DESCRIPTION FORMAT**

JOB TITLE: Assistant Accounts Officer

### **JOB OBJECTIVES**

Under the overall direction of Accounts Officer.

1. To ensure and maintenance of records in lieu of budgetary grants supported by State Government under General Administration Department and Rural Development Department.
2. To monitor the expenses against the funds received from the State as well as the Central Government under various departments.

### **PRINCIPAL RESPONSIBILITIES**

1. Preparation of Annual Budget, Annual Plan.
2. Preparation of Monthly Expenditure Statement, Management Information System reports.
3. Preparation of Utilization Certificates for onward submission to respective department of State as well as Central Government.
4. Preparation of budgetary grant bills and their submission to the district treasury for onward passing.
5. To maintain grants watch register, advance watch register and investments register and make scrutiny of advances sanctioned
6. Preliminary compliance to the audit objections raised by

concurrent audit and statutory audit by collecting information from respective section.

7. Correspondence with the government on the various subjects and information called from time to time.

8. Preparation and submission of work bills (R.A.Bills) with due scrutiny to the higher authorities and maintain work details register.

9. To take action on the correspondence from the administration branch on various subjects concerning to States and Central civil service rules and its submission to the Accounts Officer.

10. Scrutiny of the official letters, documents etc. (Tapal) received in accounts branch and its distribution to various desks of the branch.

11. Correspondence with the Accountant General and G.A.D., G.o.M. regarding leave salary and pension contribution of the officers on deputation.

12. Any other work other than the above as entrusted by the Accounts Officer from time to time

#### REPORTS TO BE SUBMITTED

1. Submission of monthly expenditure statement, periodical budget, annual budget, annual plan and utilization certificates to General Administration Department & Rural Development Department of State Government

2. Submission of utilization certificate to various department of Central Government from whom Y ASHADA received grants.

REPORTING TO:  
Accounts Officer.

IMMEDIATE SUBORDINATES:  
Not applicable.

KEY RESULT AREAS  
Not applicable.

#### Office supritendent

1. To submit the compliance report to Accounts Officer of Accountant General Audit, Internal Audit and Statutory Audit

2. To keep control on Cash Section, report it to Accounts Officer, to help Accounts Officer in this respect. To check the cash book and submit it to Accounts Officer.
3. To check the daily income and expenditure amounts
4. To check and submit all the office bills to Accounts Officer
5. Any other work entrusted by Accounts Officer & Financial Advisor

Assistant

1. To look after all projects related work.
2. To do statutory reconciliation of the MoU, ToR etc. of all projects run by Academy. Coordination between Project Coordinator and Accounts Branch in respect of financial accountability of projects
3. To check project bills and submit it to Accounts Officer. To keep watch on project related bills such as bills as per norms etc. To prepare and send the utilisation certificate to the concerned Govt. department/sponsoring agency etc.
4. To prepare project related statements such as status report etc.
5. To look after the correspondence of project related work. To prepare and issue office note/circulars
6. Any other work entrusted by Financial Advisor and Accounts Officer

JOB TITLE : Sr. Clerk (Cashier)

JOB OBJECTIVES

Under the overall direction of Accounts Officer.

1. To ensure the accounts functioning by way of financial transactions.

2. To classify the receipts and monitor the expenses on various courses and The projects with the help of actual receipts recorded in the receipt books and the concerned registers.

#### PRINCIPAL RESPONSIBILITIES:

1. To receive cash as well as cash documents (for e.g., D.D., cheque, pay orders etc.) and issue receipts on behalf of Director General, Y ASHADA.
2. To make payments and advances to the concern as per sanction.
3. Maintain cashbook and monitor receipts as well as expenses.
4. Withdrawal of cash as per requirement from the bank and credit the amount received into the respective bank account.
- 5. To maintain cheque register, update it, write cheque on receipt of passed vouchers and issue cheques in view of payment due.**
6. . To keep cheque books and receipt books in safe custody
7. To maintain separate account of receipts book issued to other sections.
8. To send demand drafts to the respective Accountant Generals in lieu of deduction of G.P.F. contribution.
9. To credit challans against deduction of G.J.S., Profession Tax, recovery of advances, CPF, Income Tax and Works Contract Tax.
10. Any other work other than the above as entrusted by the Accounts Officer from time to time

### **ESTATE SECTION : JOB CHART**

#### **Job Chart : Estate Manager**

1. Prepare plans and estimates for new construction projects and maintenance related works in the campus not executed through consultants and contractors.
2. To Monitor on behalf of Yashada all major construction works planned or executed through consultants or contractors.
3. Prepare budgetary forecast for civil, electrical and water supply projects for Yashada.
4. Plan and execute all civil, electrical and water supply maintenance works for Yashada.

5. Exercise budgetary control over ongoing work.
6. Ensure uninterrupted Electric and water supply services to Yashada on a routine basis.
7. To supervise the jobs of all staff.

1. To assist Estate Manager in administrative work.
2. After receipt of Approx estimate of work, to check its correctness, prepare noting/ drafting and take administrative section.
3. After receipt of Administrative approval , to call quotation/ tender and issue work order.
4. After receipt of bills from contractor / Supplier, to check its correctness, prepare noting and submit to Registrar / Account office for payment.
5. Allotment of accommodation.

### **Clerk**

1. Maintenance of files.
2. Typing work of Estate Section
3. Preparing of white and Blue form
4. Entry of items / stores in Dead stock Register & Consumable articles register.
5. Preparation and submission of all types of reports / information as & when required by Administration Department.
6. Attend incoming telephone calls and pass on messages to concerned individuals in the absence of Estate Manager.
7. Maintenance of following Registers :-
  - a. Incoming Dak Register
  - b. Progress reports Register
  - c. File Register
  - d. File / MB Document movement Register.
  - e. Work Sheet Register
  - f. Await Register
  - g. Six Bundle Systems
8. Preparation of the following :-
  - a. Tender Notice / Advertise for paper / Tender documents / issue of Tender
  - b. Comparative statement
  - c. Work order
  - d. Tender documents
9. Any other duty assigned by Estate Manager.

### **Junior Engineer ( Civil )**

1. To assist Estate Manager in civil work
2. To supervise Maintenance & minor work
3. To Prepare estimates of Maintenance work.
4. To take measurement of maint & minor works.
5. To write Measurement book in respect of civil minor works.
6. Shifting of stores
7. Preparing of Gate Pass.



## **Junior Engineer ( Electrical )**

1. Support function and assisting Estate Manager with regards to Electrical works of all nature at Yashada.
2. Looking after function relating to overall maintenance with regards to Electrical systems of Yashada.
3. Keep records & maintain all the Generators for keeping the optimum level of operations of Gen Sets with the AMC Agencies and Electrical Staff.
4. To supervise all the electrical major & minor works / maintenance work.
5. Utilization of Electrical manpower at their optimum levels.
6. Preparation of Estimates for the Electrical small works / maintenance work.
7. Schedule preventive maintenance of batteries / Gen Set and when as a schedule work.
8. Taking measurements for the works completed and entry of the same in Measurement books for the electrical works.
9. Follow up regarding various new electrical works in progress in Yashada campus.
10. Technical advice with regards to Electrical works as and when required.
11. Preparation of future plans for development of Electrical systems and installations.
12. Looking after overall HT bills and Electricity consumption records.
13. Implement and improvise systems to reduce electrical consumption.
14. Keep records & maintain all the Air-conditioning Systems / Air-conditioning Unit for keeping the optimum level of operations of Air-conditioning Unit with the AMC Agencies and Electrical Staff
15. Keep records & maintain all the Solar Systems for keeping in operation and maintenance work of Solar System.
16. Preparing of Gate Pass.
17. To Purchase necessary Electrical Material as and when required.
18. Preparation of tender document for new work.
19. Entry of items / stores in Dead stock Register & Consumable articles register.

1. To attend to all Electrical Complaints of Yashada Complex & Residential Quarters of officers and staff pertaining to maintenance.
2. To start the Generator during power failure of M.S.E.D.C.L. and maintain Diesel and Generators record.
3. To look after Electrical Distribution System in respect of Electrical faults.
4. To work on instructions from Electrical Engineer / Estate manager as per the General requirements of institute.
5. To maintain stock of Diesel for Gen Set at all times.
6. HT Bills- Submission of cheque to Maharashtra Elect Distribution Board every month.
7. To look after general repairs of fans pumps & general complaints of all Hostels / MDC/ Admin etc.

## **Plumber**

1. To supply water daily at Hostel, administrative building & officers, staff's Residential quarters.
2. To supply water at garden & check repair works of water supply.
3. To paid water supply bill at Municipal Corporation.
4. To watch & supervise drainage work of Yashada.

5. To take reading of water meter
6. To supervise plumbing work.
7. To look after water pumps & its repair.
8. To attend complaints of water coolers & Aqua guards.
9. To watch cleaning of water storage tanks at quarterly basis.
10. To look after solar system & its repair works.
11. To supply water for construction works at Yashada.

JOB TITLE : Director (Research),

JOB OBJECTIVES :

1. To develop to its optimal potential, the RDC at YASHADA
2. To develop and monitor the training quality of YASHADA
3. To develop and monitor research quality of YASHADA
4. To develop and monitor Sponsored Project in YASHADA
5. To develop and monitor media productions of YASHADA

PRINCIPAL RESPONSIBILITIES:

1. To provide clear vision and concrete plan of action for RDC
2. To develop effective training research team and infrastructure at RDC
3. To build the image and establish the credibility of RDC, ATI & YMRC

REPORTS TO BE SUBMITTED:

1. Annual Reports of RDC
2. Reports of research project & Sponsored Projects.

REPORTING TO : Director General, YASHADA

IMMEDIATE SUBORDINATES: Associate Professors, Assistant Professors & Research Officers in RDC

KEY RESULT AREAS:

1. Development of Training
2. Development of Research
3. Development of Projects

JOB TITLE : Additional Director (Research)

## JOB OBJECTIVES :

Under the overall direction of Deputy Director General (Research)

1. To generate sponsored projects at RDC
2. To work out suitable arrangements for delegation of sponsored projects
3. To regularly monitor the execution and quality of sponsored projects

## PRINCIPAL RESPONSIBILITIES:

1. To develop proposals for sponsored projects at RDC
2. To do the necessary follow up for getting the proposals sanctioned
3. To prepare a plan of implementation of such projects
4. To identify suitable persons or institutes within or outside YASHADA for partial or total delegation of such projects and to issue the necessary ToR
5. To call for regular reports on the progress of such projects and to scrutinize such reports, so as to monitor the effectiveness and quality of their implementation and to ensure their timely completion.
6. To report to donor agencies about the progress of projects

## REPORTS TO BE SUBMITTED:

1. Proposal for Sponsored Projects
2. Plan of implementation including ToRs, if any.
3. Internal reports of the progress of projects
4. Reports submitted to the donor/commissioning agency

REPORTING TO : Prof. K. S. Nair, Deputy Director General (Research)

IMMEDIATE SUBORDINATES: Research Officers, Research Assistants and other staff as appointed from time to time on the sponsored projects

## KEY RESULT AREAS:

1. Creation of Sponsored Projects
2. Effective delegation, execution and monitoring of such projects
3. Satisfactory reporting to the donor / commissioning agencies

JOB TITLE : Additional Director(RDC) and Head Centre for Community Managed Programming (CCMP), RDC

## JOB OBJECTIVES :

1. To undertake policy advocacy at the state level for institutionalizing community managed programming
2. To work out appropriate budgetary allocations to facilitate District Convergence Plan
3. Facilitating generation of District Plan of Action for Development
4. To arrange for various workshops at YASHADA, Pune and at District level
5. To regularly monitor the execution and quality of work done by the subordinates

#### PRINCIPAL RESPONSIBILITIES :

1. To coordinate & facilitate the training, research & field activities of the Centre
2. To manage the database and initiate thematic research and documentation activities
3. To arrange Training of Trainers at YASHADA, Pune and establish a cadre of trainers at district level
4. Management of funds for the Centre and preparation of appropriate reports as per requirement.

#### REPORTS TO BE SUBMITTED :

1. Plan of implementation & Training Modules
2. Progress Reports and financial reports
3. Reports to be submitted to the donor/commissioning agency

REPORTING TO : Prof. K. S. Nair, Deputy Director General (Research)

IMMEDIATE SUBORDINATES : CCMP Staff

#### KEY RESULT AREAS :

1. Institutionalize micro planning methodology for Generative planning and Rural Development
2. To ensure Village Community participation in development efforts.

JOB TITLE : Associate Professor

JOB OBJECTIVES :

1. To conduct 10 Training Programmes related to RDC
2. To deliver 80 teaching sessions
3. To edit & Publish four articles in YASHADA YASHAMANTHAN
4. To collect data, analysis and presentation for different Research Projects

PRINCIPAL RESPONSIBILITIES :

1. To work as Course Director for Training Programmes as assigned by DDG(R), Additional Director General and Director General
2. To plan & carry out data collection, analysis of data, prepare reports
3. To coordinate various activities of INDUS Project under the guidance of DDG (R)
4. To perform all the other duties as assigned by DDG (R), Additional Director General and Director General
5. Prepare various manuscripts for publication
6. Support research activities at RDC

REPORTS TO BE SUBMITTED :

1. Reports related to Courses conducted
2. Reports related to Elimination of Child Labour Project
3. Any other reports / project proposal / research as and when required

IMMEDIATE SUBORDINATES : Training Manager, Project Coordinator, Research Assistant, Course Associate in Elimination of Child Labour Project

KEY RESULT AREAS :

1. Elementary Education
2. Teacher Education
3. Child Labour eradication in Maharashtra
4. Training Methodology
5. Research Methodology

JOB TITLE : Assistant Professor & OSD, State Resource Centre, ECL

JOB OBJECTIVES :

1. To conduct Training Programmes related to Elimination of Child Labour Project
2. To deliver 90 teaching sessions
3. To edit & Publish four journals in YASHADA YASHAMANTHAN
4. To collect data, analysis and presentation for different Research Projects on Child Labour

**PRINCIPAL RESPONSIBILITIES :**

1. To work as Course Director for Training Programmes as assigned by DDG(R)
2. To plan & carry out data collection, analysis of data
3. To provide clear vision, supervision, editing & publishing of YASHADAs bimonthly 'YASHAMANTHAN' journal under the guidance of the editorial board
4. To coordinate various activities of INDUS Project under the guidance of DDG (R)
5. To perform all the other duties as assigned by Director, DDG(R), Additional Director General and Director General
6. Prepare various manuscripts for publication
7. Support research activities at RDC

**REPORTS TO BE SUBMITTED :**

1. Reports related to Courses conducted
2. Reports related to Elimination of Child Labour Project
3. Any other reports / project proposal as and when required

**IMMEDIATE SUBORDINATES :** Training Manager, Project Coordinator, Research Assistant, Course Associate in Elimination of Child Labour Project

**KEY RESULT AREAS :**

1. Women & Child Development
2. Child Labour
3. Training Methodology

**JOB TITLE :** Coordinator, Project Monitoring Unit

**JOB OBJECTIVES :** To develop and maintain documentation of projects of RDC for their review, monitoring and effective execution and to coordinate various project activities

**PRINCIPAL RESPONSIBILITIES:**

1. Compiling academic, administrative and financial data across projects to generate various reports required periodically
2. Collating and updating the information on Research Projects for the annual report of RDC to be submitted to the Board of Governors of YASHADA
3. Supporting various projects through activities like documentation, compilation, and translation.
4. To facilitate review, to identify the gaps in the effective progress of projects
5. To facilitate corrective actions for the effective completion of the projects

**REPORTS TO BE SUBMITTED:** Various reports for monitoring and review as evolved from time to time

**IMMEDIATE SUBORDINATES:** Research Assistants, Database Operators and other junior staff working on sponsored projects from time to time

**KEY RESULT AREAS:**

1. Effective documentation of the progress of the projects
2. Effective monitoring of the projects
3. Appropriate corrective steps

**JOB TITLE :** District Coordinator in Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :** Monitoring & coordination of the Micro planning processes in the districts under Department of Women & Child Development - DWCD program i.e. Thane, Gadchiroli & Nasik

**PRINCIPAL RESPONSIBILITIES:**

1. Maintaining coordination & communication with different functionaries of Thane, Gadchiroli & Nasik Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's.
2. Monitoring & Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Nasik, Gadchiroli & Thane. Maintaining of all records with regard to the same.
3. Preparation of 'Block Response Plan' for the three project blocks i.e. Mokhada – Thane, Peth - Nasik & Mulchera - Gadchiroli.
4. Documentation of case studies especially focusing the impact of the Micro planning process on the attitudinal, behavioral change and change in the mindset of the communities or households. Case studies depicting success, failures, innovation, dis appointments etc. Also case studies related to the Government functionaries in the village.
5. Generation of reports with regard to process document.
6. Collection of data with regards to monthly meetings at PHC level & Sub centers for all 3 districts (Thane, Gadchiroli & Nasik) of DWCD program.

7. Maintaining of the respective files and other related correspondence.
8. Generation of Publications, Study material & Reading material with regard to all Research based activities under taken by CCMP.
9. Timely assistance & Coordination of work with Additional Director R&D, Head CCMP in all required assignments.

REPORTS TO BE SUBMITTED: Reports on work entrusted by Additional Director(RDC) & Head, CCMP

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Training Officer in Centre for Community Managed Programming (CCMP),  
RDC

JOB OBJECTIVES :

1. Conduct Training Programmes
2. Preparation of Satara documentation

PRINCIPAL RESPONSIBILITIES:

1. Coordination of the different ToT's organized under CCMP with regard to Micro planning at YASHADA.
2. Follow up and coordination with respective Zilla Parishads functionaries regard to the Micro planning processes initiated in the districts of Chandrapur, Satara, Amrawati & Pune & Grass root Voluntary Organizations and newly formed village level CBO's.
3. Periodic Monitoring visits to the Micro planning processes initiated in the districts of Nashik, Satara, Amrawati & Pune.
4. Monitoring & Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Chandrapur, Satara, Amrawati & Pune. Maintaining of all records with regard to the same.
5. Documentation of case studies especially focusing the impact of the Micro planning process on the attitudinal, behavioral change & change in the mindset of the communities or households. Case studies depicting success, failures, innovation, dis appointments etc. Also case studies related to the Government functionaries in the village.
6. Collection of data with regards to monthly meetings at PHC level & Sub centers.
7. Maintaining of the respective files and other related correspondence.
8. Generation of Publications, Study material & Reading material with regard to all Research based activities under taken by CCMP.
9. With regard to Nandurbar district rendering assistance to Additional Director R&D, Head CCMP in NREGS assignments.
10. Timely assistance & coordination of work with Additional Director R & D, Head CCMP in all required assignments.



REPORTS TO BE SUBMITTED: Reports on work entrusted by Additional Director(RDC) & Head, CCMP

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Research Officer

JOB OBJECTIVE:

1. Prepare directory of NGO's working with the GoM
2. Prepare a Accreditation system for NGO working with the GoM
3. Conduct Accreditation of a selected sample of VOs and Document success stories
4. Study terms of engagement followed by various government departments in Maharashtra, study the methods currently used by various department to monitor, evaluate and administer mid course corrections in the functioning of project/program
5. Develop model guidelines on selection criteria, contractual methodology, monitoring, evaluation and corrective actions
6. Suggest guidelines to Planning Department for taking actions against errant VOs

PRINCIPAL RESPONSIBILITIES :

1. Prepare Directory of VOs in Maharashtra
2. Continue to correspond and interact with large number of VO's, network organizations, co-ordinate with them for inclusion in the directory and Accreditation of VO
3. Correspond with State Government Departments for information of VO's associated with them, the methods used by various departments for selection of VOs, system followed by them to monitor and evaluate the functioning of the VOs. On the basis of information compiled assist to prepare a brief report.
4. Finalize the Accreditation Parameters and Strategy, Document the Accreditation strategy and approach, Prepare Accreditation Documents for circulation to VOs in Marathi and English Language
5. Organize orientation workshops and identify, train and orient experts from the voluntary sector, as facilitators to conduct the Accreditation of VOs.
6. Co-ordinate and Execute Pilot Accreditation of a sample of VOs
7. Assist to evolve model guidelines for GoM for selection of VOs, monitoring & evaluation
8. Assist to develop and suggest corrective actions against errant VOs
9. Assist to write the final report of the project for submission to Planning Department.
10. Support the project office and help in successful administrative and financial closing of the project

1. Directory of VOs
2. Accredited Directory of Sample of VOs (Pilot Accreditation)
3. Final Report of the Project

IMMEDIATE SUBORDINATES : Data Entry Operator hired form time to time on assignment basis

KEY RESULT AREAS : --

JOB TITLE: Research Officer in Centre for Community Managed Programming (CCMP),  
RDC

1. To coordinate and facilitate research activities of the Centre
2. To assist Head, CCMP for policy advocacy for institutionalization of Microplanning at state-level
3. To publish study reports for larger dissemination and policy advocacy

1. Coordinating and facilitating of research studies on the present microplanning initiatives of the CCMP
2. Conducting and facilitating process documentation of microplanning process
3. Initiating thematic research and documentation
4. Facilitating of systematic data analysis
5. Developing documents and reports for larger dissemination and policy advocacy

1. Progress reports
2. Research study reports

## Research Assistant

1. Institutionalize Microplanning methodology for Generative Planning and Rural Development
2. To ensure village community participation in development efforts

JOB TITLE : Research Assistant, Elimination of Child Labour Project

JOB OBJECTIVES : To assist the Elimination of Child Labour Project

PRINCIPAL RESPONSIBILITIES :

1. To assist Assistant Professor, Child Right Cell for preparation and printing of all material related Elimination of child Labour Project.
2. To prepare all material, training work e.g. Certificate, Reliving Report and other course related documents.
3. All other work as given by the Project Director, Associate Professor and Assistant Professor from time to time.

REPORTS TO BE SUBMITTED: International Labour Organization (ILO), New Delhi

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)

Dr. Minal Narawane, Associate Professor

Shri. Shashikant Waidande, Assistant Professor & OSD, SRC, ECL

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Research Assistant, Narmada Rehabilitation Project

JOB OBJECTIVES : Anchoring the Narmada Rehabilitation Project

PRINCIPAL RESPONSIBILITIES:

1. Research Assistance to RDC Project
2. Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Sardar Sarovar (Narmada) Rehabilitation Project from Nandurbar District of Maharashtra, Interpretation and analysis etc.
3. Field Visit to Submergence as well as Resettled Villages of Project Site
4. Assistance in preparation of Narmada Resettlement Data Software as well as GIS
5. Cross-verification of data of PAPs of Collectorate and actual field data of PAPs, Data entry of PAPs in Software
6. Preparation of Review Meetings of the Project
7. Assistance in Preparation of evaluation and monitoring of PAPs inception report of Narmada Project

REPORTS TO BE SUBMITTED:

Relief & Rehabilitation Secretariat, Mantralaya, Mumbai, GoM

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE: Research Assistant in Centre for Community Managed Programming (CCMP),  
RDC

1. Maintain database for Microplanning and dissemination of the reports generated to the NGOs working in the field of Microplanning.
2. Preparation of Data Analysis Plan

1. Preparation of survey sheets and make the necessary modifications in the software by coordinating with the software programmers, CIT
2. Maintaining the record of data send by NGOs to the Centre
3. To assist the Additional Director (RDC) & Head, CCMP
4. To do all those activities entrusted by DDG(Research)
5. To provide assistance in preparation of Data Analysis Plan
6. To assist in various training activities carried out at YASHADA as well as in the field.

JOB TITLE : Course Assistant, Narmada Rehabilitation Project

JOB OBJECTIVES : Working on Narmada Rehabilitation Project

PRINCIPAL RESPONSIBILITIES:

1. Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Narmada Rehabilitation Project from Nandurbar District of Maharashtra
2. Field Visit to Submergence as well as Resettled Villages of Project Site
3. Assistance in preparation & Query generation of Narmada Resettlement Data Software as well as GIS
4. Cross-verification of data of PAPs of Collectorate and actual field data of PAPs, Data entry of PAPs in Software
5. Preparation of Review Meetings of the Project

REPORTS TO BE SUBMITTED:

Relief & Rehabilitation Secretariate, Mantralaya, Mumbai, GoM

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Assistant, Elimination of Child Labour Project

JOB OBJECTIVES : To assist in the Elimination of Child Labour Project

PRINCIPAL RESPONSIBILITIES:

1. To assist in the project of Tracking of Rescued children by Mumbai Task force
2. To assist in the project of Tracking of TEC dropouts from INDUS Child labor Project, Mumbai Sub-urban
3. To assist in the Migrant child labour project, Mumbai
4. To prepare all material related to the above mentioned project

REPORTS TO BE SUBMITTED: --

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Data base operator cum Assistant in Centre for Community Managed Programming (CCMP), RDC

JOB OBJECTIVES :

1. Maintain Accounts of all projects under CCMP Centre
2. Generation of reports with regard to process documentation
3. Assist to all CCMP staff

PRINCIPAL RESPONSIBILITIES:

1. Rendering timely assistance to Additional Director RDC & Head CCMP and Training Officer in Documentation of Case studies.
2. Maintaining administrative records & maintains accounts of the project and all related activities.
3. Assist in different training programs conducted at YASHADA and out reach program.
4. Maintaining coordination & communication with different functionaries of Amrawati & Satara Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's with regard to collection of data.
5. Generation of reports with regard to process document under the guidance of Additional Director R&D, Head CCMP /Training Officer.

6. Conducting of timely follow up with regard to data collection with regard to Amrawati & Satara districts.
7. Uploading the collected data, compilation of collected data and generation of analysis reports of the same for the districts of Amrawati & Satara.
8. Collection of data with regards to monthly meetings at PHC level & Sub centers for Amrawati & Satara districts.
9. Generation of reports with regard to process document under the guidance of District Coordinator.
10. Maintaining of the respective files and other related correspondence.

REPORTS TO BE SUBMITTED:           --

IMMEDIATE SUBORDINATES:           --

KEY RESULT AREAS:                   --

JOB TITLE : Data base operator cum Assistant in Centre for Community Managed Programming (CCMP), RDC

JOB OBJECTIVES :

1. Maintain all district training reports
2. Assist to all CCMP staff

PRINCIPAL RESPONSIBILITIES:

1. Maintaining coordination & communication with different functionaries of Yawatmal & Nandurbar Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's with regard to collection of data.
2. Maintaining coordination & communication with different functionaries of the districts under Department of Women & Child Development - DWCD program i.e. Thane, Gadchiroli & Nasik.
3. Rendering timely assistance to District Coordinator in Documentation of Case studies.
4. Generation of reports with regard to process document under the guidance of Training Officer.
5. Conducting of timely follow up with regard to data collection with regard to Yawatmal & Nandurbar district.
6. Assistance to Research Assistant in ToT's with regard to Micro planning.
7. Uploading the collected data, compilation of collected data and generation of analysis reports of the same for the district of Yawatmal & Nandurbar
8. Collection of data with regards to monthly meetings at PHC level & Sub centers for Yawatmal district.
9. Collection of data with regards to monthly meetings at PHC level & Sub centers for DWCD program districts.
10. Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Nasik, Gadchiroli & Thane. Maintaining of all records with regard to the same.

11. Maintaining of the respective files and other related correspondence.

REPORTS TO BE SUBMITTED: --

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Clerk & Course Assistant

JOB OBJECTIVES : To provide assistance to the activities carried out by the Project Monitoring Unit (PMU) of the Research & Documentation Centre

PRINCIPAL RESPONSIBILITIES:

1. To carry out the tasks as assigned by the Addl. Director (Research)
2. To assist in documentation activities carried out by the PMU, RDC
3. To assist in various training activities carried out under various projects of RDC
4. To maintain various records e.g. Files, reports, MIS etc
5. To do all those activities entrusted by Additional Director (Research)

REPORTS TO BE SUBMITTED: Various reports as required from time to time

IMMEDIATE SUBORDINATES: --

KEY RESULT AREAS: --

JOB TITLE : Personal Assistant to Director I(Research)

JOB OBJECTIVES :

1. Secretarial assistance to DDG (Research)
2. Organization and maintenance of the office of DDG (Research)

PRINCIPAL RESPONSIBILITIES:

1. Taking dictations from DDG(Research) and carrying out typing
2. Dispatch & Maintaining records / files



3. Arrangement of Meetings held in RDC
4. Any other activities entrusted by DDG(Research)

REPORTS TO BE SUBMITTED: Presenting necessary documents whenever asked for by DDG(Research)

IMMEDIATE SUBORDINATES: Peon in the office of DDG (Research)

KEY RESULT AREAS: Improved administration of the office of DDG (Research)

## जॉबचार्ट

### वरिष्ठ लिपीक

### प्रशासन विभाग, यशदा

- 
- १) संपूर्ण यशदाचे आवक - जावक संकलनाचे काम करणे
  - २) फ्रॅकिंग मशिनमध्ये पैसे भरणे तसेच मशिनचा वार्षिक देखभाल करार करणे .
  - ३) बायोमॅट्रीक्स बाबतची कामे.
  - ४) नियमित वर्ग तीन व वर्ग चार कर्मचा-यांची हजेरीपटविषयक कामे.
  - ५) मेस्को मार्फत लिपीक/सत्रसहायक, स्टेनो, प्रशिक्षण समन्वयक,वाहनचालक इत्यादींच्या नेमणूका व रजा, राजीनामा इत्यादी संदर्भातील पत्रव्यवहार व सदर कर्मचा-यांची मासिक पगार देयके अदा करण्याबाबतची कार्यवाही करणे.
  - ६) वोडाफोन मोबाईलविषयीचा सर्व पत्रव्यवहार नवीन कनेक्शन देणे व बंद करणे मोबाईल भत्ता अदा करणे व बंद करण्याविषयीची कार्यवाही करणे यशदा मार्फत ज्या अधिका-यांची संपूर्ण मोबाईल देयके अदा केली जातात ती अदा करण्याची कार्यवाही प्रत्येक महिन्यास करणे तसेच मोबाईल विषयक सर्व तक्रारींचे निवारण करणे.
  - ७) मा.अतिरिक्त महासंचालक प्रशासन यांच्याकडील लॅपटॉपसाठीचे तसेच संगणक विभागातील लॅपटॉपसाठीच्या रिलायन्स डेटाकार्डचे देयक अदा करण्याबाबतची कार्यवाही प्रत्येक महिन्यास करणे.

८) दुरध्वनिचालिकेच्या रजा काळात दुरध्वनिचे तसेच इतर दुरध्वनिविषयक कामे करणे.

# DG's Office

## Job Description Format

**Job Title** : Personal Assistant to Director General & Selection Grade Stenographer

**Job Objectives** : To assist the Director General in day-to-day work

**Responsibilities :**

1. Taking dictation and typing
2. Maintaining personal files
3. Attending and connecting phone calls and giving messages
4. Maintaining file movement and tapal movement registers
5. Making Daily/Weekly programmes
6. Taking and giving appointments
7. Booking tickets for tour and taking advance
8. Preparing TA bills and settling the advances
9. Maintaining all correspondence of Confidential Report files of the officers
10. Maintaining updated all telephone lists
11. Maintaining Fax Register/update fax numbers
12. All types of filing of papers
13. Any other work given by Director General

### वसतिगृह व्यवस्थापक यांची कर्तव्य व जबाबदाऱ्या

१. आहरण व संवितरण अधिकारी म्हणून देण्यात आलेले वित्तीय व प्रशासकीय अधिकार उपयोग आणून वसतिगृह प्रमुख म्हणून कार्य करणे.
२. वसतिगृहासंबंधीचा सर्व पत्र व्यवहार पाहणे.

३. मा. महासंचालक, अतिरिक्त महासंचालक व निबंधक यांचे मार्गदर्शनानुसार वसतिगृहाचे कामकाज पाहणे.
४. प्रशिक्षणार्थीची भोजनाची व राहण्याची व्यवस्था करणे.
५. वसतिगृहातील कामकाजावर ( स्वयंपाक गृह, भोजन व्यवस्था, वसतिगृह स्वच्छता इ. ) देखरेख ठेवणे.
६. वसतिगृहाचे वातावरण शांततापूर्ण, सुरळीत, निरोगी आणि आल्हाददायक राहिल याकडे लक्ष देणे.
७. प्रशिक्षणार्थीमध्ये शिस्त राहणे तसेच वसतिगृहातील स्वच्छतेची काळजी घेणे.
८. वसतिगृहांची अचानकपणे विशेषतः रात्रीच्या वेळी पाहणी करणे.
९. वसतिगृहातील आजारी प्रशिक्षणार्थीच्या वैद्यकीय उपचाराची व्यवस्था करणे.
१०. वसतिगृहातील व भोजनगृहातील मागणी व पुरवठा यावर परिणामकारक नियंत्रण ठेवणे.
११. वसतिगृहातील हिशेबाच्या नोंदवहया अद्यावत ठेवणे.
१२. वरिष्ठांनी वेळोवेळी सोपविलेली इतर कामे करणे.

DATE : 04/02/2008

#### JOBCHART – PURCHASE DESK

No	Activity	Responsibility
1	Receive indent	PUR Assistant
2	Classify item intended : a) Consumable b) Non Consumable	
3	Arrange meeting of Purchase Committee	
4	Call for quotation, tender or purchase from the approved vendors as per the rule depending up on the cost of the item	
5	Prepare a comparative statement and put up to competent authority	
6	Issue purchase order as approved	
7	Receive material as ordered	
8	Enter in the dead stock registrar for non consumable and consumable registrar for consumables	
9	Process the bill	
10	Handover to the intender	

## Transport DESK

No	Activity	Responsibility
1	Receive vehicle indent	Assistant
2	Issue Work order servicing of vehicle after approval	
3	Process the bill	
4	Enter in the History sheet registrar	

### Admn. & Accounts Assistant, (PGDUM)

Job Title	Research Support Team Member
Job Objectives	<p>To Addl. Director, PGDUM, SIUD</p> <ul style="list-style-type: none"> <li>• To handle Administrative and Accounts related work of Post Graduate Diploma in Urban Management</li> <li>• To do other activities necessary to do successful programme of PGDUM as per Addl. Director, SIUD</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Add. Director, PGDUM, SIUD</li> <li>• Course Director PGDUM,</li> </ul>

**Job chart**

**Course Assistant of Director, SIUD YASHADA**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	<p>To Addl. Director, PGDUM, SIUD</p> <ul style="list-style-type: none"><li>➤ To do all administrative work</li><li>➤ Assist in conducting of training programme, workshop and course.</li><li>➤ To maintain Course files, various records, collecting of reference materials relating to all programme.</li><li>➤ To help the Additional Director from various sources and maintain it's records.</li><li>➤ Put all information in computer</li><li>➤ ISO compliance after completion of the Course</li></ul>
Reporting to	<ul style="list-style-type: none"><li>• Add. Director, PGDUM, SIUD</li><li>• Course Director PGDUM,</li></ul>

**Course Assistant, SIUD- 5**

<b>Job Title</b>	<b>Course Support Team Member</b>
Job objectives A) Training Related Function.	<p>To assist the Addl. Director SIUD in all activities, namely,</p> <ol style="list-style-type: none"><li>a) Logistic support for conducting the training.</li><li>b) Infrastructure ex. Class rooms</li><li>c) Making available Audio-Visual and other relevant material.</li><li>d) Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.</li><li>e) To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.</li><li>f) To do any other activity necessary to do successful conducts of training as per the instructions of the Addl Director SIUD.<ol style="list-style-type: none"><li>1) To Maintain Course Files.</li><li>2) To draw and settle Advances and Payments to advisors/consultants/others appointed on contract for the project.</li><li>3) To maintain various records in connection with the RTP MoUD project.</li><li>4) To held in administrative work related to project such as settled of accounts/ correspondence with NGO/ Government Officials..</li><li>5) Internet &amp; Browsing</li></ol></li></ol>

B) Project Related Function	6) Downloading the reference material from Internet 7) Attending Meetings & write the Minutes 8) To perform all other duties as assigned by HoD.
Principal Responsibilities	1. To maintain course files, other correspondence files. 2. To draw and settle advances 3. To maintain various records in connections with the PGDUM and NRCUP project.
Reports to be submitted	1. Course Advance Settlement

## Course Associate, SIUD

Job Title	Course Support tem Member
Job Objectives	To assist the Additional Director, PGDUM in the PGDUM activities, namely, <u><b>Admissions</b></u> <ul style="list-style-type: none"> <li>➤ Participants admissions</li> <li>➤ Module wise Invitation Letters</li> <li>➤ Participants Records – Financial</li> <li>➤ Participants Records- Academic</li> <li>➤ Organization of Out station tours in contact sessions</li> <li>➤ Lodging and Boarding</li> <li>➤ Coordination with Course Directors</li> <li>➤ Classroom</li> <li>➤ Travel to place and local</li> </ul>
Principal Responsibilities	<ul style="list-style-type: none"> <li>➤ To Maintain Participants Admissions Files</li> <li>➤ Deposit PGDUM and DUM participants Course Fee.</li> <li>➤ To maintain various records in connections with the PGDUM Course.</li> </ul>

# **Research Officer, PGDUM Project, SIUD**

## **Marketing and Library:-**

- 1. Software Development**
- 2. Printing and Preparation of Material for the marketing of the Course**
- 3. Library and Knowledge Management Centre (Collection of Books, Subscribing Periodicals, Maintenance of the Library Records)**

*Reporting To-* Additional Director, SIUD

## **Coordinator, City Managers Forum, SIUD**

- Anchoring the work of City Managers Forum (CMF) at YASHADA and establishment of a knowledge network of City Managers
- Building a database of all the City Managers of all states
- Organizing National and Regional seminars and workshops with City Managers to disseminate information, best practices
- Coordinating with Ministry and other stakeholders like administrative and technical personnel on City Managers Forum
- Writing of New Project Proposals
- Understanding the various facets of Urban Poverty and livelihood through desk research

**Job Description Format**

<b>Job Title</b>	Steno (Higher Grade)
<b>Job Objectives</b>	To assist the DDG/Addl. Director in day to day work
<b>Principal Responsibilities</b>	<ol style="list-style-type: none"><li>1. Taking dictation and typing</li><li>2. Maintaining personal files</li><li>3. Attending &amp; connecting phone calls &amp; giving messages</li><li>4. Maintaining File Movement &amp; Tapal Movement Registers</li><li>5. Making Daily/Weekly programmes</li><li>6. Taking &amp; giving appointments</li><li>7. Booking tickets for tour</li><li>8. Taking advance for tour</li><li>9. Preparing TA bills &amp; settling the advances</li><li>10. Any other work given by DDG/Addl. Director</li></ol>



**Consultant/ Course Director,**  
**SIUD YASHADA, Pune**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	<p>To Addl. Director, SIUD</p> <ul style="list-style-type: none"> <li>▪ Conducting training Programme, workshop and courses for Elected Representative and Municipal Staff of Municipal Councils in Maharashtra State.</li> <li>▪ <b>.Conducting 10 Training Programme(YP)for Elected Representative.</b></li> <li>▪ Conducting 10 Training Programme (YP) for Municipal Staff.</li> <li>▪ Correspondence with all Govt. Officials and Municipal Councils.</li> <li>▪ Coordinating with Municipal Staff and Elected Representative on specific issue if demanded by them.</li> <li>▪ Conducting out reach training Programme for Elected Representative in District headquarters as per indent.</li> <li>▪ Deliver lectures in courses on various subjects.</li> <li>▪ Preparation of reading material of related subjects.</li> <li>▪ Middle Management topic to be handle for preparation of course modules to contact with Theme Mentor and Subject Specialists etc. Preparation of honorarium bills and onward transmission to competent authority.</li> <li>▪ To make efforts for collection of Corpus Fund contribution from various local Urban Local bodies i.e. Municipal Corporations, Municipal Councils, Pimpri Chinchwad new town ship etc.</li> <li>▪ To arrange out side visits for Participants in relation with course subject such as implementation of T. P. Scheme, Development work etc.</li> <li>▪ Contact with Guest faculty and in-house faculty for deliver lectures.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Preparation and submission of course expenditure such as honorarium, food, tea bill traveling bills etc.</li> <li>▪ Any task assigned by higher authorities.</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>▪ Add. Director, SIUD</li> </ul>

### **Course Assistant**

**Director,**  
**SIUD YASHADA, Pune**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	<p>To Course Director, SIUD</p> <ul style="list-style-type: none"> <li>▪ of training Programme, workshop and course in Yashada and out reach Programme in accordance To assist the Course Director in all activity assigned to him.</li> <li>▪ To do all administrative work.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assist in conducting with ISO Norm.</li> <li>▪ To maintain Course files, various records, collecting of reference materials relating to all Programme.</li> <li>▪ Draw and settlement of advances and Bill Payment of advisor, Consultant, other appointed person for the project.</li> <li>▪ To help the Course Director in collecting data from various sources and maintain it's records.</li> <li>▪ Ensure ISO compliance after completion of the Course.</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Course Director, SIUD</li> </ul>

**Research Officer, SIUD YASHADA**

- Conducting training programme, workshop and courses for Chief Officers of Municipal Councils in Maharashtra
- Conducting 15 Training programmes (YP) for Chief Officers
- Correspondence with all Govt.Officials and NGOs
- Research on Urban related issues for e.g. Property tax, Solid Waste Management
- Coordinating with Chief Officers on specific issue demanded by them
- Coordinating of Register of Innovation under NRCUP project

## Job Chart

**Job Title : Trainee**  
**Job Responsibility : Help the process of library**

No	Activities
1.	Maintenance of Leave Record
2.	Shelving of returned books
3.	Marking News Paper Attendance
4.	Signage and reporting misplaced books
5.	Up Keep of Study Room
6.	Visitor's Record
7.	Entering received Journals
8.	Marking Newspapers and cutting
9.	Receiving Office Notes as record for Participant's Membership
10.	Arrangement of Journals in specific place
11.	Accessioning of documents in various registers
12.	Computer Entry of Documents
13.	Attendance of each person
14.	Identifying books for binding and sending books for binding
15.	Acquisition for repository collection
16.	Helping in the book purchase activities
17.	Put 'New Books List' on reception Notice Board and on LAN
18.	Update membership record (list)
19.	Keep Member Record Update
20.	Keep review meeting record
21.	Preparing Monthly Report of Library
22.	Processing of News Paper Bills
23.	Collection and maintenance of library statistics
24.	Review of Suggestions / Complaints Book
25.	Scheduling Pest Control and fumigation activities
26.	Payment of News papers Bill
27.	Payment of bill for books purchased
28.	Payment of honorarium to Apprentice
29.	Settling Impress Advance
30.	Recording payments in Payment Register
31.	Arranging Book Club Meeting
32.	Arranging Waste Paper Disposal
33.	Reminder for return of books on due date
34.	Books Reminders through LAN
35.	Keeping record of member in every course
36.	Re-arrange Membership Cards used by Participants
37.	Wipe-off the database of Course Participants, if course is over
38.	Shelving of Books Displayed and Putting New Books on Display
39.	Fill up indent for stationary
40.	Circulation of News Paper Clippings
41.	Back up of LibSys database
42.	Sent Journal to MDC
43.	Arrange for the payment of Journals
44.	Send Reminders for journals
45.	Prepare a list of journals for binding
46.	Help in the process of renewal of Journals
47.	Cash Deposit in Accounts Section

48.	CAS Current Awareness Service
49.	Report of the conditions of instruments

1. Senior Librarian
2. Librarian

## *Job Description*

**Job Title** Senior Librarian

### **Job Objectives**

1. To initiate the process for **document acquisition**
2. To **source and disseminate** relevant information to library users
3. To Look after the day to day **administration** of the library
4. To **represent library** within and outside Academy
5. To create and engender a **culture of reading** by way of personalized services
6. To ensure **work culture** in the library by way of providing guidance and resources as required
7. To monitor the **quality of services** assured by the Academy as Senior Librarian for ISO Procedures

### **Job Responsibilities**

1. Procurement of documents
2. Application of Quality Management System in the Library
3. To see that library users get the right document in time
4. Prepare plan for the procurement of documents
5. Smooth operation of library activities
6. Liaison with other departments/ sections/cells of the academy

#### **Reports to be submitted**

1. MIS for the library
2. Budget for the library
3. Write up for the annual report of the library
4. Monthly expenditure and account statement
5. Newspaper clippings

#### **Reporting to**

Officer In Charge for the Library

### **Job Chart**

**Name :**

**Job Title : Librarian:**

#### **Job Responsibilities:**

1. Supervise technical processing of books and journals
2. Acquisition of books and other documents
3. Guide and supervise internal processes of library
4. Maintain the cleanliness of the library
5. Up keep of various equipment in the library
6. Proper filing of documents and papers received in the library
7. Various entries in different registers of the library
8. Supervise shelving of documents

#### **Report to :**

1. Senior Librarian

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### **आस्थापना-२ संकलनाचा जॉब चार्ट**

१. **रजा-** संस्थेतील कायम/प्रतिनियुक्तीवरील/करार तत्वावरील इत्यादी अधिकारी व कर्मचारी यांच्या सर्व प्रकारच्या रजा उदा.किरकोळ (नैमित्तिक)/बदली, अर्जित, परिवर्तीत, असाधारण, प्रसुती रजा, इत्यादी मंजूर करणे
२. **वार्षिक वेतनवाढी -** प्रतिनियुक्तीवरील अधिकारी यांच्या मूळ विभागाशी वेतनवाढीबाबत पत्रव्यवहार करून मूळ विभागाकडून आलेल्या वार्षिक वेतनवाढीची कार्यवाही करणे तसेच यशदातील कायमस्वरूपी अधिकारी व कर्मचारी यांच्या वार्षिक वेतनवाढी निर्गमित करणे.
३. **सेवापुस्तके अद्ययावत करणे-** प्रतिनियुक्तीवरील भाप्रसे, भापोसे, भावसे अधिका-यांच्या मूळ सेवापुस्तकात प्रतिनियुक्तीवरील कालावधीच्या नोंदी घेणे तसेच संस्थेतील कायमस्वरूपी अधिकारी व कर्मचा-यांच्या आवश्यक त्या सर्व नोंदी उदा. नेमणूकी, विलंबित, अर्जित/परिवर्तीत रजा, वार्षिक वेतनवाढी, शैक्षणिक अर्हता, पदोन्नती वेळोवेळी रजा लेखा इत्यादीची नोंद करणे

४. अधिकारी व कर्मचा-यांचा दैनंदिन अहवाल- बायोमॅट्रिक्स (थंब इंप्रेशन) मशिनवरील अनुपस्थिती व उशिरा उपस्थितीच्या अहवालानुसार प्रत्येक महिन्यातील अधिकारी व कर्मचारी यांचा अनुपस्थिती अहवाल तयार करून लेखाशाखेस कळविणे.
५. अतिकालिक भत्ता- सर्वसाधारण परिचारक यांचे प्रत्येक महिन्यातील ज्यादा/सुट्टीच्या दिवशी केलेल्या कामाचे अतिकालिक भत्ता काढणे
६. रजेची वैयक्तिक नस्ती - यशदातील प्रतिनियुक्तीवरील व कायमस्वरूपी अधिकारी आणि कर्मचारी यांची वैयक्तिक रजा नस्ती तयार करणे
७. निवड नस्ती तयार करणे - प्रत्येक वर्षाची निवड नस्ती तयार केली जाते सदर नस्तीमध्ये सर्व प्रकारचे टपालाद्वारे मिळणारे कागद नस्तीमध्ये ठेवल्या जातात, उदा. कार्यभार हस्तांतरण, बदली, कार्यालयात अंतर्गत विभागातील अधिकारी, कर्मचारी यांची बदली आदेश, नेमणूकी, घरबांधणी अग्रीम, वाहन अग्रीम, वाहनचालकांचे अतिकालिक भत्ता इत्यादी.
८. बायोमॅट्रिक्स (थंब इंप्रेशन) मशिनचे आवश्यकतेनुसार काम करणे.

## मा. निबंधक यांचे स्वीय सहायक यांचा जॉब चार्ट

कामाचे स्वरूप :

१. निबंधक व सहायक निबंधक यांच्याकडे येणा-या/जाणा-या नस्त्यांची नोंद आवक-जावक नोंदवहीत ठेवणे.
२. निबंधक यांच्या वेळोवेळी सांगण्यानुसार टंकलेखन व इतर कामे करणे.
३. निबंधक यांचा दैनंदिन कार्यक्रम तयार करणे.
४. प्रशासन विभागाचा एमआयएस व निबंधक यांचा फॅकल्टी एमआयएस भरणे.
५. प्रशासन-१ व प्रशासन -२ यांच्याकडून वेळोवेळी सांगितलेली कामे करणे.

**Job Chart For Technical Head IT and OIC CIT**

**I Course Related Functions**

- To correspond with Nominating Authorities and obtain nominations.
- To correspond with nominees and ensure attendance
- To prepare course schedule and ensure resource persons contribution.
- To prepare reading material.
- To correspond with various service provider agencies of Academy for ensuring the administrative arrangements
- To conduct training programme, perform following tasks:
  1. Organising classroom training sessions
  2. Fulfilling participant's legitimate learning and other needs.
  3. Facilitating resource persons for conduct of their sessions.
  4. Organising co-curricular and extra curricular activities
  5. Ensuring the delivery of administrative services in a coordinated manner
  6. Recording course proceedings and feedback from participants
  7. Maintaining records required for administrative purpose.
- To settle administrative matters
- To prepare and distribute course evaluation reports
- To maintain analyse and classify the records related to training courses

## **II Administrative Functions**

- To exercise control over functions of Support Cell, Software Cell and Training Cell.
- To check records maintained by them and provide guidance to them.
- To provide technical inputs for the IT related developments.

Designation – Programmer – Research Officer

Consequent to resumption of duties of Smt Ujwala Udgaonkar, Programmer – Research Officer, she has been assigned with following duties –

1. YASHADA web site maintenance
2. Institutional Membership
3. Intranet and content management system
4. YASHADA website revamping in association with Nasrin Siddiqui
5. Register of Innovation
6. Computer training
7. Software outsourcing enquiries, tender / quotation etc.
8. Overall training co-ordination of CIT ATC
9. KRA
10. Course marketing preparation of CIT brochure
11. Maintenance of all meeting files e.g. BOG, Executive Committee, Faculty, Think Tank, CIT review
12. Department files
13. Monitoring of all file indexing in CIT
14. YASHADA staff administration, CL register etc.
15. CIT office order
16. Any other work assigned by senior officers time to time



## Job Chart

**Designation :** Senior System Analyst

**Responsibilities :**

**1) System Analyst :**

- . To study and analyze the existing manual system.
- . To create the data model
- . To decide upon the platform for software development
- . To distribute the work to the programmers with some appropriate time frame
- . To implement the system for tracking and monitoring of the project
- . Come out with a definite testing plan
- . Successfully implement the system by adopting adequate end user training for smooth working

**2) Course Director :**

- . Organizing classroom training sessions
- . Fulfilling participant's legitimate learning and other needs.
- . Facilitating resource persons to conduct their sessions.
- . Organizing cocurricular and extra curricular activities
- . Ensuring the delivery of administrative services in a coordinated manner
- . Recording course proceedings and feedback from participants
- . Maintaining records required for administrative purpose.

**3) Open Source Software Resource Person :**

- . To download, analyze, evaluate, verify and test the appropriate software which serves the purpose
- . Successfully implement the system as per our requirement with appropriate customization
- . To demonstrate the systems to the course participants

**4) Other :**

- . To coordinate the development of already on going projects like Microplanning, Gramlekha
- . To guide the programmers in carrying out other projects like creating audio video interactive application
- . To conduct the sessions in other CD's course especially on eGovernance.

## **Jr. Engineer(Hardware) Job Responsibilities**

- Staff Machines (Once in a Month)
  - Check if all Systems are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update etc.
  - If problems are found, solve it, analyze it, or if time consuming forward it to Resident Engineer
- Classrooms Machines (Weekly)
  - Check all Systems whether they are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update, multimedia etc.
  - If problems are found, solve it, analyze it, if time consuming forward it to Resident Engineer
- Lab Machines (Weekly)
  - Check all System are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update, multimedia etc.
  - Removing unnecessary files, Load course related software, Operating System. Etc.
  - Any problem identified solve it analyze it, if time consuming forward it to Resident Engineer
- Servers (Weekly / Alternate Day)
  - Event Log Checking,
  - Anti Virus Updating,
  - Clearing Event Logs and Temp files,
  - User Management,
  - Backup (Weekly),
  - Performance Monitor,
- Network Management (Weekly/ Alternate day)
  - Speed and Bandwidth monitoring,
  - LAN Switches (Checking and Resetting)
  - Collision Monitoring at Switch Level,
  - Network Expansion,
- Preventive Maintenance of all Hardware
  - Servicing of all Computer Hardware in YASHDA under AMC by AMC provider quarterly

### **Support Activities (Corrective Maintenance)**

- Security Support  
File Sharing and Anti Virus Support

### **AMC Management**

#### **A. Monitor AMC Vendor's performance quarterly.**

#### **B. Hardware / Software complain from user**

1. Call received from user for hardware / software complain
2. Register it in Complaints Register
3. Allot complaint number to User
4. Send engineer to attend call
5. Compliance signature of user on complain register

#### **Priority-action to be completed by**

Servers – Immediate, High Priority  
Class Rooms – Immediate  
Staff – 24 Hours  
Labs – 24 Hours.

**Hardware problem, those that cannot be solved at YASHADA**

1. Reporting by Engineer that hardware cannot be repaired at YASHADA
2. Prepare Gate Pass
3. Send to Agency
4. Follow up for repair item send
5. Receive repaired item
6. Check if repair is successful
7. Get it installed

**Purchase Activities**

1. Assist OIC in preparing Tender/Quotations for purchasing hardware.

**Designation:** Programmer

**Responsibilities**

- 1) Handling INTRANET (<http://data-server/kbs/kbshome.asp>) Site.
- 2) Updating yashada.org site ([www.yashada.org](http://www.yashada.org))
  - Uploading New Appointments
  - Uploading Tender and documents
  - Updating Right To Information (RTI) documents
- 3) Software development for Internal projects
  - Analysis for the project
  - Checking Technical feasibility and operational feasibility for the project.
  - Documentation
    - Functional Decomposition diagram
    - Data Flow Diagram
    - Entity Relationship Diagram
    - File Design
    - Form Design
    - Code
    - Reports
    - Testing
    - Modifications as per user requirement
- 4) Giving presentations of the software to clients.
- 5) Conducting sessions in YASHADA training programmes.

## Job Chart

**Designation:** Programming Assistant

### **Responsibilities**

- 6) Software development for Internal projects
  - Analysis for the project
  - Checking Technical feasibility and operational feasibility for the project.
  - Documentation
    - Functional Decomposition diagram
    - Data Flow Diagram
    - Entity Relationship Diagram
    - File Design
    - Form Design
    - Code
    - Reports
    - Testing
    - Modifications as per user requirement
- 7) Giving presentations of the software to clients.

Job Chart for Course Associate

Principal Responsibilities:

- **Obtaining Nominations:**
  - To Draft, Type and make copies of the letters to be sent to nominating authorities; and
  - To Dispatch the Letters
- **Corresponding with Nominees:**
  - To Draft, type and make copies of the letters to be sent to nominating authorities; and
  - To Dispatch the Letters
- **Preparing Course Schedule**
  - To type the course schedule drafts;
  - To make and distribute the copies
- **Corresponding with Resource Persons:**
  - To Draft, Type and make copies of the letters to be sent to resource persons; and
  - To Dispatch the Letters
- **Corresponding for Administrative Services:**
  - To Draft CD's Circular and notes and fill various formats to be sent to various service provider sections of the Academy
  - To make arrangements for the dispatch of these to various sections.

- **Conducting Course:**
  - To register participants and distribute the stationary items and regarding materials.
  - To receive and attend resource persons and provide them course related materials and information
  - To Facilitate resource persons for conduct of their sessions
  - To make payments to resource persons
  - To attend participants legitimate needs.
  - To prepare course completion certificates and relieving reports for the participants
- **Settling Administrative Matters:**
  - To Dispatch participants relieving reports
  - To Dispatch mess service utilisation slips
  - To return balance stock of stationary items
  - To return books and video cassettes
  - To deposit with the library the reading material
  - To send information to course cell
  - To settle course advance account
  - To maintain course file
- Administation Releated Functions :**
  - To maintain course Files,resource persons directory and various records releated to training courses
  - To submit to the superiors the records and registers for scrutiny
  - To supervise over and guide Course Assistant's work whenever asked by superiors

## **Job Chart for Course Assistant**

Principal Responsibilities:

- **Obtaining Nominations:**
  - To Draft, Type and make copies of the letters to be sent to nominating authorities; and
  - To Dispatch the Letters
- **Corresponding with Nominees:**
  - To Draft, type and make copies of the letters to be sent to nominating authorities; and
  - To Dispatch the Letters
- **Preparing Course Schedule**
  - To type the course schedule drafts;
  - To make and distribute the copies
- **Corresponding with Resource Persons:**
  - To Draft, Type and make copies of the letters to be sent to resource persons; and
  - To Dispatch the Letters
- **Corresponding for Administrative Services:**
  - To Draft CD's Circular and notes and fill various formats to be sent to various service provider sections of the Academy
  - To make arrangements for the dispatch of these to various sections.
- **Conducting Course:**
  - To register participants and distribute the stationary items and regarding materials.
  - To receive and attend resource persons and provide them course related

materials and information

- To Facilitate resource persons for conduct of their sessions
- To make payments to resource persons
- To attend participants legitimate needs.
- To prepare course completion certificates and relieving reports for the participants
- **Settling Administrative Matters:**
- To Dispatch participants relieving reports
- To Dispatch mess service utilisation slips
- To return balance stock of stationary items
- To return books and video cassettes
- To deposit with the library the reading material
- To send information to course cell
- To settle course advance account
- To maintain course file

**Administrative Related Functions:**

- To maintain course files, resource persons directory and various records to training courses
- To submit to the superiors the records and registers for scrutiny
- To register and deposit the records with the record room
- Maintain CIT attendance register
- Carry out purchase procedures for CIT
- Maintain CIT inward/ outward register
- Any administrative work given by OIC, CIT

## **CENTER FOR DISASTER MANAGEMENT**

### **Director CDM**

\* **Training Management Related Functions:**

1. To remain in close contact with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non- Government organisations and identify the training needs of prospective trainees of the Academy.

\* **To draft Training Course Profiles (TCPs) of assigned courses.**

To function as a Course Director for the training courses as assigned in the YASHADA's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant and a Research Assistant are as briefly described below:

- a. To correspond with nominating authorities and obtaining nominations, To correspond with nominees and ensure attendance,
- b. To prepare course schedule and ensure resource persons contribution ; To prepare reading material;
- c. To correspond with various service provider agencies of the Academy for ensuring the administrative arrangements;
- d. To conduct the training programme, this means performance of following tasks: 1. Organising classroom training sessions

2. Fulfilling participants legitimate learning and other needs
3. Facilitating resource persons for conduct of their sessions organising co-curricular and extra-curricular activities
4. Ensuring the delivery of administrative services in a coordinated manner
5. Recording course proceedings and feedback from participants and resource persons
6. Maintaining records required for administrative purpose CI To settle administrative matters
7. To prepare and distribute course evaluation reports
8. To maintain analyse and classify the records related to trainig courses

### **Direct Training Related Functions:**

To engage in the various courses of the Academy and other institutions the classroom sessions on topics related to own expertise

### **Research Related Functions:**

To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

### **Administration Related Functions:**

To exercise supervisory control over Cas and RAs, and check the records maintained j by them and provide them the guidance for their official duties.

To perform all the other duties as assigned by HoD/DG

## **Asst. Professor, CDM**

### **\* Training Management Related Functions:**

1. To remain in close contact with relevant executives (particularly Training Coordinators)of Government, Semi-Government and Non- Government organisations and identify the training needs of prospective trainees of the Academy.

### **\* To draft Training Course Profiles (TCPs) of assigned courses.**

To function as a Course Director for the training courses as assigned in the YASHADA's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant and a Research Assistant are as briefly described below:

- a. To correspond with nominating authorities and obtaining nominations, To correspond with nominees and ensure attendance,
- b. To prepare course schedule and ensure resource persons contribution ; To prepare reading material;
- c. To correspond with various service provider agencies of the Academy for ensuring the administrative arrangements;
- d. To conduct the training programme, this means performance of following tasks:
  1. Organising classroom training sessions
  4. Fulfilling participants legitimate learning and other needs

5. Facilitating resource persons for conduct of their sessions organising co-curricular and extra-curricular activities
- 4 Ensuring the delivery of administrative services in a coordinated manner
- 5 Recording course proceedings and feedback from participants and resource persons
- 6 Maintaining records required for administrative purpose CI To settle administrative matters
7. To prepare and distribute course evaluation reports
8. To maintain analyse and classify the records related to trainig courses

**Direct Training Related Functions:**

To engage in the various courses of the Academy and other institutions the classroom sessions on topics related to own expertise

**Research Related Functions:**

To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

**Administration Related Functions:**

To exercise supervisory control over Cas and RAs, and check the records maintained j by them and provide them the guidance for their official duties.

To perform all the other duties as assigned by HoD/DG

**Course Asst.**

**Training Management Related Functions :-**

- ❖ Obtain nominations and corresponding with nominees.
- ❖ Preparing course schedule.
- ❖ Corresponding with resource persons.
- ❖ Corresponding for Administrative services.
- ❖ Conducting course.
- ❖ Preparation of evaluation report.
- ❖ Settling Administrative matters.
- ❖ GIS data collection & software work.
  
- ❖ To assist superiors for conduct of various types of research studies, field studies and Evaluation Studies etc. (This may involve collection, Analysis and Interpretation of Data)



## **Research Assistant, CDM**

Job Title : Research Assistant

Job Objectives :

1. To coordinate training programmes, workshops, seminars and conferences etc. at the local, regional, national levels.
2. To provide administrative support to Center for disaster management
3. To provide assistance to research projects
4. To document a collection of the representative and generic case studies

Principal Responsibilities:

1. To coordinate the training, research and field activities of the Institute
2. To manage the database and initiate thematic research and documentation activities
3. Preparation of appropriate reports as per requirement
4. To assist the training programme and Workshop
5. To do all those activities entrusted by OIC & Asst. Professor.

### **JOB DESCRIPTION FORMAT**

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JOB TITLE : PA – DDG & Additional Director, ATI

JOB OBJECTIVES :

1. Secretarial assistance to DDG & Additional Director, ATI
2. Organization and maintenance of the office of DDG & Additional Director, ATI

PRINCIPAL RESPONSIBILITIES:

1. Taking dictations from DDG & Additional Director and carrying out typing
2. Dispatch & Maintaining records / files
3. Connecting Phone calls & noting messages in absence of DDG & informing to DDG.
4. Any other activities entrusted by DDG & Additional Director
5. Hospitality to guests & guest faculties.

REPORTS TO BE SUBMITTED: Presenting necessary documents whenever asked for by DDG & Additional Director.

REPORTING TO : DDG & Additional Director, ATI

IMMEDIATE SUBORDINATES: Peon in the office of DDG & Additional Director, ATI

KEY RESULT AREAS: Improved administration of the office of DDG & Additional Director, ATI.

## **Job Chart of Professor**

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### **❖ Job Title: Professor, ATI**

#### **❖ Training Management Related Functions:**

- Designing of training including TNA of courses for Non- Finance Officers on Financial Management.
- Designing of Refresher, Induction & specialized training courses including TNA for Finance Officers of Govt. of Maharashtra.
- Designing other courses for officers of Govt. of Maharashtra from time to time.
- Advising faculties on Design of Training courses.
- **Arranging Training Need Analysis of client organization on demand basis.**

#### **❖ Direct Training Related Functions:**

- Preparing & submitting TNA & Design of the course to TMPC.
- Inviting nominations from Govt. Departments.
- Communicating selection of the course design to the participant officers.
- Inviting guest lectures to deliver lectures.
- Discussions with In-house & Outside faculties on the delivery.
- Conduct of courses for officers of Govt. of Maharashtra.
- Conduct of short duration courses for IAS Officers.
- Preparing Course Directors report & uploading it.
- Delivering lectures in other department's / center's courses as per requirement.

#### **❖ Research Related Functions:**

- Conduct of research as per availability of sponsorship.

❖ **Administrative Related Functions:**

- Processing of course files & other files related to training.
- Reading of Tapal & issue of instructions to faculty & staff.
- Collecting information on various issues & matters & submitting it to higher officer.
- Any other work assigned by higher authority from time to time.

**Reporting to: Additional Director General (Admin) & Director, ATI**

**The Job Chart for Assistant Professor**

**Training Management Related Functions:**

To remain in close contact with relevant executives (Particularly Training Coordinators) of Government, Semi – Government and Non- Government Organizations and identifying the training needs of prospective trainees of the Academy.

**To Draft Training of assigned courses:**

To function as a Course Director for the training courses as assigned in the YASHADA'S Annual Training Calendar (ATC) and the circular issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management as described in this handbook. These activities to be performed with the help of a Course Assistant / Course Associate and or a Research Assistant are as briefly described below:

- ❖ To Correspond with nominating authorities and obtaining nominations,
- ❖ To correspond with nominees and ensure attendance,
- ❖ To prepare courses schedule and ensure resource person contribution;
- ❖ To Prepare reading Material;
- ❖ To correspond with various service provider agencies of the academy for ensuring the administrative arrangements;
- ❖ To conduct the training programme, this means performance of following tasks
  - Organizing classroom training sessions
  - Fulfilling participants legitimate learning and other needs
  - Facilitating resource persons for conduct of their sessions
  - Organizing co-curricular and extra-curricular activities
  - Ensuring the delivery of administrative services in a coordinated manner
  - Recording course proceedings and feed back form participants and resource persons
  - Maintaining records required for administrative purpose
- ❖ To settle administrative matters
- ❖ To prepare and distribute course evaluation reports

- ❖ To Maintain and analyze and classify the records related to training courses

**Direct Training Related Functions:**

- ❖ To engage in the various courses of the Academy and other institutions the classroom session on topics related to own expertise

**Research Related Functions**

- ❖ To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Identification of Training Needs etc.

**Administration Related Functions:**

- ❖ To exercise supervisory control over the Course Assistants, Research Assistants, Research Officers and record maintained by them and provide them
- ❖ To perform all other duties as assigned by HoD/DG

**Research Related Functions:**

- ❖ To prepare under the guidance of Asst & Associate Professor the Project Proposals/ reports