

उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान
North East Regional Institute of Education

उमियम : रि भोइ जिला :पिन - 793103

Umiam: Ri Bhoi District: Pin - 793103

Powers & Duties of officers and employees under Section 4(1)(b)(ii) of the RTI Act 2005

(UPDATED AS ON 11.2.2021)

Sl. No.	Name of the Post	Power & Duties
1	Principal	<ul style="list-style-type: none">i. Principal is the Head of all the Academic and Administrative activities of the Institute.ii. She/he has powers necessary for the exercise of general supervision and control of the work of the Institute and for proper and efficient management of the Institute.iii. All employees of the Institute and all other persons working at the Institute including those employed on research projects, or schemes financed by other agencies, whether receiving salaries from the Institute or direct from such agencies, shall be under the general directions and control of the Principal.iv. The Principal reports to the Director, NCERT.
2	Professor	<ul style="list-style-type: none">i. Teaching, research and extension works including conduct of workshops, training and other academic programmes.ii. Acts as Head of Department on rotation basis.iii. Planning and implementation of the future development of the department.iv. Any other duties that may be assigned by the Principal from time to time.
3	Associate Professor	<ul style="list-style-type: none">i. Teaching, research and extension works including conduct of workshops, training and other academic programmes.ii. Acts as Head of Department on rotation basis.iii. Planning and implementation of the future development of the department.iv. Any other duties that may be assigned by the authorities from time to time
4	Assistant Professor	<ul style="list-style-type: none">i. Teaching, research and extension works including conduct of workshops, training and other academic programmes.ii. Any other duties that may be assigned by the authorities from time to time.

5	Administrative Officer	<ul style="list-style-type: none"> i. Looks after the overall administrative functions and activities of the Institute. She/he is assisted by the Section Officer, APC, Senior Accountant and other staff. ii. Any other duties that may be assigned by the authorities from time to time.
6	Section Officer	<ul style="list-style-type: none"> i. In-charge of the concerned Sections of the Institute. ii. Assists the Administrative Officer in execution of the administrative works. iii. Any other duties that may be assigned by the authorities from time to time
7	Assistant Programme Coordinator	<ul style="list-style-type: none"> i. She/he is incharge of the Academic Section which involves duties pertaining to Students affairs, admissions etc. ii. Assists the Administrative Officer in execution of the administrative works. iii. Any other duties that may be assigned by the authorities from time to time
8	Senior Accountant	<ul style="list-style-type: none"> i. She/he is incharge of the Accounts Section of the Institute. All finance and accounts related works are undertaken by the Section. ii. Assists the Administrative Officer in execution of the accounts works. iii. Any other duties that may be assigned by the authorities from time to time.
9	Assistant	<ul style="list-style-type: none"> i. Discharge her/his duties by assisting the officer in the concerned section. She/he does the work of noting, drafting, maintenance of Service Books, computer typing, etc. ii. He also acts as Caretaker as and when assigned. iii. Any other duties that may be assigned by the authorities from time to time
10	Personal Assistant	<ul style="list-style-type: none"> i. She/he looks after the day to day matters connected with the Principal's Office, which includes taking dictations, computer typing, attending to telephone calls/emails, etc. ii. Any other duties that may be assigned by the authorities from time to time.
11	Professional Assistant	<ul style="list-style-type: none"> i. She/he is entrusted with the responsibility of overall management of the Library of the Institute. ii. Any other duties that may be assigned by the authorities from time to time
12	Semi- Professional Assistant	<ul style="list-style-type: none"> i. She/he provides necessary support and assistance to the Professional Assistant to look after the works in the Library. ii. Any other duties that may be assigned by the authorities from time to time

13	Stenographer	<ul style="list-style-type: none"> i. She/he is to attached to the Heads/Officers for computer typing and stenography works. ii. Any other duties that may be assigned by the authorities from time to time.
14	Storekeeper	<ul style="list-style-type: none"> i. She/he looks after the stores related work of the Institute which includes store verification, issue of stores items, maintenance of store room, etc. ii. Any other duties that may be assigned by the authorities from time to time.
15	Upper Division Clerk	<ul style="list-style-type: none"> i. She/he assists in executing the works in different sections of the Institute including noting, drafting and computer typing works. ii. Any other duties that may be assigned by the authorities from time to time.
16	Lower Division Clerk	<ul style="list-style-type: none"> i. Lower Division Clerk assists in executing the works in different sections of the Institute including noting, drafting and typing works. ii. Any other duties that may be assigned by the authorities from time to time.
17	Multi-tasking Staff	<ul style="list-style-type: none"> i. Multi-tasking Staff (MTS) are attached to different sections for performing multi-purpose works as assigned by the authorities as per requirement from time to time.