

# JAWAHARLAL NEHRU UNIVERSITY

## Manual2

### Powers and duties of Department's officers and employees

[Section4 (1) (b) (ii)]

Designation of Post
Vice Chancellor
Rector
Dean of Students
Dean of School of Studies
Registrar
Finance Officer
Coordinator (Evaluation)
Chief Proctor/Proctors
Provosts
Wardens
Chairperson of Centre
Deputy Director (Physical Education)
Deputy Registrar
Deputy Finance Officer
Executive Engineer (Electrical)
Executive Engineer (Civil)
Curator
Assistant Registrar (Legal Cell)

Designation of Post
Chief Medical Officer
Medical Officer
Section Officer
Horticulture Officer
Chief Security Officer
Hindi Officer
Personal Secretary
Security Officer
Professional Assistant
Senior Assistant/Assistant
Security Inspector
Stenographer/PA
Fire Inspector
Computer Operator
Semi Professional Assistant
Hindi Translator
Motor Mechanic
Auto Fitter
Security Assistant

Senor Research Officer
Research Officer
Archivist
Assistant Registrar
Assistant Finance Officer
Administrative Officer
PRO
Assistant Engineer (Electrical)
Assistant Engineer (Civil)

Cooks
Helpers Mess
Animal Attendant-cum-Peon
Animal Attendant-cum-Charger
Animal Attendant
Other Staff
<u>Librarian, Director, Computer Centre, Dy. Librarian, Assistant Librarian, H/W Engg-cum-Programmer(System Analyst), Programmer(System Analyst), Sr. System Analyst, System Manager, Research Officer, Scientific Officer (Technical Officer-I), Dy. Director (ACH), Documentation Officer, Curator (Botanical Garden), Veterinary Officer (Animal House), Assistant Director (Physical Education), Editor of Publications (SIS), Technical Officer, SLS, Sr. Research Assistant, Professional Assistant, Sr. Technical Assistant, Archival Superintendent, Assistant Arcivist, Computer Operator, Computer Assistant, Semi Prof. Assistant, Technical Assistant, Preservation Assistant, Sr. Proof Reader, Data Entry Operator, Reprographic Assistant, Sr. Laboratory Assistant, Sr. Laboratory Assistant (Store), Laboratory Assistant, Xerox Operator, Statistical Assistant, Cartographic Assistant, Jr. Operator, Jr. Technician, Technician 'C', Technician 'B', Technician VIII(C), Tennis Marker, Library Attendant, Technician 'A', Laboratory Attendant</u>
<u>Superintending Engg, Junior Engg (Electrical), Junior Engg (Civil), Sr. Hindi Translator, Assistant Manager (Guest House), Sr. Pharmacist, Dresser-cum-Compounder, Draftsman, Mechanic(E/P), Generator Operator</u>

## **Qualification, Duties & Responsibilities of**

Registrar, Coordinator, Deputy Registrar, Secretary to Vice – Chancellor, Public Relation Officer, Assistant Registrar, Administrative Officer, Section Officer (General ), Sr. Asstt.(General), Assistant (General), Receptionist, Guest House Keeper, Steward, Supervisor Guest House , Guest House Attendant, Store Keeper, Caretaker, Jr. Asstt-Cum-Typist, Store Assistant, Enquiry Clerk, Telephone Operator, Driver, Helper (Bus), Dispatch Rider, Geststner Operator, Xerox Operator , Daftry, Peon /Messenger, Mail/ Groundsmen, Faresh, Recaner, Personal Secretary, Sr. Personal Assistant, Stenographer (P.A), Jr. Stenographer, Finance Officer, Deputy Finance Officer , Assistance Finance Officer, Section Officer A/C, Senior Assistant (Account), Assistant A/C, Security Officer, Assistant Security Officer, Security Inspector, Security Assistant, Security Guard, Security Inspector, Safaiwallas, Chief Project Engineer, Executive Engineer (Elect.), Assistant Engineer (Elect.), Sectional Officer (Elect.), Air-Conditioning Operator, Head Electrician, Electrician , Wireman/Wireman-Cum-Pump Driver, Meter Reader, Pump operators, Assistant Pump Operator, Telephone Attendant cum Wireman, Welder-cum Blacksmith, Diesel Engine Mechanic-cum-Pump Mechanic, Execute Engineer (Civil), Assistant Engineer (civil), Sectional Officer(Civil), Sectional officer (Civil), Draftsmen, Masons, Carpenter, Plumber, Sewer men, Khalssi (102), Tech. Asstt (Printing prose), Proof Reader, Machine man Gr. III, Nurse, Sectional officer (Civil)[Junior Engineer (Civil)], Sectional Officer (Elect.)[Junior Engineer (Elect.)], Air-Conditioning Operator