

**MANUAL 2 : POWERS AND DUTIES OF VARIOUS OFFICERS OF NATIONAL SUGAR INSTITUTE, KANPUR**

Sl, No.	Name of the post	Duties assigned to the post
1	Director	1. Planning, organizing, directing and controlling of all the affairs and activities of the Institute including Teaching and research. 2. Rendering Technical advice to sugar factory 3. Any other work assigned by the Administrative Ministry And or Government.
2	Professor of Sugar Technology	Teaching, Research & Advisory Any other work assigned by Director.
3	Professor of Organic Chemistry	Teaching, Research & Advisory Any other work assigned by Director.
4	Professor of Agriculture Chemistry	Teaching, Research & Advisory Any other work assigned by Director.
5	Professor of Biochemistry	Teaching, Research & Advisory Any other work assigned by Director
6	Professor Physical Chemistry	Teaching, Research & Advisory Any other work assigned by Director
7	Professor of Chemical Engg	Teaching, Research & Advisory Any other work assigned by Director
8	Professor of Sugar Engineering	Teaching, Research & Advisory Any other work assigned by Director
9	Chief Design Engineer	Teaching, Research & Advisory Any other work assigned by Director
10	Chief Administrative & Finance Officer	1 To function as Head of Department 2 To look after the administrative & Financial matters of the Experimental Sugar Factory 3 To assist Director of the Institute in the general Supervision of the various activities of the Institute 4 To advise in exercise of all administrative and financial Powers delegated to the Director 5 Any other duties as may be assigned by the Director And / or Government
11	Assistant Professor of Sugar Technology	1 Teaching Research & Advisory 2 Any other work assigned by Professor of Sugar Technology or Director
12	Assistant Professor of Sugar Engineering	1 Teaching Research & Advisory 2 Any other work assigned by Professor of Sugar Engineering or Director
13	Assistant Professor of Agriculture Chemistry	1 Research, Teaching & Advisory 2 Any other work assigned by Senior Officer/or Director
14	Assistant Professor of Organic Chemistry	1 Research, Teaching & Advisory 2 Any other work assigned by Senior Officer/or Director
15	Assistant Professor of Biochemistry	1 Research, Teaching & Advisory 2 Any other work assigned by Senior Officer/or Director
16	Physical Chemist	1 Research, Teaching & Advisory 2 Any other work assigned by Senior Officer/or Director
17	Senior Instrument Engineer	1 Research, Teaching & Advisory 2 Any other work assigned by Senior Officer/or Director
18	Senior Statistical Officer	1 Teaching, Research 2 Any other work assigned by Director
19	Senior Administrative Officer	1 To function as Head of Office 2 Appointing Authority for Group 'C' & 'D' 3 Assisting the Chief Admn & Finance Officer in general Supervision of the various activities of the Institute like Administration, accounts, purchase, legal matters, security,

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Sl, No.	Name of the post	Duties assigned to the post
		Maintenance, control over expenditure etc 4 Any other work assigned by Director and /or Chief Admn & Finance Officer
20	Technical Officer (Instrument Engineering)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
21	Senior Scientific Officer (Design)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
22	Lecturer in Sugar Engineering	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
23	Cane Officer	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
24	Junior Scientific Officer (Agriculture Chemistry)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
25	Junior Scientific Officer (Organic Chemistry)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
26	Junior Scientific Officer (Biochemistry)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
27	Junior Scientific Officer (Physical Chemistry)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
28	Junior Technical Officer (Chemical Engineering)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
29	Chief Designer	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
30	Assistant Engineer (Mechanical)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
31	Assistant Engineer (Electrical)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
32	Assistant Director (Official Language)	1 Translation work from English, Hindi and vice-versa 2 Any other work assigned by Director/CA&FO / Senior Administrative Officer
33	Junior Technical Officer (Sugar Technology)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
34	Admn-cum-Pur & Sales Officer / Accounts-cum-Stores Officer	1 To supervise the Accounts & Cash section of the Institute 2 To supervise & control Office Store, Central Store, Farm Store, Chemical Store, Caretaker Stores and Garden Store 3 To function as Drawing & Disbursing Officer 4 Any other work assigned by Director / CA&FO
35	Junior Scientific Officer (Environmental Engg)	1 Teaching, Research & Advisory 2 Any other work assigned by senior officer / or Director
36	Welfare-cum-Security Officer	1 To safeguard Government Stores and properties 2 To attend welfare activities in order to maintain a

<b>Sl, No.</b>	<b>Name of the post</b>	<b>Duties assigned to the post</b>
		<p>Harmonious industrial relations</p> <p>3 To deal with court cases</p> <p>4 To attend estate work</p> <p>5 Any other work assigned by the Director/CA&amp;FO</p>
37	Private Secretary	<p>1 To take down shorthand notes</p> <p>2 Type out tour reports</p> <p>3 Routine typing work</p> <p>4 Cutting of stencils</p> <p>5 Any other work assigned by concerned officer And/ or Director</p>
<b>Sl, No</b>	<b>Name of the post</b>	<b>Duties assigned to the post</b>
38	Senior Technical Assistant (Sugar Technology)/ Lab Incharge	<p>1 Assistant senior Officers in the discipline in their assigned duties by way of preparing draft notes, replies and reports on various problems &amp; queries of the sugar and allied industries, draft agenda notes for various committees</p> <p>2 To assist senior officers in scrutinizing proposals of Sugar factories regarding expansion and modernization; calculation and compilation of technical data for technical bulletin</p> <p>3 To accompany officers on extension / advisory tours and assist them in conducting investigations and trials during such visits</p> <p>4 To participate in teaching / training assignment to the students Admitted to the various courses in the Institute</p> <p>5 Any other work assigned by senior officers in the discipline</p>
39	Senior Research Assistant (Mechanical Engineering)	<p>1 Assistant senior Officers in the discipline in their assigned duties by way of preparing draft notes, replies and reports on various problems &amp; queries of the sugar and allied industries, draft agenda notes for various committees</p> <p>2 To assist senior officers in scrutinizing proposals of Sugar factories regarding expansion and modernization; calculation and compilation of technical data for technical bulletin</p> <p>3 To accompany officers on extension / advisory tours and assist them in conducting investigations and trials during such visits</p> <p>4 To participate in teaching / training assignment to the students Admitted to the various courses in the Institute</p> <p>5 Any other work assigned by senior officers in the discipline</p>
40	Senior Research Assistant (Organic Chemistry)	<p>1 Assistant senior Officers in the discipline in their assigned duties by way of preparing draft notes, replies and reports on various problems &amp; queries of the sugar and allied industries, draft agenda notes for various committees</p> <p>2 To assist senior officers in scrutinizing proposals of Sugar factories regarding expansion and modernization; calculation and compilation of technical data for technical bulletin</p> <p>3 To accompany officers on extension / advisory tours and assist them in conducting investigations and trials during such visits</p> <p>4 To participate in teaching / training assignment to the students</p>

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		Admitted to the various courses in the Institute 5 Any other work assigned by senior officers in the discipline
41	Senior Research Assistant (Mechanical Engineering)	1 Assistant senior Officers in the discipline in their assigned duties by way of preparing draft notes, replies and reports on various problems & queries of the sugar and allied industries, draft agenda notes for various committees 2 To assist senior officers in scrutinizing proposals of Sugar factories regarding expansion and modernization; calculation and compilation of technical data for technical bulletin 3 To accompany officers on extension / advisory tours and assist them in conducting investigations and trials during such visits 4 To participate in teaching / training assignment to the students Admitted to the various courses in the Institute 5 Any other work assigned by senior officers in the discipline
42	Research Assistant (Scientific) (Selection Grade)	1 Assistant senior Officers in the discipline in their assigned duties by way of preparing draft notes, replies and reports on various problems & queries of the sugar and allied industries, draft agenda notes for various committees 2 To assist senior officers in scrutinizing proposals of Sugar factories regarding expansion and modernization; calculation and compilation of technical data for technical bulletin 3 To accompany officers on extension / advisory tours and assist them in conducting investigations and trials during such visits 4 To participate in teaching / training assignment to the students Admitted to the various courses in the Institute 5 Any other work assigned by senior officers in the discipline
43	Office Superintendent	Supervise the following work 1 To deal with establishment matters 2 To deal with accounts, finance and budget matters 3 To perform the duties of cashier as and when asked for 4 To deal with audit objections 5 To deal with the legal cases 6 To deal with procurement of stores, equipments and related correspondence 7 To perform the duties of Stores Purchase as and when asked for 8 To deal with correspondence relating to Survey & Information / Technical / Experimental Sugar Factory/Education Section / any other division 9 Typing work, diary work, Dispatch work 10 Any other work assigned by superior officers/CA&FO/Director
44	Process Operator	1 Teaching 2 Research 3 Assisting senior officers in their assigned duties
45	Stenographer GrII	1 To take down shorthand notes 2 Type out tour reports 3 Routine typing work 4 Cutting of stencils 5 Any other work assigned by concerned officer

Sl, No.	Name of the post	Duties assigned to the post
		and/or Director
46	Draftsman GrI	1 Teaching 2 Supervision of Drawing office 3 Preparation of Drawing & Design 4 Any other work assigned by the superior
47	Technical Assistant	1 Checking of periodical returns 2 Preparation of technical data 3 comments on run report & final reports 4 Reference work relating to technical enquiries 5 Preparation of technical notes and drafts 6 Assisting officers in their technical advice 7 Collection & dissimulation of technical statistics 8 Preparation of specification and extension and alteration of machinery 9 Preparation of new projects and research schemes 10 Other Miscellaneous and technical work 11 Preparation and issue of sugar standards 12 Preparation of agenda to Minutes of Advisory Board and Sugar standard sub-committees
48	Research Assistant (Engg)	1 Take lecture and practical classes of students 2 Assisting Professors & Asstt Professors of respective Departments in research on problems connected with Type of work 3 Other misc work assigned by senior officers of Respective departments 4 To guide and instruct to the students in sugar engineering
49	Research Assistant (Scientific)	1 Take lecture and practical classes of students 2 Assisting Professors & Asstt Professors of respective Departments in research on problems connected with Type of work 3 Other misc work assigned by senior officers of Respective departments 4 To guide and instruct to the students
50	Draftsman Gr II	1 Preparation of Drawing and Designs 2 To teach students
51	Security Inspector	1 Supervision of Security Department and Inspection from time to time 2 Any other work assigned by Security Officer /CA&FO/ Director/ Security Incharge
52	Library Assistant	1 Supervision of Library 2 Purchase of Books and Journals 3 Classification and Cataloguing 4 Reference service 5 Issue and return of books and journals to staff and Students 6 Correspondence work of Library 7 Any other work assigned by superior / Director
53	Statistical Assistant	1 To assist the statistician to teaching, research and investigational work in respect of various problems connected with sugar Industry and of data supplied by research officers 2 To collect, collate and interpret various statistical data 3 Correspondence work of statistics section 4 Preparation of notes and comments in various matters relating to sugar industry 5 Any other work assigned by Statistician
54	General Recorder	1 To receive material at the Railway station Arrange e for loading and unloading at Goods shed, transportation from shed to the site

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		2 To make proper inventory of all the equipments received
55	Scientific Assistant	1 Supervision of scientific & industrial control instruments 2 Technical advices to sugar factories regarding instrumentation 3 To assist senior officers of the department in research relating to Instrumentation of sugar and allied industries 4 Designing of instruments preparation by and or officers of the Department 5 Any other work assigned by senior officer of the Department
56	Foreman	1 Maintenance, Repairing and overhauling of the ESF 2 To supervise Mechanical and Electrical Machinery of ESF 3 Assisting Professor of Sugar Engineering, Asstt Professor of Of Sugar Engineering maintenance of Central workshop
57	Assistant Foreman	1 Maintenance, Repairing and overhauling of the ESF 2 To supervise Mechanical and Electrical Machinery of ESF 3 Assisting Professor of Sugar Engineering, Asstt Professor of Of Sugar Engineering maintenance of Central workshop
58	Farm Superintendent	1 Preparation of cropping programmes and its implementation 2 Labour indents and utilization of labours 3 Disbursement of labour wages 4 Annual indents for supply of stores including seeds and fertilizers 5 Preparation of muster rolls 6 Preparation of crop registers and cattle food register 7 Implementation and proper watch for development and leveling Work at the farm 8 Arrangement for disposal and storage of farm produce 9 Arrangement of research work and plant protection measures At the farm 10 Any other work entrusted by Professor of Agriculture Chemistry
59	Glass Blower	1 Preparation of different special apparatus required by different Laboratories of the Institute for higher research 2 Glass blowing and fabrication work of the following division of Institute: P S T Lab P A C Lab P S E Lab P P C Lab P B C Lab
60	Junior Hindi Translator	1 Translation work of Hindi to English and visa-versa 2 Any other work assigned by the Assistant Director (OL) and or Director
61	Tractor Mechanic-Cum-Driver	1 Maintenance of Tractor and its running 2 Proper watch to send the machine for its operation well in time 3 Arrangement of oil, lubricants and other spare parts for machines for farm operation 4 Arrangement of major repair and collaboration with Engg Divn 5 Any other work assigned by the concerned officer
62	Electronic Mechanic	Servicing of Scientific and Industrial Control Instruments and Repairing, fitting and adjustments of instruments received from a) Outside sugar factory b) Central/State/autonomous organizations c) Different divisions of the Institute d) ESF e) Any other work assigned by Head of Institute/ Division
63	Artist-cum-	1 To take photograph's of drawing, diagrams etc and to make

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	Photographer	the photos from the so developed negatives 2 To make standards developing and printing solutions for contract and fine grain works 3 To do developing; printing and enlarging 4 To prepare the blown up enlargements 5 Retouching, finishing and colouring 6 Maintenance of photographic materials and equipments properly
64	Library Assistant	1 Supervision of Library 2 Purchase of Books and Journals 3 Classification and cataloguing 4 Reference Service 5 Issue and returns of books and Journals to staff and students 6 Correspondence work of Library
65	Caretaker	1 maintenance of Accession Registers, maintenance & cleanliness of Buildings, staff quarters, hostels, guest house, and all institute buildings (including furniture, furnishing and fixtures) 2 Maintenance of liaison with CPWD under guidance of PST / Junior Technical Officer (Development) 3 Custody of Institute buildings including Conference Hall, Auditorium, Hostels, Guest House and vacant quarters 4 Making of meter reading 5 Supervision of Water Coolers and cooling arrangements 6 Supervision of sweepers and farrashs 7 Supervision of Key Board and distribution of keys
66	Stenographer GrIII	1 To take down shorthand notes 2 Type out tour reports 3 Routine typing works 4 Cutting of Stencils 5 Any other work assigned by senior officer and or Director
67	Upper Division Clerk	1 To deal with all Administrative matters 2 To deal with legal cases 3 To deal with procurement of stores, equipments and related correspondences 4 To perform the duties of stores and purchase as and when asked for 5 To deal with correspondences relating to Survey & Information /Technical Section/Experimental sugar factory/Education section/ 6 Any other work assigned by Section Incharge / Superior officers
68	Lab Store Keeper/ Senior Factory Store keeper	1 Preparing of Annual Indent for lubricants, greases etc required for the Central Stores & ESF 2 Receipt of outside and local supplies 3 Opening of packing cases from outside stations and obtaining approval on them 4 Passing of Bills 5 Weighment of fire wood 6 Issue of material 7 Issues of tools to the workers 8 Postings & issue slips 9 Arranging auction of un-serviceable engineering goods 10 Verification of stores
69	Draftsman GrIII	1 Preparation of Drawings & Designs 2 To teach students

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70	Hostel Superintendent	1 Arrangement of Mess to the NSI Students 2 Allotment of Hostel rooms to the students 3 Realization of Mess Money from students and to keep account registers 4 To maintain registers regarding mess arrangement of students
71	Tractor Driver	1 Driving of tractor and its maintenance 2 To report defects of the tractor to Tractor Mechanic 3 Any other entrusted work by his superior officers
72	Lower Division Clerk	1 To do typing work 2 To do diary work 3 To do dispatch work 4 To do routine correspondences in any of the above Divisions/section 5 Any other work assigned by section Incharge/Superiors
73	Assistant Store Keeper	1 To assist Senior Factory Store Keeper in his following assigned duties: a Preparation of annual indent for articles and ESF b Receipt of outside and local supplies c Opening of packing cases from outside stations, obtaining Approvals on them d Passing of bills e Weighment of firewood f Issue of Tools to the workers g Posting and issue slips h Arranging auction of unserviceable engineering goods i Any other work assigned by officers of Factory stores
74	Godown-cum-Excise Clerk	1 To assist Senior Factory Store Keeper in his following assigned duties: a Preparation of annual indent for articles and ESF b Receipt of outside and local supplies c Opening of packing cases from outside stations, obtaining Approvals on them d Passing of bills e Weighment of firewood f Issue of Tools to the workers g Posting and issue slips h Arranging auction of unserviceable engineering goods i Any other work assigned by officers of Factory stores
75	Fitter 'C'	To carry out repairing work in ESF and Central Workshop
76	Turner (Mechanic)	Work of the trade
77	Electrician	1 Electrical work of the Institute and Central Work shop 2 Cooling and heating arrangement and other electrical work
78	Welder	Welding work
79	Moulder	Work of the trade
80	Staff Car Driver	Driving of the staff car
81	Fine Mechanic	1 Repairing of fine type instruments ie Instruments & watches etc 2 Repairing of optical instruments 3 Repairing of Mechanical Instruments 4 Repairing of Electrical Instruments
82	Instrument Mechanic	1 Repairing of fine type instruments ie Instruments & watches etc 2 Repairing of optical instruments 3 Repairing of Mechanical Instruments 4 Repairing of Electrical Instruments
83	Canteen Manager	Supervise the Departmental Canteen and any other work Assigned by the Superiors
84	Halwai	Prepare the items for canteen
85	Surveyor	Survey work



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86	Coupon Clerk	Distribution of coupons in canteen and handling the cash
87	Counter Clerk	Distribute the items of canteen
88	Jr Gestetner Operator	Handling duplicating machine
89	Pump Operator	To Operate the pump of ESF and farm
90	Blacksmith	Work of trade
91	Carpenter	Work of trade
92	Electric Motor Driver	Work of trade
93	Senior Khalasi	Work of trade
94	Fitter D	Work of Trade
95	Daftri	To do the binding etc work
96	Library Attendant	Attend the library work and any other work assigned by the superior
97	Lab Attendant	Attend the laboratory work and any other work assigned by superior
98	Head Chokidar	1 Distribution of duties of the security guards and check up time to time 2 Any other work assigned by the Security Inspector / superiors
99	Senior Peon	To attend the routine work of the section concerned
100	Packer	Work of trade
101	Hostel Attendant	To attend the Hostel work and any other work assigned by superiors
102	Store Attendant	Attend the store work and any other work assigned by the superiors
103	Farrash	Cleaning and other work assigned by the superiors
104	Peon	To attend the peon work of the section concerned
105	Mali	To attend the garden work
106	Ploughman	Ploughing the field
107	Cleaner	To Clean and washing the staff vehicles
108	Safaiwala	To do the cleaning work
109	Chowkidar	Attend the work of security
110	Oilman	Work of trade
112	Mazdoor	To attend the work of ESF and farm
113	Tea Maker	To prepare the tea in the canteen
117	Cattleman	To do the work of cattle
118	Berra	To attend the work of Canteen
119	Wash Boy	To do the washing work of the Canteen

This list is being submitted for putting up on website of the Institute

(SAO)