

P R E F A C E

Job Manual for the Non-Teaching Staff

(A descriptive handbook detailing the various items of work to be performed by the members of non-teaching staff of the University)

In order to bring greater mobility and effectiveness in the day-to-day work of administration, management and control, efforts are underway to streamline the machinery by ensuring fuller and freer flow of work. With this end in view, job description of different categories of non-teaching service has been laid down, listing the various items of work that the designated incumbents have to perform, and approved by the Executive Council of the University (vide Resolution No. 2 dated 08.11.2003).

While the list is by no means exhaustive, care has been taken to cover as much ground as possible so that no grey areas are left in the scheme.

The undersigned takes the opportunity to thank the Hon'ble Members of the Executive Council of the University in general and the non-teaching staff representatives in particular for their help and support for the scheme. One hopes that similar support and cooperation shall also be forthcoming from everyone concerned including the J.U. Karmachari Samsad during implementation.



(R. Bandyopadhyay)
Registrar

JOB MANUAL FOR THE NON-TEACHING STAFF

(Executive Council Resolution No: 02 dated 08.11.2003
and modified vide Resolution No: 01 date 10.12.2003)

Jobs descriptions for the non-teaching employees of the University are listed below categorically as a companion manual for performing day-to-day and related activities of the University:

1A. Senior Superintendent

- They shall be responsible for over all planning of the day-to-day works of the section / unit concerned
- They shall assign / distribute jobs to the staff attached to the section concerned in consultation with the controlling officer
- They shall prepare a year-planner and put it up before the controlling officer in the 1st week of December, every year
- They shall be held responsible for any job performed by the concerned section controlled by them under the supervision of controlling officer
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post

1B. Junior Superintendent

- They shall perform jobs assigned to them by the Senior Superintendent concerned
- If Junior Superintendents are in independent charge of any section/unit they shall assume all the responsibilities of Senior Superintendent as narrated above
- They shall work under supervision of the controlling officer
- Any other duty that may be assigned to them by the controlling officer related to the work nature of the post

1C. Senior Assistant / Junior Assistant

- They shall be responsible to the Officer / HoD / Director / Section-in Charge / Senior Superintendent / Junior Superintendent in all matters relating to such administrative and academic functions of the University as may be assigned to them
- To make necessary entries in the service book of all staff under the supervision of the Superintendent concerned and to update the duplicate copy to be kept with the individual concerned in his/her month of increment
- To serially mark the papers in the Personal File of each member of the Staff and to maintain an index of those papers for each file to be tagged with the file itself to ensure detection when a paper is misplaced or detached
- To maintain a data book for the Department / Section / Unit of the Institution to facilitate supply of statistics to different agencies as and when required
- To initiate note-sheet regarding various activities of the section, etc. for onward transmission to the higher authority
- To assist the superintendent / section or unit-in-charge as and when required; to maintain leave account of the staff and to arrange issue of leave sanctioning orders as and when required
- To keep records of grade report, mark-sheet, transcript, etc. and distribute the same to the students and ex-students
- To attend to all work relating to training of members of the staff
- To perform admission and examination duties as may be necessary
- To maintain records of address, occupation, whereabouts of passed-out students
- To maintain records of boarders of University hostels
- To issue identity cards to the staff, students and researchers, etc
- To prepare and help to circulate notice, circulars, etc.

- To maintain office files properly including opening of new files with indexing
- To work with typewriters / computers as and when required and assigned
- To assist students, staff and others to have information about examination, courses of the University etc.
- To have a knowledge on accounts so as to maintain ledger book etc.
- To keep records regarding placement of students; to keep records of the alumni holding senior positions in national / international firm / company; to update records regularly
- To help in computer related job, including sending of email, preparing power point presentation, accessing and updating of databases, faxing
- Any other duty that may be assigned to them related to the work nature of the post

2A. Technical Superintendent

- They shall organize the planning related to technical activities in consultation with the HOD / Lab-in-Charge
- They shall be responsible to the HOD / Lab-in-Charge in all matters relating to such functions as may be assigned to them

2B. Technical Assistant

- Shall be responsible to the HOD / Officer-in-Charge / Section-in-Charge
- Shall assist the concerned teacher / lab-in-charge for properly holding and conducting the laboratory classes
- Shall prepare the instruction sheets of different experiments under the guidance of the lab-in-charge
- Shall supervise the return of gadgets / tools / consumable materials from the students
- Shall monitor shut down / switch off / disconnection of electrical power of the equipments / measuring instruments etc. after the lab is over
- Shall assist in conducting / performing experiments / jobs related to research
- Shall take the responsibility to maintain the Machines

/ Lab. Equipments etc. regularly after the semester classes

- To perform any other duty that may be assigned by the HOD / Section-in-Charge / Lab-in-Charge which is related to the work nature of the post

2C. Sr. Mechanic / Jr. Mechanic

- Shall help in the operation of the different components of experimental set-ups;
- Shall fabricate and repair / maintain the machines and tools.
- Shall keep the set ups ready for experiments before starting of the classes;
- Shall assist the Supdt.Technical through out the year in performing student experiments / research related activities;
- To maintain, clean apparatus through out the year;
- Shall assist the faculty members to maintain research lab / equipments / materials and other related matters;
- To perform any other duty as may be assigned by the H.O.D./ Section-in-Charge/University Engineers / Asst.Engineers/SAE etc. which is related to the work nature of the post

3. Store Keeper

- Shall be responsible to the officer-in-charge / HOD/ Section-in-Charge / Superintendent / Chief Store Keeper
- To maintain stock book / record of all items
- To update store / ledger for all items regularly
- To report on status of items
- To put up indent for acquisition of materials (consumables stock) in time
- Any other duty that may be assigned to them.

4A. Caretaker / Sr. Caretaker

- They will look after maintenance work of academic buildings, administrative buildings, hostels, non-teaching and teaching quarters, gate pass checking, with the help of Estate Assistant and report back to the concerned Superintendents.

- For the interest of the University security, they will keep records in details along with the photograph of labours / staff members of contractor engaged by the Engineer's office from time to time for construction and maintenance works. They will also look after the site clearing works of the University.
- Any other duty that may be assigned to them by the controlling officer / superintendent which is related to the work of the post.

4B. Estate Assistant / Sr. Estate Assistant

- They will look after the sanitary clearance and maintenance problems, removal of weeds from the roof, sunset, all outside walls of academic and administrative buildings, hostel, teaching and non-teaching quarters
- Any other duty that may be assigned to them by the controlling officer / superintendent which is related to the work nature of the post

4C. Garden Supervisor

- He / she shall be in charge with the planning and overall supervision of the work relating to garden maintenance under the control of the Superintendent concerned

5A. Associate Librarian (Jr.)

- To assist in the supervision work of the Librarian and Chief Librarian
- To supervise book ordering, accessioning, classification, cataloguing etc., all work related to circulation, binding, membership registration, current and bound serials.
- To perform all other works in relation to book procurement, book processing, book circulation, book preservation serial procurement and management etc. and render services to the users both manually and with the help of computer in addition to supervision-work.

- To prepare and maintain the record and statistics of the concerned unit for onward transmission to the library authority.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

5B. Assistant Librarian Gr-II/I

i. Book selection and ordering

- To receive books from vendors; to receive books donated on exchange, accession the books, check up and certify the bills
- To prepare the list of orders for the purchase of books for various departments
- To perform accession of books and to maintain in separate accession register
- To check up the books against duplicate copies
- To perform any other work relating to ordering and accessioning of all kinds of documents both manually and with the help of computer

ii. Cataloguing Section

- To classify books and assign book numbers.
- To prepare catalogue cards for each book; to prepare book card, shelf-list card; to file catalogue and shelf list cards; to prepare and circulate the additional list of new arrivals; To replace shelf list, if necessary;
- To replace torn cards in catalogue cabinets, filling of catalogue cards.
- To perform any other work associated with the technical processing of all kinds of documents both manually and with the help of the computer

iii. Circulation Section

- To issue books to students and other members; to file Readers Cards and books cards after books are issued; to take out and insert cards in book pockets when books are returned; to issue books to Teaching and

Non-teaching Staff; to receive books from students; to issue reminders to all categories of users for overdue books; to maintain the file for lost membership cards; to make challans for late fines; to keep records regarding circulation both manually and with the help of Computer

- To issue membership cards to students, teachers, non-teaching staff, research scholars and others; to issue the clearance certificate to above mentioned categories of users; to issue duplicate cards in cases of cards lost by members; to maintain the index of members; to file the application cards of the members in both alphabetical and numerical orders; to maintain membership records both manually and with the help of Computer; to perform all duties relating to binding of all kinds of documents; to maintain transaction with the Departmental Libraries and to assist in conservation and preservation processes relating to the life of books

iv. Periodical Section

- To receive journals from vendors, to record receipts in periodical Register; to issue journals to readers; to Accession and Catalogue the bound journals; to issue reminders and to check bills; to receive newspapers; to record in the register, to display the newspapers on the newspapers stand; to shelve the journals for proper display; to perform all kinds of work relating to procurement i.e. order, receipt, accession, display of current serials and to render current awareness services both manually and with the help of computer and services relating to on line journals

v. Reference Section / Reading Room Services

- To render all kind of reference services to all categories of members with human touch; to assist in surfing the INTERNET and other NETWORKS and also in searching on / off line databases; to perform all kinds of work relating to Digital Library Services and to restore and organise the Rare and Old Collections

- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6A. Foreman (Press)

- To look after the press administration on behalf of the Registrar
- Any other duty that may be assigned to him by the controlling officer which is related to the work nature of the post.

6B. Supervisor (Technical) -Press

- To look after the press administration on behalf of the Foreman (Press)
- Any other duty that may be assigned to him by the controlling officer which is related to the work nature of the post.

6C. Machine man / Sr. Machine man

- To look after the printing machine work and operating the machine, to assist supervisor.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6D. DTP / PTS Operator

- To perform all kinds of job-work, text-work, scanning work, layout, drawing and tracing output and also to send it time to time to the Proof Reader / concerned dept. etc.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6E. Impositor- cum - Platemaker & Camera Operator

- Planning for colour separation, imposing, all types of plate making and process camera work.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6F. Sr. Compositor / Compositor / Distributor

- To compose all kinds of job and text works and all kinds of composing, distributing & proofing jobs and also to send it time to time to the Proof Reader/ concerned dept.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6G. Sr. Binder / Binder

- Paper cutting, folding, perforating, stitching, numbering, all kinds of binding and to operate the binding machine.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

6H. Proof Reader

- To perform proof reading after composing & to mark for the necessary correction and to send it to the compositor / concerned dept. and finalise to send to the machine for printing after necessary correction as directed by the supervisor.
- Any other duty that may be assigned them by the controlling officer which is related to the work nature of the post.

7. Sub-Assistant Engineer Gr-I / Gr-II / Work Supervisor

- Preparation of estimates and schedule dealing with schedule and non-scheduled items, drawing up schedule of works, execution of works, settlement of additional item of works arising during execution, day-to-day maintenance works, purchase of non-schedule items
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

8. Sr. Animal House Keeper / Animal House Keeper

- They will run the Animal House properly

- They will maintain the scientific atmosphere of the animal house.
- They will look after the feeding and medication, if required.
- They will supervise the proper disposal of the sacrificed animals after experiment in the Electric Furnace.
- They will properly supervise and keep vigilance to the animals which are purchased for Laboratory works.
- Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post.

9A. Head Zamadar / Head Durwan

- They shall carry out the same duties and be charged with the planning and overall supervision of the work of Durwan /Sr.Durwan under the control of the Superintendent concerned. They shall submit a report daily to the Supdt., concerned

9B. Durwan / Senior Durwan

- They shall act as watchmen **round the clock** as per the roster prepared by the Administration and shall perform duties as below:
- To protect university properties against theft, pilferage and damage by the possible miscreants;
- To check at random the identity of all those entering the campus of the university;
- To prevent sticking of bills and posters outside the designated spots;
- To prevent smearing of the university walls both inside and outside with slogans and advertisement strips, etc.
- To oversee that there are no trespassers inside the campus and the plants are not damaged;
- To report to the Zamadar if any doors or windows are found to be open, taps are found to be leaking and the lights have not been properly turned off;
- To switch on and off the street lights regularly at stipulated times inside the campus;
- To maintain visitors' book at the gates for cars and

visitors between 7:30 pm. and 9:00 a.m.

- To apprehend the users of narcotics and other banned drugs and liquors for taking appropriate action by the administration,
- To prevent handling of wares of any kind by private traders;
- To report to the Higher Authority regarding any suspicious object lying unclaimed in or about the campus/ building/ rooms;
- To prevent vehicles from breaking the speed limit inside the campus;
- Any other duty that may be assigned to them which is related to the work nature of the post

9C. Head-Sweeper

- They shall carry out the same duties and be charged with the planning and overall supervision of the above work under the control of the Estate Superintendent

9D. Sweeper / Senior Sweeper

- They shall be responsible to the Head Sweeper in his absence to the Estate Superintendent concerned in the discharge of their duties as per roster prepared by the Administration and will perform duties as bellow:
- To sweep and clean the floors of the university buildings, workshop sheds, approach roads daily;
- To clean and wash bathrooms, toilets, urinals, water closets, drains, etc. with disinfectants as may be supplied;
- To sweep the soot, dirt and cobwebs on the walls and ceilings etc.
- To keep the institute campus clean as per instruction of the section-in-charge;
- To mop the floor regularly
- Any other duty that may be assigned to them which is related to the work nature of the post

10A. Head Mali

- They shall carry out the same duties and be charged

with the planning and overall supervision of the work of Mali /Sr.Mali under the control of the Garden Supervisor

10B. Mali / Senior Mali

- They shall be responsible to the Garden Supervisors in the discharge of their duties as may be assigned to them as per roster prepared by the administration and shall perform duties as below;
- To develop and maintain the gardens of the university and hostels;
- To nurture and nourish flower plants and other types of plants in tubes and pots;
- To clear bushes, weeds by the sides of the approach roads, fields and other thoroughfares;
- To maintain playground of the university in a state of good repair;
- To place cricket mat, goalpost net, badminton, volleyball, basketball nets in proper position and remove the same as they may be instructed.
- Any other duty that may be assigned to them which is related to the work nature of the post

11A. Technical Attendant / Lab. Attendant / Peon/ Senior Peon / Helper / Skilled helper posted at Labs / Workshop

- They shall be responsible to the Tech. Supdt. / Lab.-in-Charge of the laboratory concerned/HOD and shall perform duties as below;
- To clean laboratory / workshop equipment, apparatus, instrument and furniture;
- To oil and grease the machinery & equipment as may be necessary;
- To assist laboratory / workshop personnel in setting up apparatus, preparing chemicals, arranging re-agents in the racks, etc.;
- To bring material, equipment, instrument, etc. from stores;
- To continue existing jobs which are being performed by them in different sec./dept / library;

- To open and close the doors and windows of the laboratory regularly;
- To report any defect in the doors, windows, furniture, to the higher authority,
- To help in distributing and collecting lab materials to and from the students:
- Any other duty that may be assigned to them which is related to the work nature of the post

11B. Peon / Senior Peon / Record Supplier

- They shall be responsible to the concerned Section-in-charge / HOD / Superintendent and shall perform duties as below:
- to circulate notices and circulars in the class rooms and to fix the same on the notice boards where necessary
- to circulate notices and circulars to the departmental / sectional staff as and when required;
- To carry and distribute official papers, MCS, notes, envelops, other relevant documents to the section / depts through peon book;
- To clean and dust furniture in rooms allotted to them;
- To keep chalk, duster, and teaching aids ready for use by the teachers;
- To carry teaching aids and instruments gadgets, etc. to/from class rooms as may be necessary;
- To assist teachers in arranging drawing sheets;
- To clean blackboards, drawing boards
- To keep watch against pilferage / damage of drawing boards, furniture and electrical fittings in class room / drawing halls and offices;
- To carry staff attendance register to the officer/HOD concerned in time;
- To open and close the doors and windows of the rooms and corridors;
- To continue existing jobs which are being performed by them in different sec./dept./ library.
- To help in tracing documents / papers / circulars / notices from the offices / sections / depts. to which

he is attached, whenever necessary.

- To do photo-copying, faxing, etc.
- Any other duty that may be assigned to them which is related to the work nature of the post.

11C. Sr. Sorter / Sorter / Sr. Peon / Peon /Record Supplier posted at Library

- They shall be responsible to the Librarian / Asstt. Librarian / Departmental Librarian and shall perform duties as below:
- To clean library books, furniture etc.;
- To arrange the books and journals in the stack or almirah;
- To help in issue and return of the books, others to the students, teachers, staff, scholar etc.
- To circulate notices and circulars to Dept. Library / Central Library / office as and when required;
- To bring books from stack / almirah;
- To receive the demand slip from readers;
- To report about the damage of books journals etc. to the librarian;
- To maintain service between library and department, departmental Head, office for the incumbent posted at Dept. Library.
- To maintain service between Central Library and Dept. Library, and vice versa;
- To do photocopying;
- Any other duty that may be assigned to them which is related to the work nature of the post