

**Dayalbagh Educational institute
(Deemed to be University)
Dayalbagh, Agra - 282005**

level	Nomenclature of Post	Nature of Work
14	Professor	Teaching, Research and all other Academic activities.
13	Controller of Examination	<p>He shall be the Principal Officer-in-charge to ensure smooth functioning in the interest of the Examination Section.</p> <p>Arrange to prepare Draft rules relating to different course of studies, syllabi and examinations for approval by the appropriate authority.</p> <p>Arrange for preparation of academic calendars.</p> <p>Arrange for written test papers for admission.</p> <p>Arrange for conduct of Examinations, evaluation and declaration of results.</p> <p>Arrange for issuing Grade Cards to the candidates of different examinations.</p> <p>Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.</p> <p>Deal with matter of connected with reforms of examinations and academic planning.</p> <p>Custodian of all important Examination registers and records concerning the Examinations</p> <p>Arrange for issuing Grade Cards to the candidates of different examinations.</p> <p>Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.</p> <p>Deal with matter of connected with reforms of examinations and academic planning.</p> <p>Deal with matters of recognition of degrees and Examination of other university / Institutions /Boards.</p> <p>Perform such other duties as may be allotted by the Vice - Chancellor / Board of Management</p>

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		/Academic Council from time to time.
13	Associate Professor	Teaching, Research and all other Academic activities.
12	Head Comp. Centre (Sys. Manager)	Administrate all the activities in the Computer Centre related to University Network and Computer Lab. Managing a team of staff including System Engineer, programmers, and Senior Technical Assistant and support specialists. Evaluating the functionality of systems. Selecting and purchasing appropriate hardware and software, managing IT budgets. Testing and modifying systems to ensure that that they operate reliably.
12	Training & Placement Officer	Deal with the matters of all training and placement of the students.
12	Assistant Professor	Teaching, Research and all other Academic activities.
11	Faculty Librarian Grade – I	Acquisition- Arts & Social Section. Internet. M. Phil Dissertation & Synopsis submission work etc.
11	System Engineer	Administrate the whole network of the university including network equipment configuration and management. Maintenance of all the servers including proxy servers, LDAP server and DHCP server. Look after all the other activities related to Computer Centre. Administrate & maintenance of University website. Take PGDCSA students IT related project classes.
11	Administrative Officer (Computers)	Designated as Public Information Officer. Designated as Nodal officer of the Institute for AISHE (MHRD). Developing and maintaining various Software of the Institute. Deal with the matters of Statistical related work. Deal with matters of purchases of IT and other items. Handling NAD related work as member of National

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		Academic Depository (NAD) cell. Handling other activities as assigned from time to time.
10	Assistant University Librarian	Acquisition- Science, Gen & Ref and Gratis Section. Technical Work and Photocopy Supervision etc.
10	Assistant Registrar (Administration)	Day to Day Administrative work Administrative work of meeting Section/General Section/Establishment Section. Maintaining /keeping old records of all files of – Governing Body/Finance Committee/Academic Council/Managing Councils (General/Technical)/Primary Body etc.Making Arrangement for meetings. Receipt of Dak and its disposal Preparation of various documents/files for higher authorities Correspondence with State Government/Central Government/UGC etc. Correspondence with M.P. Board regarding our Rajaborari Schools Correspondence regarding UGC regulations 2016 & 2019 Correspondence with President of the Institute Gathering information from all Faculties/departments of the Institute Payment of T.A./D.A. Bills to members of different Bodies/Councils Monitor and respond to all staff/supervisors/students Manage communication between teaching/non-teaching staff with Registrar/Director Maintain confidential files/matters/Enquiries etc. Manage vehicles of the Institute

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		<p>Manage requirement of Guest House</p> <p>Monitor Cleanliness/security in the campus</p> <p>Supervise working of assigned staff</p> <p>Other work as assigned by the Registrar/Director from time to time</p>
10	Assitt. Supdt. Of Works	Overall incharge of Works Department.
10	Assistant Registrar	<p>Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Assistant Registrar shall deal with the matter in respect of:</p> <p>Subordinate staff including grating of leave Selection Committees for teachers and Standing Committees for selection of non-teaching staff and Officers Visitors, excursion of students of other Institutions arrangement of showing around Halls, auditorium, committee rooms arrangement for meeting and functions Recruitment, Examination, tests, etc. Medical Examination Railway Concession Such other duties as may be assigned to him by the Registrar</p>
10	Coach Physical Education	To provide coaching of games and sports activities to the students and to organize games and sports events and tournaments.
10	Workshop Superintendent	Overall incharge of Works Department (Civil, Water, Wood work and Electricity).
9	Semi Professional Assistant (Library)	Circulation Counter and Supervision of Gen & Ref Stack
9	Programmer	Coding and debugging. Designing and testing computer structures. Troubleshooting system errors. Writing computer instructions. Maintenance of Network in the University. Maintenance of Video conferencing servers in the university. Maintenance of Computer Lab of Computer Centre and look after the other activities related to lab. Take classes of Information technology.

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9	Faculty Librarian Grade II	Library Acquisition, M. Phil Dissertation & Synopsis submission work etc.
8	Section Officer	Disciplinary cases Legal cases Disposal of Audit Objection Policy matters Processing of G.Os received from various agencies Pay-fixation Disposal of concerned G.B's Resolutions ISO related work Over all supervision of Establishment Section which includes vetting of all the Service Books, Career Advancement Cases, Career Progression Cases, vetting of Pension, Gratuity, Leave Encashment, and complex leave cases of GB.
7	Junior Engineer	All site works and site stock. (New constructions as well as maintenance works
7	Stenographer	He/ She is involved in taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer
7	Office Superintendent	Performs duties related to distribution and monitoring of work among the staff of the assigned Section, scrutinizes the work of the dealing hand, submits the case to the appropriate higher officer and maintains order and discipline in the Section.
7	Professional Assistant	Periodical Section, E-Shodh Sindhu work and Format Checking of Thesis/Dissertation etc.
7	Head Assistant	Supervision of work of room no. 1 & 3 of general section Supervision of general matters assigned time to time such as dealing with visitors and their enquiry and to look after the work of other staff of General

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		<p>Section in their absence. Supervision of preparation of prospectus Some correspondence regarding Convocation of the Institute Some correspondence regarding Diamond Jubilee Some correspondence & help regarding Preparation of Holidays list of the Institute Meeting related work regarding General Body All arrangement for distribution of Food (Dayal bhandar) to student of DEI Preparation of Draft of a letter Liaisoning with local authorities in connection with work regarding vehicles of the Institute if given time to time. General correspondence (GN files) with local bodies/UGC/AIU/AICTE/MHRD and office orders/ circulars etc. Tenders and Call for quotations related work EPF related work ISO/IQAC related work of General Section Refund of Fees related work Deal/process applications of the staff and students participating in Conference/ Seminars/Workshops within India.</p>
7	Technician Grade I	Lab teaching and Laboratory maintenance and supervision.
7	Demonstrator	Lab Teaching and maintenance
7	Senior Technical Assistant	Lab teaching, supervision and maintenance
7	Instructor (Foreman)	Laboratory maintenance and supervision
7	Mechanic Grade A – 1	Laboratory maintenance and supervision
6	Senior Assistant	<p>Assistant works under the guidance and supervision of the Office Superintendent. Their work relates to preparation of draft with a brief note as per instructions given by the Branch officer or higher authorities. Preparation of Reports>Returns</p> <p>Work related to Recruitment etc.</p> <p>Preparation of Pension Cases.</p> <p>Preparation of Seniority Lists/Gradation Lists</p>

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		Preparing reply of Legal Cases/ RTI cases Data Entry and Respective Correspondence work. File Maintenance
6	Draftsman	Drawing and Practical work Lab supervision
6	Steno Typist	He/ She is involved in taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer
6	Personal Assistant (President)	Performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for the President.
6	Personal Assistant (Director)	Performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for the Director.
6	Computer Operator	Supervise the computer lab. Maintenance of computers in the lab is the main responsibility of Computer Operator in terms of hardware as well as software.
6	Commercial Artist	Designing, Drawing and Lab teaching
6	Instructor (Drawing & Painting)	Lab drawing work and lab teaching.
6	Technician Grade II	Lab supervision and maintenance
5	Library Assistant	Accessioning and bill processing, other assigned work. etc.
5	Library Clerk	Accessioning and bill processing, other assigned work. etc.
5	Office Assistant	Dealing Property Files State & Region wise (Extension of Licence/Power of Attorney/Sub-lease/Agreement Etc) and its correspondence. Dealing 82 Policy matters files (GNP) as Stock verification reports/AAA Reports/Recog. Of Univ./Degree & equivalence matters) with all

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		<p>correspondence.</p> <p>Bye-Laws (Proposals/Editing/incorporation of amendments etc.) and related correspondence.</p> <p>Convocation work (Procedure /invitation/visit programme/ concerned correspondence - Founder Day-Invitation-Distribution and correspondence</p> <p>Prospectus Work- demanding suggestions for the preparation of Notification/Prospectus/Syllabus revision/Circular Letter/dealing with press, maintaining its stock & concerned correspondence.</p> <p>Issuing circular for availability of PhD seats session wise</p> <p>Dealing with (GN) files as Faculty notices/ Bank operations/ Committees/Circulars/DGJML Notices</p> <p>Meeting related all type of work for Planning & Monitoring Board</p> <p>Other miscellaneous work allotted time to time.</p>
5	Assistant Draftsman	Drawing and Practical work
5	Tabla Accompanist	Engaged in practical Class in Music and instrument related activities.
5	Upper Division Clerk	<p>He/She works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him/her. Where the line of action on a case is clear or clear instructions have been given by the Section Officer or higher officers, he/she should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :- (i) to see whether all facts open to check have been correctly stated; (ii) to point out any mistakes or incorrect statement of the facts; (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject; (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures; (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.</p>
5	Assistant Accountant	Preparation of Budget Estimates 2.Clearance of Audit Reports

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		<p>Work of Cashier</p> <p>Internal Audit.</p> <p>Preparing reply of Legal Cases</p> <p>Compilation/Consolidation/Monitoring and disbursement of Budget</p> <p>Correspondence on audit</p> <p>Data Entry and Respective Correspondence work.</p> <p>File Maintenance</p> <p>Any other work assigned by the superior authority.</p>
5	Junior Assistant	Registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.
5	Assistant	<p>To supervise all the operations of the Conduct Section such as preparing of scheme, panel of examiners, arranging of external papers for typing by the tabulators of concerned faculty and evaluation of answer books.</p> <p>To carry out any other duty which is required for smooth functioning and in the interest of the Examination Section.</p>
5	Clerk	Typing and other office work
5	Routine Clerk	Typing and other office work
5	Key Punch Operator	Data entry and to supervise computer lab. Installation of software in computer lab. All the typing and transcript related work.
5	Junior Laboratory Assistant	Lab Supervision and maintenance
5	Junior Technical Assistant	Lab Supervision and maintenance
5	Mechanic Grade – B	Lab Supervision and maintenance
5	Mechanic Grade A – II	Lab Supervision and maintenance

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5	Technical Assistant Grade III	Lab supervision and maintenance
5	Technician Grade III	Lab supervision and maintenance
5	Technical Assistant (Computer)	Operations and Maintenance of Computers and its peripherals.
4	Cashier	Cash handling and other office work.
4	Driver	Driving and log-book maintenance
4	Driver Cum Mechanic	Driving and log-book maintenance Vehicle maintenance
4	Laboratory Assistant	Laboratory operations and maintenance
4	Generator Cum Pump Operator	Operation and maintenance of pump and generators
3	Art Room Attendant	Cleaning and maintenance of Art Room.
3	Gasman	Welding
3	Electrician	Repair and Maintenance of electricity related work
3	Carpenter	Repair and Maintenance of Wood works (Furniture, doors windows etc.)
3	Carpenter	Repair and Maintenance of Wood works (Furniture, doors windows etc.)
3	Laboratory Bearer	Security Gate and General & Reference Stack work etc.
3	Plumber	Supply of drinking water and maintenance of fittings.
3	Laboratory Attendant	Instruments Cleaning and maintenance
3	Hygiene & Cleaning Attendant	Instruments Cleaning and maintenance
3	Library Assistant	Office Work, Binding, Data Entry Work & Barcoding of Books and ID etc.
2	Store Coolie	Setting of office/lab items in the store room.
2	Multiskilled	Perform the duties as per the qualification e.g. Driving, Gardening and Lab maintenance etc.

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2	Laboratory Assistant	Maintenance of laboratory instruments
2	Book Lifter	Library Book Maintenance
2	Chowkidar	Duties of Watchman
2	Library Attendant	Science Stack and Photocopy Work etc.
2	Horticulture Attendant	Plantation and lawns maintenance
2	Laboratory Attendant	Cleaning and maintenance of laboratory instruments
1	Peon Jamadar	Dak distribution and office/lab cleaning
1	Peon	Dak distribution and office/lab cleaning