

## **Powers and duties of officers at CIIL**

### **Group "A" Gazetted Academic posts**

<b>S1. No.</b>	<b>Designation</b>	<b>Duties &amp; Responsibilities</b>
1.	Director	<p>(a) To act as the Head of Department of CIIL and its 7 Regional Language Centres located at Mysore, Bhubaneswar, Patiala, Pune, Guwahati, Lucknow and Solan.</p> <p>(b) To act as the controlling officer and disciplinary authority of the Institute, all RLCs and Schemes/Projects</p> <p>c) Director is responsible for planning the activities of the CIIL/RLCs/Projects and giving overall direction in all academic and administrative matters and making road map and vision of the Institute.</p> <p>d) To give advice to Union Govt., State Govt., U.Ts., and other Governmental, Voluntary Institutions/NGOs of National and International level for implementation of Language Policy.</p> <p>e) To formulate, initiate, supervise and execute research projects inside and outside the Institute and to undertake such administrative responsibilities as required in the specific projects.</p> <p>f) To conduct regular in-service training programmes, direct seminars, conferences etc., and lend technical advice to multilingual studies, tribal and border languages studies, supervise the Regional Language Centres and teaching and research related activities.</p> <p>g) Director will Head various Committees as Chairperson, be the Member as nominated by the Ministry/Institute and represent on behalf of the Ministry in various High Power Committee.</p>

2	Professor cum Deputy Director	<p><b>Research activity</b></p> <ul style="list-style-type: none"> <li>(i) To formulate, initiate, supervise and execute in-house and outside research projects of the Institute and to undertake such administrative responsibilities as required in the specific projects.</li> <li>(ii) To undertake inter-disciplinary research in Languages and Linguistics.</li> <li>(iii) Supervision of the work on the research projects initiated by / housed at the Institute with Reader cum Research Officer / Principal / Lecturer cum Junior Research Officer / Lecturer.</li> <li>(iv) Conduct descriptive and / or sociolinguistic research on Indian languages with special emphasis on lesser-known, tribal and border languages leading to preparation of grammars, phonetic readers, dictionaries, glossaries, primers and teaching-learning materials.</li> <li>(v) To undertake surveys related to materials production, evaluation, folklore, mass communication, etc., having relationship with the verbal/language behaviors of the society.</li> <li>(vi) Guide the Research Scholars pursuing Ph. D.</li> </ul> <p><b>Teaching activity</b></p> <ul style="list-style-type: none"> <li>(i) To teach Linguistics, impart language training on Indian Languages / Folklore to those from Universities &amp; other Institutions as also to the Institute's staff.</li> <li>(ii) To offer advanced courses in specialized fields of Language Sciences and Linguistics.</li> <li>(iii) Teaching assignments for the courses / refresher courses sponsored by UGC / Summer Schools in Linguistics / Applied Linguistics and allied subjects conducted in this Institute or other Universities to the participants who are Post-Graduates, M.Phil and Ph.D students and early-career faculty in University/Institutes.</li> <li>(iv) Offer courses in methods of teaching and material production.</li> <li>(v) To engage in the preparation and execution of Massive Open Online Courses (MOOCs) related to Indian Languages.</li> </ul>
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		<p><b>Institutional activity</b></p> <ul style="list-style-type: none"> <li>(i) To conduct regular and in service training programmes, direct seminars, conferences etc., and lend technical expertise for multilingual studies, tribal and border languages studies, supervision of Regional Language Centres and teaching and research related to it.</li> <li>(ii) To provide consultancy to the States, Union Territories, Universities and other Governmental and voluntary Institutions with a view to promoting the overall objectives of the Institute.</li> <li>(iii) To take up collaborative programs with various Universities / Institutions.</li> <li>(iv) To conduct Seminars / Workshops as part of Academic programs.</li> <li>(v) To contribute as an expert in the major Schemes / Projects such as NTS, NTM, LD-CIL, etc.</li> </ul>
3	Reader cum Research Officer	<p><b>Research activity;</b></p> <ul style="list-style-type: none"> <li>(vii) To undertake inter- disciplinary research in Linguistics.</li> <li>(viii) Supervision of the work on the research projects initiated by the Institute with Lecturer cum Jr. Research Officers and Research Assistants.</li> <li>(ix) Conduct descriptive and / or sociolinguistic research on Indian languages with special emphasis on lesser-known, tribal and border languages leading to preparation of grammars, phonetic readers, dictionaries, glossaries, primers and teaching-learning materials.</li> <li>(x) To undertake surveys related to materials production, evaluation, folklore, mass communication, etc., having relationship with the verbal/language behaviors of the society.</li> <li>(xi) To prepare online courses suitable for various levels of proficiency in all Indian Languages.</li> <li>(xii) Guide the Research Scholars pursuing Ph. D.</li> </ul> <p><b>Teaching activity</b></p> <ul style="list-style-type: none"> <li>(vi) To teach Linguistics, impart language training on Indian Languages / Folklore to those from Universities &amp; other Institutions as also to the Institute's staff.</li> <li>(vii) To offer advanced courses in specialized fields of Language Sciences and Linguistics.</li> <li>(viii) To conduct contact programs in Indian languages</li> </ul>

		<p>and its related activities.</p> <p>(ix) Teaching assignments for the courses / refresher courses sponsored by UGC / Summer Schools in Linguistics / Applied Linguistics and allied subjects conducted in this Institute or other Universities to the participants who are Post-Graduates, M.Phil and Ph.D students and early-career faculty in University/Institutes.</p> <p>(x) Offer courses in methods of teaching and material production.</p> <p>(xi) To engaging the preparation and execution of Massive Open Online Courses (MOOCs) in Indian Languages.</p> <p><b>Institutional activity</b></p> <p>(vi) To take up collaborative programs with various Universities / Institutions.</p> <p>(vii) To conduct Seminars / Workshops as part of Academic programs.</p> <p>(viii) To contribute as an expert in the major Schemes / Projects such as NTS, NTM, LDC-IL, etc.</p>
4	Principal	<p>(a) To plan, design, execute and undertake the active and intensive teaching work in specialized need-based language courses and Linguistics at initial, intermediate and advanced levels.</p> <p>(b) To teach Linguistics and Applied Linguistics in various academic training programmes, UGC refresher courses for research scholars and faculty. The participants in such courses may be University teachers and senior officers in different departments of various governments who possess post-graduate and PhDs.</p> <p>(c) To design and teach the in-service training courses for new recruits in the Institute and Regional Language Centres in the areas of Linguistics, Applied Linguistics and allied areas.</p> <p>(d) To undertake independent research in Linguistics, Applied Linguistics and inter - disciplinary researches and produce research monographs.</p> <p>(e) To supervise the research and teaching work of all the lecturers and other academic, support and administrative staff under their jurisdiction.</p> <p>(f) To bring out publications primarily in the areas of Language Teaching, Material Production, Testing and Evaluation, Language documentation, Phonetic Readers, Grammars and Dictionaries etc.,</p>

		<p>and carry out translation tasks of the Institute.</p> <p>(g) To undertake independent research in the areas of Communication, Methods, Materials and Products related to languages and Linguistics. To undertake independent research in addition to supervising the other research of the Regional Language Centres.</p> <p>(h) To guide and supervise the PhDs in Linguistics and Language students in different Universities.</p> <p>(i) To plan, design, organize and execute the regular on-going follow-up programmes like Refresher Courses, National Integration Camp, Seminars and Conferences, Workshops etc., related to Languages and Linguistics.</p> <p>(j) To bring out independent publications in different language related disciplines besides publishing research papers in academic journals.</p> <p>(k) To take up additional responsibilities of educational administration including academic administration and management of the Centre.</p>
5	Lecturers / Lecturer cum Junior Research Officer	<p><b>Teaching activity</b></p> <p>(1) To undertake teaching and research in the area of Applied Linguistics and production of Pedagogical materials for Indian Languages.</p> <p>(2) To plan, design, execute and undertake active and intensive teaching work in specialized and need-based language courses and Linguistics at introductory, intermediate and advanced levels.</p> <p>(3) To bring out publications primarily in the areas of Language Teaching, Translation, Testing &amp; Evaluation Digitization, Corpus building, and Language documentation.</p> <p>(4) LJROs of the Regional Language Centres in addition to the above activities are required to assist in interpreting and recording data pertaining to the problems of linguistics and languages. They are also required to assist in the preparation of survey instruments like questionnaire and schedules, interview guides etc., in the sociolinguistic research.</p> <p>(5) Offer courses in methods of teaching and material production.</p> <p>(6) To engage in the preparation and execution of Massive Open Online Courses (MOOCs) in Indian Languages.</p>

		<p><b>Research activity</b></p> <ol style="list-style-type: none"> <li>(1) To undertake inter-disciplinary research in Linguistics.</li> <li>(2) To undertake independent research in the areas of Communication, Methods, Materials and Products related to languages and Linguistics.</li> <li>(3) To undertake and supervise interdisciplinary research in Psycholinguistics and Educational Linguistics.</li> <li>(4) To prepare online courses suitable for various levels of proficiency in all Indian Languages.</li> <li>(5) Guide Research students for Ph.D.</li> </ol> <p><b>Instituta/Centre's activity</b></p> <ol style="list-style-type: none"> <li>(1) To assist the principal in educational administration including academic administration and management of the Centre.</li> <li>(2) To plan, design, organize and execute the regular on-going follow-up programmes like Refresher Courses, National Integration Camp, Seminars and Conferences, Workshops etc., related to Languages and Linguistics.</li> </ol>
6	Editor	<p>Checking the manuscripts, verification of publication, collection, compilation and press-editing of manuscripts, proof reading, necessary reference checking, designing and layout, supervise the printing works of the Institute publications and to attend to the administrative works of the Publication Units including Press and Sales. The post of Editor being a senior position, the officer will be overall in charge of the publication activities and ensure timely completion of tasks assigned and supervise the work of the other team members so that the work is accomplished within the prescribed time frame and quality output is assured.</p>
7	Asst. Editor	<p>Collection, compilation and press-editing of manuscripts, proof reading, necessary reference checking, designing and layout, supervise the printing works of the Institute publications and assist the Editor in all publication related works the administrative works of the Publication Unit. The person appointed as Assistant Editor will ensure that the assigned responsibilities and completed in the prescribed time frame and will be reporting to the Editor.</p>

### Group "A" Gazetted non-academic posts

1	Asst. Director (Admn.)	<p>To function as Head of office with drawing and disbursing officers powers, overall supervision of administration, Accounts, Budget Work, Coordination of expenditure, General Section, Regional Language Centres, handling of disciplinary cases and other administration works in various units of the Institute, Court cases, finalization of pension papers, action related to recruitment of various posts of Group A, B and C assist the Director of the Institute on various administration matters, policy decisions and other miscellaneous work of the Institute. In addition, Assistant Director (Admin) is also authorized to sign documents on behalf of the Director as and when required to do so. Therefore, the Assistant Director (Admn.) plays a very important role in coordinating the functioning of the Institute.</p>
2	System Analyst	<ol style="list-style-type: none"> <li>1) Designing new systems for processing various linguistic data.</li> <li>2) Designing educational software.</li> <li>3) System testing, implementation, maintenance and review.</li> <li>4) Writing reports for management and user reference manual.</li> <li>5) Designing and programming for the developed systems.</li> </ol>
3	Engineer	<p>Overall supervision, maintenance of equipments of CIIL and RLCs. Process for purchase of Electronic and Electrical equipments for the Institute.</p> <ol style="list-style-type: none"> <li>1) Keep the Language Laboratory of Institute in operation for teaching purpose for trainees, participants &amp; maintenance of the equipments of the Language Laboratory.</li> <li>2) Keep all the electronic equipments, machinery in working condition for use of staff, visitors and trainees.</li> <li>3) Taking Language Lab classes as and when need by the Centres &amp; give guidelines to RLCs for its use, repair &amp; up keeping of the Lab.</li> <li>4) Maintenance of stock &amp; store of Language Lab &amp; its spare parts, AMC, supervise the work of the Language Lab section.</li> <li>5) Application of Language technology to Indian Languages with a view for promoting their effective use in modern media of recording &amp;</li> </ol>

		<p>communication.</p> <p>6) To collaborate with other organizations &amp; translation work for the developments of Indian Languages in modern technology.</p> <p>7) To undertake developments of methods, materials &amp; electronic aids for teaching &amp; such other activities as or when found necessary for achieving the objective of Language lab Information Technology, Language Technology and to create specialized software in Indian Languages, online courses in Language technology and developments of translation tools of CIIL &amp; RLCs.</p>
4	Manager (Printing Press)	<p>The Printing and Publication Unit is an integral part of the Institute, keeping in view the nature of its activities. The CIIL has a modern well equipped digital/offset printing press. The Printing Press was set up by the Institute in 1976 under Ford Foundation Grant to cater its special needs of printing, as its publications are highly technical in nature and form. The Press has acquired machinery for plate making and binding activities. The Press has also Desk Top Publishing facility. The Printing Press has published more than 300 books so far at an average of 12 books per year. In addition, the Unit has printed and published pictorial glossary, primers and good number of journals in all Scheduled &amp; Non Scheduled languages including Minority Languages, North East &amp; Tribal languages. The Printing Press and Publication Unit has the distinction of publishing books in more number of languages than any other press in the country. The Printing Press and the Publication Unit of the Institute has also credited with publishing first reading material in languages which was unwritten or documented earlier. Newsletter is being printed regularly. Besides printing of books, the Press also caters to the general printing needs of the Institute and its Centres.</p> <p>The printing and publication unit of the Institute has a sanctioned position of Manager (Printing Press) in Group 'A' category (level 10 of pay matrix). The incumbent of this position heads this unit.</p> <p>In order to supervise the above activities and ensure proper quality work among staff and assign responsibilities to ensure proper functioning of the process, the post of Manager (Press) is very much essential and needs to be revival.</p>



### Group "B" Gazetted posts

1	Academic Secretary	Co-ordinate all the academicians of CIIL/RLCs regarding academic programmes, assisting the Director in all academic activities, co-ordinate with administration and Director in administrative matters, correspondence with the Ministry in academic matters through office.
2	Accountant	To supervise the work of Accounts Section. Budget preparation, maintenance of expenditure statements/ income tax calculation, scrutinising of all kinds of bills.
3	Language Laboratory Technician (NRLC)	<ol style="list-style-type: none"><li>1) Keep the Language Laboratory of Institute in operation for teaching purpose for trainees, participants &amp; maintenance of the equipments of the Language Laboratory.</li><li>2) Keep all the electronic equipments, machinery in working condition for use of staff, visitors and trainees.</li><li>3) Taking Language Lab classes as and when need by the Centres &amp; give guidance to RLCs for its use, repair &amp; up keeping of the Lab.</li><li>4) Maintenance of stock &amp; store of Language Lab &amp; its spare parts, AMC, supervise the work of the Language Lab section.</li><li>5) Application of Language technology to Indian Languages with a view for promoting their effective use in modern media of recording &amp; communication.</li><li>6) To collaborate with other organizations &amp; translation work for the developments of Indian Languages in modern technology.</li><li>7) To undertake developments of methods, materials &amp; electronic aids for teaching &amp; such other activities as or when found necessary for achieving the objective of Language lab Information Technology, Language Technology and to create specialized software in Indian languages, online courses in Language technology and developments of translation tools of CIIL &amp; RLCs.</li></ol>

### Group "B" Non-Gazetted posts

1	Research Assistant	<ul style="list-style-type: none"> <li>(i) Research Assistant performs both Academic as well as Administrative tasks assigned to him.</li> <li>(ii) They are to assist the Institute in Linguistic and Inter Disciplinary Research, Development of Language, Teaching of Language, Material Production in 20 Schedule Languages and more than 100 Non Schedule Languages including Tribal, North East, Minority Languages.</li> <li>(iii) To collaborate holding of Seminars, Workshops, summer institutes and short-term courses like NI Camps, Refresher Courses, Orientation Courses etc. and settlement of accounts.</li> <li>(iv) Development of methods, materials and aids for teaching Indian Languages and conduct of Language courses.</li> <li>(v) To undertake such other activities as are found necessary for achieving the objectives of the RLC/Institute and conduct various kinds of workshop, seminars as Financial and Academic Coordinator.</li> <li>(vi) Research Assistant undertake such other activities like helping the RRO/ Professor-cum-Deputy Director/Director in Academic matters.</li> </ul>
2	Language Lab Technician	<ol style="list-style-type: none"> <li>1) Keep the Language Laboratory of Institute in operation for teaching purpose for trainees, participants &amp; maintenance of the equipments of the Language Laboratory.</li> <li>2) Keep all the electronic equipments, machinery in working condition for use of staff, visitors and trainees.</li> <li>3) Taking Language Lab classes as and when need by the Centres &amp; give guidance to RLCs for its use, repair &amp; up keeping of the Lab.</li> <li>4) Maintenance of stock &amp; store of Language Lab &amp; its spare parts, AMC, supervise the work of the Language Lab section.</li> <li>5) Application of Language technology to Indian Languages with a view for promoting their effective use in modern media of recording &amp; communication.</li> </ol>

		<p>6) To collaborate with other organizations &amp; translation work for the developments of Indian Languages in modern technology.</p> <p>7) To undertake developments of methods, materials &amp; electronic aids for teaching &amp; such other activities as or when found necessary for achieving the objective of Language lab Information Technology, Language Technology and to create specialized software in Indian languages, online courses in Language technology and developments of translation tools of CIIL &amp; RLCs.</p>
3	Cameraman (Movie)	Operation of sophisticated 16 movie camera and TV cameras in the Audio visual laboratory and occasional still photography.
4	Accountant	Overall supervision of Accounts Section, Budget preparation, maintenance of expenditure statements/ income tax calculation, scrutinizing of all kinds of bills for processing of payments.
5	Office Superintendent	Overall supervision of Establishment Section. Amendment of RRs, Convening of DPC / DSC/ MACP meetings, attending to court matters, granting of CAS, increments, leave, LTC, verification & maintenance of personal files, Service Books, ACRs, issue of orders / circulars, sending proposal for filling up of vacant posts to UPSC / SSC from time to time, sending of reports & returns, maintenance of property returns, revival of posts, attending to parliament questions, pension cases, assisting A D (A) / Director as per the needs from time to time, providing administrative support at different locations to take care of the activities of the units which are handicapped due to the absence of supervisory administrative staff.
6	Librarian Gr-II	<p>Supervision and upkeep of library.</p> <ol style="list-style-type: none"> <li>1) Acquisition of books indexing, accessing &amp; cataloging. Reference of services to scholars and Departmental Officers. Maintenance, issue and movement of Library books and periodicals stock in RLCs.</li> <li>2) To register all bibliographies, items found in the library eg: books, computer, captions, files graphics, cartography, materials etc., in RLCs.</li> <li>3) Card catalog, users generation, online public access catalog in RLCs.</li> <li>4) Preparation of catalog cards, author cards, title catalog, key word catalog, systematic catalog,</li> </ol>

		<p>shelf list catalog, main entry, sorting, online catalog, descriptive catalog, subject cataloging. Cataloging of Rules of various library materials &amp; to assist Principal, Faculty Member, staff &amp; Teacher Trainees, in classification system to use &amp; to show what the library has collating objectives to assist in the choice of a book.</p> <p>Collation i.e., assembly of written information into a standard order. sorting of numbers: Numerical and Alphabetical, External links and references, Multilingual ordering, Unicode collation Name/surname colony ordering Maintenance &amp; library received, issue / daily newspaper magazine, journal stock entry of books processing of bills, checking of conversion rate, monitoring Financial assets of the Library etc.</p> <p>To enable a person to find a book of which either identifying the objectives  (1) The author (2) title (3) subject (4) category (5) Librarian of the Centre will supervise the work of the Library and guide the Officer i/c of the Library - Centre.</p>
7	Stenographer, Grade I	<p>The Stenographer is usually responsible for keeping on electronic/paper record of a transcript. Accurately recording a written record of verbal testimony record of on event/meeting on real time and providing a transcript of meeting or conventions. The Stenographer must create shorthand to capture the words. It is responsible of the stenographer to create and maintain their machine's dictionary of specialized words. In addition to normal duties they are also assigned the job and maintenance of file records, taking dictation of officers in English and provide a fair/transcript copy. They have to attend to the internet access and reply of various letters/correspondences, keeping records, file movement, supervise the works of the juniors, assist the officer for conducting various academic programmes, maintenance of accounts etc.</p>
8	Stenographer (Hindi) Grade I	<p>Taking of Hindi dictation and typing work. The Stenographer is usually responsible for keeping on electronic/paper record of a transcript. Accurately recording a written record of verbal testimony record of on event/meeting on real time and providing a</p>

		<p>transcript of meeting or conventions. The Stenographer must create shorthand to capture the words. It is responsible of the stenographer to create and maintain their machine's dictionary of specialized words. In addition to normal duties they are also assigned the job and maintenance of file records, taking dictation of officers in Hindi and provide a fair/transcript copy. They have to attend to the internet access and reply of various letters/correspondences, keeping records, file movement, supervise the works of the juniors, assist the officer for conducting various academic programmes, maintenance of accounts etc.</p> <p>Work relating to TOLIC and Hindi Teaching Schemes.</p>
9	Asst. Librarian	<p>1) Acquisition of books indexing, accessing &amp; cataloguing. Reference of services to scholars and Departmental Officers. Maintenance, issue and movement of Library books and periodicals stock in RLCs.</p> <p>2) To register all bibliographies, items found in the library eg: books, computer, captions, files, graphics, cartography, materials etc., in RLCs</p> <p>3) Card catalogue, users generation, online public access catalogue in RLCs</p> <p>4) Preparation of catalogue cards, author cards, title catalogue, key word catalogue, systematic catalogue, shelf list catalogue, main entry, sorting, online catalogue, descriptive catalogue, subject cataloguing.</p> <p>Cataloguing of Rules of various library materials &amp; to assist Principal, Faculty Member, Staff &amp; Teacher-Trainees, in classification system to use &amp; to show what the library has collating objectives to assist in the choice of a book.</p> <p>Collation i.e. assembly of written information into a standard order. Sorting of numbers: Numerical and Alphabetical, External links and references, Multilingual ordering, Unicode collation Name/Surname colony ordering Maintenance &amp; library received, issue / daily newspaper magazine, journal Stock entry of books processing of bills, checking of conversion rate, monitoring Financial assets of the Library etc.</p> <p>To enable a person to find a book of which either</p>

		<p>identifying the objectives</p> <p>1) The author 2) title 3) subject 4) category. 5) Assistant Librarian of the Centre will supervise the work of the Library and guide the Officer I/C of the Library- Centre.</p>
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### Group "C" posts

1	Junior Accountant	Securitizing & passing bills, writing cheques, preparing replies to audit paras, processing of loans, advances, preparation & forwarding of List of Payments, reconciliation of Accounts.
2	Stenographer, Grade II	The Stenographer is usually responsible for keeping on electronic/paper record of a transcript. Accurately recording a written record of verbal testimony record of an event/meeting on real time and providing a transcript of meeting or conventions. The Stenographer must create shorthand to capture the words. It is responsible of the stenographer to create and maintain their machine's dictionary of specialized words. In addition to normal duties they are also assigned the job and maintenance of file records, taking dictation of officers in English and provide a fair/transcript copy. They have to attend to the internet access and reply of various letters/correspondences, keeping records, file movement, supervise the works of the juniors, assist the officer for conducting various academic programmes, maintenance of accounts etc.
3	Artist	<p>The CIIL has a modern well equipped digital/Offset printing press with superior speed, efficiency &amp; quality print.</p> <p>The role of the Artist is to supervise the work relating to the material to be printed and pictorial records. The Artist has to assist for making Pictorial Glossary in 20 Indian Languages. The Artist has to be conversant with painting the part of portraits with accuracy, painting of school materials for teaching &amp; RLCs programme, monumental picture and Pictorial record of the historic occasion. The Artist is also required to make worthy Indian painting as murals (large work) &amp; miniatures (paper and cloth work/painting) Modern Indian Arts, making foot illustrations, cartoons, charts, maps, etc. He has to design, prepare drawings and layout preparations.</p> <p>The Artist works on a single colour, double colour or multi-colour/perfecting machine irrespective of the size of the machine. Checks up the set of the painting. He Guide the Compositor and Binder in Binding work.</p>

4	Offset Printer	<p>The CIIL have a modern well equipped digital/offset printing press. The Offset Printer to ensure the highest grade of printing work with his knowledge of operation and running of various kinds of offset machines.</p> <p>The Offset Printer works on a single colour, double colour or multi-colour or on perfecting machine irrespective of the size of the machine. The Offset Printer Checks up the set of the keyboard, inking units, pressure rollers and plates mounting. He Guides the Compositor and Binder in their activities. The Offset Printer has to use computers to create layouts, printed materials and send the same for printing process. He has to attend to the minor repair work of the machine/breakdown of the printers whenever needed.</p> <p>The Offset Printer arranges to dispatch the published books to various Organizations/ Institutions and maintain the accounts of CIIL publication including the sales account.</p>
5	Cameraman (Press)	Operation of sophisticated movie camera and TV cameras in the Audio visual laboratory and occasional still photography
6	Urdu Scribe/Scribe	Main duties of Urdu Scribe is to identify the languages and writing of Urdu scripts identification of Lipi and its records the outcome of publication in Urdu.
7	Subedar	<p>Supervising of Hostel, IGH, Institute building and Director's Bungalow, Security staff, Drivers and the maintenance of vehicles log books etc.</p> <p>Since the Government has banned the recruitment of Chowkidar, Gardener, Sweepers these works are outsourced through some agency. In order to maintain proper records and also to take care of the Government property intact, the post of Subedar is very much essential in public interest.</p>
8	Upper Division Clerk	Preparation of all types of bills/contingent bills, maintenance of ledgers, recruitments, processing of pension papers, putting up of papers for perusal and approval of authorities and follow-up the issues and assisting the supervisors.
9	Stenographer, Gr-III	The Stenographer is usually responsible for keeping on electronic/paper record of a transcript. Accurately



		<p>recording a written record of verbal testimony record of an event/meeting on real time and providing a transcript of meeting or conventions. The Stenographer must create shorthand to capture the words. It is responsible of the stenographer to create and maintain their machine's dictionary of specialized words. In addition to normal duties they are also assigned the job and maintenance of file records, taking dictation of officers in English and provide a fair/transcript copy. They have to attend to the internet access and reply of various letters/correspondences, keeping records, file movement, supervise the works of the juniors, assist the officer for conducting various academic programmes, maintenance of accounts etc.</p>
10	Lower Division Clerk	<p>The duties and responsibilities of the Lower Divisional Clerk is as follows:</p> <ol style="list-style-type: none"> <li>1) Clerical work, Typing work in English, data inputting and Dairy, Despatch work.</li> <li>2) Maintenance of Personal files, Service Records, Leave Accounts, Maintenance of Store and Stock, preparation of Budget Grant - RE and Expenditure Statements etc.</li> <li>3) To assist the O.S. and Senior Administrative staff for preparation of BE, Expenditure Statement, Bills relating to Salaries, Medical, TA, OTA and other Contingent Bills/AC &amp; DC bills, HBA, preparation of Teacher Trainees claims, Audit Compliance etc.</li> <li>4) To collaborate the Programme Co-ordinator/financial Coordinator for holding of Seminars, workshops, summer institutes and short-term courses like NI Camps, Refresher Courses, Orientation Courses etc. and settlement of accounts and DC Bills.</li> <li>5) To undertake such other activities as are found necessary for achieving the objectives of the CIIL/RLCs.</li> </ol>
11	Language Typist	<ol style="list-style-type: none"> <li>1) Clerical work, Typing work, data inputting both English and the languages of the concerned centre.</li> <li>2) Language Typist helps the academic staff to type the academic teaching materials. Due to heavy demand of teaching materials by the general public, the Institute keeps revising the materials as per need of the learners/ Trainees and the Typist does the excellent job to bring out the material in an effective way. The</li> </ol>

		<p>typist helps both the faculty and the administrative wings of the Centre/ Institute in typing the materials for its publication, preparation of question papers for exam. viz: Weekly, Monthly, Basic Course, Intermediate Course, Final Diploma examination.</p> <p>3) To assist the O.S. and Senior Administrative staff for preparation of BE, Expenditure Statement, Bills relating to Salaries, Medical, TA and other Contingent Bills/ AC bill etc.</p> <p>4) To collaborate the Programme Co-ordinator/ financial Coordinator for holding of Seminars, workshops, summer institutes and short-term courses like NI Camps, Refresher Courses, Orientation Courses etc. and settlement of accounts.</p> <p>5) To undertake such other activities as are found necessary for achieving the objectives of the RLC/Institute.</p>
12	Hindi Typist	<p>1) Clerical work, Typing work, data inputting both Hindi and the languages of the concerned centre. Inputting English language also when required.</p> <p>2) Language Typist helps the academic staff to type the academic teaching materials. Due to heavy demand of teaching materials by the general public, the Institute keeps revising the materials as per need of the learners/ Trainees and the Typist does the excellent job to bring out the material in an effective way. The typist helps both the faculty and the administrative wings of the Centre/ Institute in typing the materials for its publication, preparation of question papers for exam. viz: Weekly, Monthly, Basic Course, Intermediate Course, Final Diploma examination.</p> <p>3) To assist the O.S. and Senior Administrative staff for any administrative work as per requirement.</p> <p>4) To collaborate the Programme Co-ordinator/ financial Coordinator for holding of Seminars, workshops, summer institutes and short-term courses like NI Camps, Refresher Courses, Orientation Courses etc. and settlement of accounts.</p> <p>5) To undertake such other activities as are found necessary for achieving the objectives of the RLC/Institute.</p>
13	Storekeeper	Maintenance of Stores, maintenance of files, stock registers & preparation of bills towards sale of Publication and other clerical duties.
14	Caretaker	Caretaking work and maintenance of connected registers etc.

15	Cataloguer	<p>1) To register all bibliographies, items found in the library e.g., books, computer, captions, files, graphics, cartography, materials etc.</p> <p>2) Card catalogue, users' generation, online public access catalogue.</p> <p>3) Preparation of catalogue cards, author cards, title catalogue, key word catalogue, systematic catalogue, shelf list catalogue, main entry, sorting, online catalogue, descriptive catalogue, subject cataloguing.</p> <p>Cataloguing of Rules of various library materials &amp; to assist Librarian in classification system to use &amp; to show what the library has collating objectives to assist in the choice of a book.</p> <p>Collation i.e., assembly of written information into a standard order. Sorting of numbers : Numerical and Alphabetical, External links and references, Multilingual ordering, Unicode collation Name/Surname colony ordering Maintenance &amp; library received, issue / daily newspaper magazine, journal Stock entry of books processing of bills etc.</p>
16	Compositor	<p>The CIIL have a modern well equipped digital/offset printing press. The compositor is required to compose matter for printing on the computer for plate making for permanent use. He has to ensure the printing work with his knowledge of composing and proof correction in English, Hindi and other regional languages.</p>
17	Binder Gr.II	<p>He should be acquainted with the process of all kinds of normal binding work and should be responsible for operations like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities required for binding and finishing both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Press Manager instructions. The Binder Gr.II should be able to handle all simple machines used in the Bindery e.g. Binding of books, section sewing, gathering, calico binding, stapling, cutting, stitching, perforating, eyeleting, punching, numbering machines etc.</p>
18	Binder cum Machine man	<p>He should be acquainted with the process of all kinds of normal binding work and should be responsible for</p>

		<p>operations like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities required for binding and finishing both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Press Manager instructions. The Binder cum Machineman should be able to handle all simple machines used in the Bindery e.g. Binding of books, section sewing, gathering, calico binding, stapling, cutting, stitching, perforating, eyeleting, punching, numbering machines etc.</p> <p>The employees of the Press have been showing active interest in boosting up the production in the Press. To motivate the Press employees as well as Press management to achieve maximum production by the best utilization of existing infrastructure, the Govt. of India has introduced Annual Award to Govt. of India Presses and its best operatives.</p>
19	Plate Grainer	The CIIL have a modern well equipped digital/offset printing press. The Plate Grainer prepares the plate making of the printed matter and re-grain for permanent use. He has to ensure the printing work with his knowledge of operation and running of plate making machines.
20	Gestetner Operator	Duplicating work
21	Telex Operator	Sending Telex/Fax messages and maintaining necessary registers etc.,
22	Driver	Driving of Motor Car & Mini Bus, upkeep of the vehicles.
23	Multi Tasking Staff	<ol style="list-style-type: none"> <li>1. Physical maintenance of records of the Section.</li> <li>2. General cleanliness &amp; upkeep of the Section/Unit.</li> <li>3. Carrying of files &amp; other papers within the building.</li> <li>4. Photocopying, sending of letter, FAX, etc.</li> <li>5. Other non-clerical work in the Section/Unit.</li> <li>6. Assisting in routine office work like diary, dispatch, etc., including on computer</li> <li>7. Delivering of dak (outside the building).</li> <li>8. Opening &amp; closing of rooms.</li> <li>9. The dusting of furniture, etc.</li> <li>10. Any other work assigned by the superior authority.</li> </ol>