

SNO	POST	JOB DESCRIPTION	REMARKS
1	Director	<ul style="list-style-type: none"> i. Head of the Attached Department. ii. Overall supervision of the Directorate of Archives & Libraries, Peshawar, and branch offices across Khyber Pakhtunkhwa. iii. Drawing and Disbursing Officer (DDO) of the Directorate of Archives & Libraries, Khyber Pakhtunkhwa, Peshawar. iv. Sanctioning Authority for branch offices. v. Chairman of the Departmental Promotion Committee. vi. Establishment of a public library network across Khyber Pakhtunkhwa, including the repair and maintenance of library buildings. vii. Proposing development schemes for the strengthening and advancement of the Directorate of Archives & Libraries, Khyber Pakhtunkhwa, Peshawar. iii. Representing the Directorate of Archives & Libraries in various meetings at the Secretariat level. ix. Maintaining liaison with the National Archives, provincial archival repositories, the National Library of Pakistan, and the National Documentation Center, Islamabad. x. Supervising and monitoring the Store Supervisor of the Directorate of Archives & Libraries and sub-offices. 	

2	Deputy Director	<ul style="list-style-type: none"> i. Assisting the Director in the overall administration of the Directorate of Archives & Libraries, Khyber Pakhtunkhwa, Peshawar ii. Serving as Secretary of the Departmental Promotion Committee. iii. Supervising the establishment, budget and accounts, preservation sections, and all training-related matters iv. Conducting inspections and internal audits of branch offices. v. Managing all cases related to the establishment and accounts sections. vi. Ensuring proper routing and submission of all matters related to accounts, budgets, and establishment cases to the Director. vii. Attending Departmental Promotion Committee (DPC) meetings on behalf of the office. <p style="text-align: center;">Any other tasks assigned by the Competent Authorities.</p>	
3	Assistant Director (Budget & Account)	<ul style="list-style-type: none"> i. All matters pertaining to budget and accounts of the Directorate and its branch offices. ii. All matters relating to processing & checking of the sanctions under different object heads. iii. All matters related to payment of utility bills. iv. All matters relating to monthly reconciliation of expenditure of the Directorate & its branch offices. v. All matters pertaining to monthly receipts of the Directorate & its branch offices. vi. Checking of utility installations/meters of Directorate of Archives. vii. Assembly matters. iii. PAC matters. ix. Appropriation of accounts. x. Attending meetings pertaining to budget, accounts and receipts. <p style="text-align: center;">Any other task assigned by the Competent Authorities.</p>	

4	Assistant Director (Development)	<ul style="list-style-type: none"> i. All matters relating to developmental schemes. ii. Tendering and Procurements management. iii. Preparation replies of audit Para. iv. Preparation of Concept notes and PC-1. vi. All matters pertaining to establishment of new libraries. <p>Any other task assigned by the Competent Authorities.</p>	
5	Superintendent (Budget & Account)	<ul style="list-style-type: none"> i. All matters relating to G.P. Fund including preparation of G.P. Fund bills, maintenance of register and record annual balance sheets. ii. Pension Cases, Benevolent Fund cases, Group Insurance, Leave Encashment and financial assistance cases and routine correspondence with branch offices in establishment matters. iii. Maintenance of ACRs/PERs. iv. Preparation of budget. v. All matters pertaining to monthly receipts of the Directorate & its branch offices. vi. Processing of all matters related to budget and accounts. vii. Contingencies of branch offices. viii. Medical re-imbursement case. ix. Receipts reconciliation of all branch offices. <p>Any other task assigned by the Competent Authorities.</p>	

6	Assistant Director (Establishment)	<ul style="list-style-type: none"> i. Preparation and submission of working paper for DPC ii. Preparation of minutes of DPC meetings. iii. Convening DPC meetings. iv. Managing Advertising of vacant posts as per rule and policy. v. Scrutiny of applications received for appointment vi. Preparation of merit lists. vii. Preparation and updating of seniority lists viii. Responsible for preparation of cases regarding promotion ix. Maintenance and processing records of disciplinary actions x. Submission of letters to Manager Employment Exchange Centers. xi. Manage and prepare staff promotions & transfers cases. xii. Dealing amendments in Service Rules by taking into loop all stakeholders before final submission. xiii. Preparation of summaries/working papers xiv. Assisting Director in inquiries and others day to day issues. xv. Draft and update administrative procedures in coordination with senior management directions 	
7	Network Administrator	<ul style="list-style-type: none"> i. Designing, planning and setting up the network. ii. Maintenance of the network and its allied equipment. iii. Supervision Troubleshooting of network and internet issues. iv. Incharge of Biometric attendance system i.e. configuration of biometric machine, software and monthly report generation. v. Focal person for Pakistan Citizen Portal. vi. Supervision of CCTV surveillance system. <p>Any other task assigned by the Competent Authorities.</p>	

8	Database Administrator	<ul style="list-style-type: none">i. Database i.e. Designing, Configuration, Troubleshooting Backups and restoration of Databases, Managing Storage Pools (NASs) and allied servers.ii. Develop processes for optimizing and maintaining database security/standards.iii. Systematic arrangement of scanned Archival record on NAS. And uploading of scanned Archival record on acquired Digital Repository Software.iv. Supervision of Scanning and Digitization of Archival record i.e monitoring of scanning and digitization of Microfilms, Publications/files and Newspapers with monthly report generation.v. Supervision of File tracking System and HEC Digital Library resources access for Directorate of Archives & Libraries, Khyber Pakhtunkhwa and its branch libraries.vi. Supervision of File Tracking System and updating HR Database on PMRU HR Data web portal. <p>Any other task assigned by the Competent Authorities.</p>	
---	------------------------	--	--

9	Programmer	<ul style="list-style-type: none"> i. Reviewing operating systems and software frequently and making any adjustments necessary to keep them running well ii. Writing code and implementing computer web based programs. iii. Building and using computer-assisted software engineering tools to automate coding process. iv. Performing all requirements needed for the implementation of automated computer systems from start to finish v. Using code libraries to simplify the writing of code vi. Collaborating with software developers in the creation of programs for their organization vii. Maintenance and updating of web application and website. <p>Any other task assigned by the Competent Authorities.</p>	
10	System Supervisor	<ul style="list-style-type: none"> i. Assisting in the supervision of automation/digitization of archival and libraries. ii. Assisting in scanning and digitization of archival record. iii. Troubleshooting network and internet issues iv. Automated data collection, compilation and reporting to incharge/librarian concerned. v. Troubleshooting hardware and software related issues. vi. Maintenance of client computer systems over the network. vii. Assisting in supervision and expediting service delivery process by using online platforms. viii. Submission of progress and performance report of computer 	

		<p>operators to incharge concerned.</p> <p>Any other task assigned by the Competent Authorities.</p>	
11	Caretaker	<p>i. Overall supervision regarding maintenance, cleanliness and security of Archives & Libraries Complex, Peshawar.</p> <p>ii. Supervision of all matters pertaining to sanitation, electricity and gas including maintenance of electrical machinery.</p> <p>iii. Maintenance of Committee Room for holding meetings/programs of Govt. departments.</p> <p>iv. Supervision of lawn maintenance.</p> <p>v. All matters pertaining to internal shifting/adjustments of machineries, equipment and furniture etc.</p> <p>vi. Acquiring services of class-IV staff with consultation of the concerned Incharge for carrying out official work as and when required.</p> <p>viii. Supervision of Electrician, Mali's, Sweepers. Strict monitoring of Sweepers to ensure proper cleanliness of whole building specially Washrooms.</p> <p>ix. Recommendation of disciplinary proceedings against Class-IV officials who refuse to obey instructions in connection with official business.</p> <p>Any other task assigned by the Competent Authorities.</p>	
12	Stenographer (PA To Director)	<p>i. PA to Director</p> <p>ii. Take down notes and drafts from their officers and type them neatly and accurately;</p> <p>iii. Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic /other messages received by them in the absence of officers;</p> <p>iv. Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements</p>	

		<p>diary</p> <p>v. Handle and maintain classified documents /files in accordance with the instructions;</p> <p>vi. Attend calls and to maintain outstation /private calls Telephone Register.</p> <p>vii. Maintain reference books and keep them upto-date by getting correction slips pasted by Office Daftari;</p> <p>viii. Receive and conduct visitors, arrange interviews as permitted by their officers.</p> <p>ix. Supervise the up-keep of the officer's and visitor's rooms wherever provided;</p> <p>x. Make tour arrangements including the issue of tour programs.</p> <p>xi. Assist the officers in such matters as he may direct;</p> <p>xii. Keep proper record and movement of files and other papers;</p> <p>xiii. Keep record of suspense cases, where ordered, and their submission on due dates;</p> <p>Any other task assigned by the Competent Authorities.</p>	
13	Assistant Accounts	<p>i. Preparation and submission of FVC bills to AG Office.</p> <p>ii. Maintenance of contingent register.</p> <p>iii. Reconciliation of expenditure.</p> <p>iv. Preparation of pay bills.</p> <p>v. Adjustment pay and allowances through prescribed source forms.</p> <p>vi. Collection of expenditure statements from district offices.</p> <p>vii. Compilation of all expenditure statement.</p> <p>Any other task assigned by the Competent Authorities.</p>	
14	Chief Librarian	<p>i. Administration and physical charge of Peshawar Public Library.</p>	

		<ul style="list-style-type: none"> ii. All matters related to purchase, selection, organization, writing off & stocktaking of library materials. iii. Assisting Director in framing rules/policies for streamlining functions of libraries working under administrative control of this Directorate. iv. Routine inspection of branch libraries and coordination with other sister organizations. v. Member books Selection Committee. vi. Supervision of annual compilation of library statistics. vii. Assisting Departmental Selection Committee in selection of library staff. viii. Maintaining record regarding demand of library users, making objective-based books selection and monitoring reader's advisory services. ix. Submission proposals for enhancing libraries membership/revenue. <p>Any other task assigned by competent authority.</p>	
15	Librarian	<ul style="list-style-type: none"> i. Overall supervision and In charge of respective section. ii. Physical charge and custodian of the section. iii. Responsible for all issues relating to administration, discipline including un- authorized absence of subordinate staff during office hours and cleanliness of the section iv. Assisting Chief Librarian in books selection for the section. v. Member Books Verification Committee(s) as and when notified. vi. Maintenance accession registers of the section. vii. Maintenance user's demand list of the section. viii. Classification, cataloguing and computerization of section's books. ix. Maintenance record of overall purchased books. x. Annual stock verification of the section and maintenance of record thereof. 	

		<ul style="list-style-type: none"> xi. Preparation and submission of annual lists of defaulted/missing books of the Section for writing off and recovery of losses xii. Preparation and submission of annual lists of worn-out/outdated books meant for weeding/withdrawal from the stock. xiii. Compilation of user's books demand lists of concerned section xiv. Evaluation of Annual Confidential/Performance Reports of subordinate staff of the section. xiv. Compilation of annual library statistics maintained on monthly basis indicating following statistics:- <ul style="list-style-type: none"> o Number of daily visitors/members/users of section. Separate may be used for recording particulars of non-registered members. register o Number of books daily issued. o Number of new books entered in section accession register. o Number of books classified. o Number of books computerized. o Number of books defaulted. o Number of new books shifted to shelves. <p>Any other task assigned by competent authority .</p>	
16	Cataloguer-Cum-Classifier	<ul style="list-style-type: none"> i. Cataloging of Books & other Library materials. ii. Updating of computerized library catalogue in ILMS. iii. Organization of returned books on relevant shelves. iv. Maintenance of section registers. v. Cataloging of books in ILMS vi. Maintenance record of books displayed to binding purpose. vii. Reader's advisory service. viii. To assist the Librarian in Classification of books according to DDC. 	

		Any other task assigned by competent authority.	
17	Research Officer (Periodical & Newspaper Section)	<ul style="list-style-type: none"> i. Overall supervision and administration of Periodical & Newspaper section. ii. Supervision and management of binding of newspapers and magazines on monthly basis in coordination with Preservation Section. iii. Computerization of Archival Holdings of the section in coordination with Scanning and Digitization Section. iv. Provision of Newspapers & periodical record to Public, Government, and Semi Government institutions and research scholars/general visitors. v. Provision of cosy, comfortable reading and other allied facilities such as photocopying and printing etc. <p>Any other task assigned by competent authority.</p>	
18	Research Officer (Record & Research Section)	<ul style="list-style-type: none"> i. Over all supervision and administration of the section. ii. Computerization and digitization of section record in coordination with Scanning and digitization Section. iii. Provision of information and guidance to the Government , public, research scholars/visitors as and when required from the available record iv. Coordination with Federal and other Provincial Archives in sharing training, skills and experiences. v. Maintenance of microfilming record which has now been scanned 	

		<p>for the purpose of digital preservation.</p> <p>vi. Preparing summaries of the record and uploading the same to the Network Attached Storage(NAS).</p> <p>Any other task assigned by competent authority.</p>	
19	Research Officer (Publication &Weeding Section)	<p>i. Overall supervision and maintenance of the Section</p> <p>ii. Inspection of district record offices for selection and transfer of the noncurrent record to Provincial Archives for permanent preservation</p> <p>iii. Weeding, classification, categorization, indexing and listing of the permanent “Category A” record of the Section</p> <p>iv. Supervision of disposal of category C & D record in coordination with relevant department and Government printing press department.</p> <p>v. Survey and acquiring record of historical importance held in private custody.</p> <p>vi. Preparing summaries of the record and uploading the same to the Network Attached Storage (NAS).</p> <p>Any other task assigned by competent authority.</p>	

20	Assistant Research Officer (Publication &Weeding Section)	<p>Assisting the Research Officer of the Publication & Weeding Section in disposing of the following responsibilities :</p> <ul style="list-style-type: none"> i. Supervision and maintenance of the Section ii. Inspection of district record offices for selection and transfer of noncurrent record to Provincial Archives for permanent preservation iii. Weeding, classification, categorization, indexing and listing of the permanent “Category A” record of the Section. iv. Supervision of disposal of category C & D record in coordination with relevant department and printing press department. v. Survey and acquiring the historically important record held in private custody. <p>Any other task assigned by competent authority.</p>	
21	Assistant Research Officer (Record &Research Section)	<p>Assisting the Research Officer of the Record &Research Section in disposing of the following responsibilities :</p> <ul style="list-style-type: none"> i. Over all supervision and administration of the section. ii. Computerization and digitization of section record in coordination with Scanning and digitization Section. iii. Provision of information and guidance to the Government , 	

		<p>public, research scholars/visitors as and when required from the available record</p> <p>iv. Coordination with Federal and other Provincial Archives in sharing training, skills and experiences.</p> <p>v. Maintenance of microfilming record which has now been scanned for the purpose of digital preservation.</p> <p>vi. Preparing summaries of the record and uploading the same to the Network Attached Storage (NAS).</p> <p>Any other task assigned by competent authority.</p>	
22	Research Assistant	<p>i. Assist in organizing and cataloging archival collections, including documents, photographs, and digital records.</p> <p>ii. Label, sort, and store archival materials in accordance with archival standards.</p> <p>iii. Assist researchers and staff in locating and accessing archival materials.</p> <p>iv. Help with the preservation and conservation of fragile or deteriorating documents.</p> <p>v. Monitor environmental conditions (temperature, humidity, etc.) in storage areas to ensure material safety.</p> <p>vi. Maintain and update databases of archival collections.</p> <p>vii. Digitize records and ensure proper metadata for online access.</p> <p>viii. Follow institutional guidelines and ethical standards in handling archival materials.</p> <p>ix. Assisting in ensuring security of sensitive records.</p> <p>Any other task assigned by competent authority.</p>	

23	Archival Chemist (Preservation Section)	<ul style="list-style-type: none">i. Overall supervision and administration of Preservation Section.ii. Analyze the chemical composition of archival materials (e.g., paper, ink, textiles, photographs) to assess their stability and risk of deterioration.iii. Research and identify environmental factors (e.g., light, humidity, temperature, pollution) that affect archival material degradation.iv. Develop and recommend chemical treatments and solutions for preserving and restoring historical items.v. Collaborate with conservators to formulate preservation plans and restoration protocols.vi. Test and evaluate the effectiveness of preservation treatments adjusting methods as needed.vii. Monitor storage environments and advise on the best practices for maintaining optimal archival conditions.viii. Stay updated on the latest preservation technologies and chemical methods used in archival science.ix. Maintain detailed documents of preservation processes, chemical treatments, and experimental results.x. Train archival staff in chemical preservation methods and safe handling of materials.xi. Ensure compliance with health, safety and environmental regulations related to chemical handling and archival preservation. <p>Any other task assigned by the competent authority.</p>	

24	Preservation Officer	<ul style="list-style-type: none">i. Assisting Archival Chemist in general administration & maintenance of the sectionii. Responsible for preservation and conservation of Archival material on the method as recommended by archival chemist.iii. Assisting Archival Chemist in purchase of preservation material and chemicals etc. as per section requirements.iv. Assisting in maintaining record of Laminated and fumigated record.v. Maintaining Stock register of the sectionvi. Assisting in inspection of various sections of Archives & Libraries for recommending sprays of other measure for elimination of all kind of insects harmful to record.vii. Providing technical assistance to public functionaries in preservation their official record. <p>Any other task assigned by competent authority.</p>	

25	Junior Microfilming Officer	Custodian of microfilms and its digitized version.	
26	Superintendent (Magazine Section)	<ul style="list-style-type: none"> i. Overall supervision and administration of Magazine & Periodical Section. ii. Computerization of magazine & periodical in coordination with Scanning and Digitization Section. iii. Provision of magazine & periodical to Public, Government, and Semi Government institutions and research scholars/general visitors. iv. Provision of cosy, comfortable reading environment and other allied facilities such as photocopying and printing etc. Any other task assigned by competent authority . 	
27	Assistant (Newspaper Section)	<ul style="list-style-type: none"> i. Computerization record of the Section ii. Assisting, Assistant Research Office in administration, maintenance of record, punctuality & discipline of the subordinate staff and cleanliness of the section. iii. Assisting in physical verification as of the newspapers and pointing out of deficiencies regarding missing newspapers in coordination with B&A Section. iv. Maintaining record of newspapers issued from the section. Any other task assigned by competent authority. 	

28	Cameraman	The post is no longer required. All his J.Ds stand redundant. It has been recommended for declaring it redundant on the basis of cabinet decision	
29	Jr.Clerk	<ul style="list-style-type: none"> i. receipt and dispatch; ii. diarizing (including entry with red ink on notes files) and maintenance of prescribed register; iii. sorting, distribution and filing of papers; iv. Maintenance of registers relating to office files, record files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the Section; v. record keeping; vi. Establishment and Accounts matters (preparation of pay bills, T.A. bills etc.); vii. handling of cash, if posted as cashier; viii. to do typing work as and when required; and ix. Stationery indenting, storing and distribution. <p>Any other task assigned by competent authority.</p>	
30	Electrician	<ul style="list-style-type: none"> i. Inspect, troubleshoot, and repair electrical systems, wiring, and fixtures. ii. Perform routine checks to ensure all systems comply with safety standards. iii. Maintain backup power systems, including generators and UPS units. iv. Install electrical systems for lighting, HVAC, security, and other 	

		<p>operational needs.</p> <ul style="list-style-type: none"> v. Ensure compliance with local electrical codes and organizational policies. vi. Respond promptly to power outages or electrical issues to minimize disruptions. vii. Collaborate with other departments during emergencies to restore functionality. viii. Maintain accurate records of repairs, inspections, and installations. ix. Report issues or required upgrades to the relevant authority. x. Conduct regular safety audits and ensure that electrical systems are hazard-free. xi. Assist with the electrical aspects of special projects and events. xii. Work collaboratively with contractors and other maintenance staff. <p>Any other task assigned by competent authority</p>	
31	Daftari	<ul style="list-style-type: none"> i. See that the officer's tables are fully furnished with the requisite stationery; ii. Help the Stationery Assistant in the maintenance of register of forms and in the distribution of stationery and forms; iii. Help the Section Assistant / Section Clerk in repairing all damaged file covers and pages of current and recorded files; iv. Maintain the closed diaries, dispatch registers and volumes of bound proceedings in good condition and repair them whenever they are found in torn or damaged state, and see that these are properly dusted daily; v. Take out diaries, dispatch register and columns of bound proceedings from their racks whenever required to do so by the Record Keeper; vi. Pull out and restore files under the direction of Section Assistant /Clerk; vii. Help the Record Keeper in the stitching of recorded files and restoring 	

		<ul style="list-style-type: none"> viii. them to their proper place in the record shelves; ix. Seal secret and confidential letters; x. Prepare and see parcels of heavy articles to be sent out by post; x. Affix service postage stamps on covers under the direction of the Dispatcher; and xi. Help the Dispatcher in the circulation of all printed material. 	
32	Naib Qasid.	<p>The Overall purpose of a Qasid /Naib Qasid is to be of assistance to officers and staff in a Section / Brach / Office in the efficient performance of their duties. He shall perform the following duties;-</p> <ul style="list-style-type: none"> i. Carrying from one place to another within and outside the office premises the official files / papers /dak; ii. To clean office furniture and record before office hours; iii. General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc.; iv. Providing drinking water and bringing tea to the officers and staff; v. Conducting of visitors to the officers; 	
33	Binder	<ul style="list-style-type: none"> i. Assisting Preservation Assistant in routine affairs / duties of the section ii. Supervision of all activities related to binding. iii. Maintaining record of bounded books, files etc. iv. Maintaining record of binding /preservation material. 	
34	Mali	<ul style="list-style-type: none"> i. Cultivate, water, and prune plants, trees, and shrubs. ii. Mow lawns, trim hedges, and maintain flower beds. iii. Apply fertilizers, pesticides, and other treatments as needed. iv. Propagate and plant flowers, vegetables, and ornamental plants. v. Monitor plant health and take appropriate action to prevent or address diseases or pests. vi. Ensure proper watering schedules for gardens and potted plants. vii. Maintain watering systems and report any malfunctions. 	

		<ul style="list-style-type: none"> viii. Remove weeds, fallen leaves, and debris from gardens and pathways. ix. Design and execute seasonal planting schemes to enhance the beauty of the premises. x. Use and maintain gardening tools and equipment responsibly. xi. Assist with setting up plants or decorations for special events. 	
35	Mender	<ul style="list-style-type: none"> i. Binding of books, files etc. ii. Spraying of insecticides as per instruction of the Preservation Assistant. iii. Maintenance of binding machines / equipment. 	
36	Telephone Operator	<p style="text-align: center;">Duties of Telephone Exchange when installed.</p> <p style="text-align: center;">Any other task assigned by competent authority</p>	
37	Computer Operator, Preservation Assistant, Record Assistant, Assistant, Senior Clerk, Junior Clerk, Stenographer, Librarian-II, Daftari.	<ul style="list-style-type: none"> i. Supporting Staff. ii. Duties of the above referred posts vary on the basis of functions of different sections, assigned by the concerned incharge from time to time. 	
	Plumber	<ul style="list-style-type: none"> i. Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures ii. Set up and maintain water heaters, pumps, and other plumbing equipment. iii. Conduct regular inspections of plumbing systems to identify issues or potential failures. iv. Diagnose and resolve plumbing problems, such as leaks, blockages, or low water pressure. v. Respond promptly to plumbing emergencies to minimize disruptions. vi. Replace damaged or worn-out plumbing components. vii. Adhere to safety standards and use protective equipment during 	

		<p>tasks.</p> <ul style="list-style-type: none"> viii. Maintain records of repairs, maintenance, and installations. ix. Report major issues or system upgrades needed to the supervisor. x. Collaborate with other maintenance staff on projects or facility improvements. xi. Assist with the installation or repair of HVAC or water-related systems when necessary. 	
38	Chowkidar	<ul style="list-style-type: none"> i. Monitor and control entry and exit points for staff, visitors, and vehicles. ii. Verify identification and maintain a log of visitors and deliveries iii. Patrol the premises to deter and detect unauthorized activities or security breaches. iv. Monitor surveillance equipment v. Respond promptly to alarms, emergencies, or security incidents. vi. Take appropriate action in case of fire, theft, or other threats. vii. Safeguard the organization's property, documents, and equipment. viii. Report any suspicious activity or security concerns to the supervisor. ix. Maintain daily activity logs and incident reports. x. Submit reports on any unusual occurrences or security violations. xi. Provide directions and assistance to visitors when required. xii. Collaborate with law enforcement or emergency services as necessary. 	

39	Driver	<ul style="list-style-type: none"> i. Transport staff, visitors, and materials to designated locations safely and on time. ii. Operate vehicles assigned for official duties, including cars, vans, or other vehicle iii. Perform routine checks of vehicles, including fuel, oil, water, tire pressure, and battery levels. iv. Ensure vehicles are cleaned and maintained in proper working condition. v. Report any mechanical issues or required repairs to the relevant authority. vi. Follow traffic laws, speed limits, and safety regulations at all times. vii. Ensure passengers use seatbelts and practice other safety measures. viii. Maintain a logbook to record trips, mileage, fuel usage, and vehicle maintenance. ix. Ensure that vehicle registration, insurance, and other necessary documents are updated x. Assist with loading and unloading materials or documents. xi. Provide minor administrative support, such as delivering correspondence or parcels. 	
40	Sweeper	<ul style="list-style-type: none"> i. Sweep, mop, and dust floors, hallways, and common areas. ii. Clean and sanitize restrooms, including sinks, toilets, and floors. iii. Empty trash bins and dispose of waste responsibly. iv. Ensure cleanliness and hygiene in all workspaces, including offices and library areas v. Disinfect frequently touched surfaces, such as door handles and desks. vi. Sweep and clean outdoor pathways, parking areas, and entryways. vii. Remove litter and debris from gardens and public spaces. 	

		<ul style="list-style-type: none">viii. Use and maintain cleaning tools and equipment (e.g., brooms, mops, vacuum cleaners).ix. Report any damaged or malfunctioning cleaning equipment for repair.x. Assist in setting up and cleaning after special events or meetings.xi. Notify the supervisor of any maintenance or cleanliness concerns.xii. Report any safety hazards or repair needs promptly.	
--	--	--	--

BRANCH OFFICES:			
41	Librarian (Branch Offices)	<p>i. Physical charge and custodian of the Library.</p> <p>ii. Assisting Chief Librarian in books selection process for the Library.</p> <p>iii. Member Books Purchase / Verification Committee (s) as and when notified.</p> <p>iv. Maintenance of accession registers of the Library.</p> <p>v. Maintenance Demand lists as per user's requirement of the Library.</p> <p>vi. Classification, Cataloguing and computerization of books purchased for Library.</p> <p>vii. Annual Stock verification of the library and maintenance of the record thereof.</p> <p>viii. Preparation and submission of annual lists of defaulted / missing books of the library for writing off.</p> <p>ix. Preparation and submission of annual lists of worn-out, outdated books meant for weeding/withdrawal from the stock.</p> <p>x. Compilation of demand list as per user's requirements of the library.</p> <p>xi. Compilation of annual library statistics maintained on monthly basis indicating following: -</p> <ul style="list-style-type: none"> • Number of daily visitors/members/Users of library, Separate register may be used for recording non registered members of the library. • Number of books daily issued. • Number of new books entered in section accession register. • Number of books classified. • Number of books computerized. • Number of books defaulted. • Number of books shifted to shelves. <p>Any other task assigned by competent authority.</p>	

42	Assistant Directors /Superintendents (Branch Offices).	<ul style="list-style-type: none"> i. Matters relating to budget and accounts. ii. All matters related to payment of utility bills iii. Checking of utility installation/meters. iv. Attending meeting pertaining to budget, accounts and receipts/Receipts reconciliation. v. Supervision of seminar hall and internet section. vi. All matters relating to G.P Fund including preparation of G.P Fund bills, maintenance of register and record annual balance sheets. vii. Pension cases /Benevolent Fund Cases/Retirement Benefits & Death Compensation cases/Leave Encashment and financial assistance cases. viii. Maintenance of ACRs / PERs. ix. Medical re-imbursement case. x. Over all incharge of store. xi. Responsible for supply of the stationery items as per demand of staff. xii. Keeping record of FVC bills. xiii. Maintenance of cash books / Maintenance of Store / Maintenance of Stock Register. xiv. Responsible for all issues relating to administration, discipline including un-authorized absence of subordinate staff during office hours and cleanliness of the office. <p>Any other task assigned by competent authority.</p>	
43	Assistant (Branch Offices)	<ul style="list-style-type: none"> i. Preparation and submission of FVC bills to DAO offices. ii. Maintenance of contingent register. iii. Reconciliation of expenditure. iv. Preparation of Pay bills. v. Adjustment pay and allowances through prescribed source forms. vi. Maintenance of Service Books and Personal files. vii. Maintenance of Leave Account. <p>Any other task assigned by competent authority.</p>	

