

**(ii) Powers and Duties of the Officers and Employees of the National Institute of Urban Affairs**

<b>Powers and Duties of the Director</b>	
<p>The Director shall be responsible for the overall supervision of the affairs of the Institute under the direction and guidance of the Governing Council. He shall regulate the work of the Institute undertaken in furtherance of its objects as its technical and academic head. He shall be responsible for all administrative duties as the Chief Executive Officer of the Institute, control the academic, professional and other staff and perform all duties and exercise all powers assigned to him under these rules or entrusted or delegated to him by the Governing Council.</p>	
<b>Duties of Officers and Employees</b>	
Professor	<ul style="list-style-type: none"> <li>i. Conduct research studies, training, seminars/workshops/conferences</li> <li>ii. Coordinate research projects</li> <li>iii. Prepare research proposals for external funding</li> <li>iv. Prepare research reports/papers</li> <li>v. Guide research teams</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>i. Conduct research studies, training, seminars/workshops/conferences</li> <li>ii. Coordinate research projects</li> <li>iii. Prepare research proposals for external funding</li> <li>iv. Prepare research reports/papers,</li> <li>v. Guide research teams</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Senior Research Officer	<ul style="list-style-type: none"> <li>i. Prepare research proposals,</li> <li>ii. Prepare the final research reports</li> <li>iii. Plan, organise and conduct research studies, seminars, training and workshops etc.</li> <li>iv. Provide direction and necessary guidance to research teams.</li> <li>v. Other duties as may be assigned from time to time</li> </ul>
Administrative & Accounts Officer	<ul style="list-style-type: none"> <li>i. Supervision of all General Administrative functions</li> <li>ii. Supervision of all the accounts</li> <li>iii. Responsible for audit, income tax and provident fund matters</li> <li>iv. Supervision of all the meetings, seminars and conferences, workshops etc.</li> <li>v. Arrangement of Governing Council, General Body, Selection Committee, Departmental Promotion Committee meetings</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Systems Analyst	<ul style="list-style-type: none"> <li>i. In charge of Computer Unit</li> <li>ii. System Analysis</li> <li>iii. Systems Designing Programming</li> <li>iv. Programming</li> <li>v. Systems upgradation</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Editor	<ul style="list-style-type: none"> <li>i. Edit the Institute's professional journal <i>Urban India</i></li> <li>ii. Prepare and edit the Institute's Research Monographs and other publications</li> <li>iii. Supervise and promote networking among research and training institutions through dissemination of the Institute's research</li> <li>iv. Preparation of bibliographies and documentation of urban research</li> </ul>

	<p>work</p> <p>v. Other duties as may be assigned from time to time</p>
Librarian	<p>i. Overall charge of the Library of the Institute</p> <p>ii. Supervise and direct the purchase of books, periodicals, magazines and newspapers etc. for the library</p> <p>iii. Assist in purchase of library equipments and computer software for the library</p> <p>iv. Supervise documentation work</p> <p>v. Publication of Library Publications</p> <p>vi. Other duties as may be assigned from time to time</p>
Research Officer	<p>i. Assist in organising, planning and coordinating field surveys</p> <p>ii. Coordinating research studies including analysis of data</p> <p>iii. Preparation of draft reports of research studies</p> <p>iv. Assist in seminars, training, workshops etc.</p> <p>v. Other duties as may be assigned from time to time</p>
Purchase, Maintenance & Security Officer	<p>i. Responsible for purchase and issue of stores</p> <p>ii. Responsible for overall supervision, maintenance and cleanliness of the office premises</p> <p>iii. Responsible for safety and security of the office premises</p> <p>iv. Responsible for maintenance of vehicles, fire fighting equipment, office equipment, furniture and other office items</p> <p>v. Responsible for water, electricity, telephone and other similar services</p> <p>vi. Other duties as may be assigned from time to time</p>
Executive Officer	<p>i. Responsible for timely finalisation of accounts including audit</p> <p>ii. Administrative responsibilities for arranging seminars, conferences, meetings relating to projects, maintenance of project files, liaison with sponsoring agencies and other related work therewith</p> <p>iii. Responsible for printing and publication jobs</p> <p>iv. Responsible for filing FCRA and other related returns</p> <p>v. Other duties as may be assigned from time to time</p>
Junior Research Officer	<p>i. Organising and conducting field surveys</p> <p>ii. Supervising and consistency check of field surveys</p> <p>iii. Preparation of tabulation plan</p> <p>iv. Cross tabled analysis of data</p> <p>v. Interpretation and analysis of data</p> <p>vi. Other duties as may be assigned from time to time</p>
Senior Draughtsman	<p>i. Preparation of maps, charts, diagrams</p> <p>ii. Application of cartography and coropleth techniques</p> <p>iii. Cutting, pasting maps and charts</p> <p>iv. Diagrams</p> <p>v. Will head the drawing unit</p> <p>vi. Other duties as may be assigned from time to time</p>
Private Secretary	<p>i. Receipt/dispatch of <i>dak</i> to the concerned office</p> <p>ii. Maintenance of engagement diary of the officer and related records</p> <p>iii. Assist the concerned officer in maintaining the office and attending to telephone, fax etc.</p> <p>iv. Typing, shorthand and word processing</p> <p>v. Attending visitors and maintenance of visitors records</p> <p>vi. Arranging refreshment, lunch etc. for visitors</p> <p>vii. Managing/arranging transport facilities, tour, visa passport etc. and making necessary arrangements for tours and visits</p> <p>viii. Other duties as may be assigned from time to time</p>
Research Analyst	<p>i. Conducting field surveys</p> <p>ii. Cross checking of data</p> <p>iii. Consistency check of data</p>

	<ul style="list-style-type: none"> <li>iv. Supervision of field surveys</li> <li>v. Tabulation, analysis of tables and other research data</li> <li>vi. Submission of field report</li> <li>vii. Other duties as may be assigned from time to time</li> </ul>
Personal Assistant	<ul style="list-style-type: none"> <li>i. Taking dictation, typing, word processing, maintenance of engagement diary, and reminder dairy of senior officers</li> <li>ii. Receipt/dispatch of <i>dak</i>, maintenance of files and others related papers</li> <li>iii. Assist the concerned officer in maintaining office and attending to telephone, fax etc.</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Senior Accountant	<ul style="list-style-type: none"> <li>i. Submission of files on financial matters, notes, draft letters etc.</li> <li>ii. Verification and preparation of financial statements, vouchers bills etc.</li> <li>iii. Preparation and verification of bank reconciliation statement, trial balance and other financial statements</li> <li>iv. Maintenance of books of accounts</li> <li>v. Helping in financial aspects of seminars, conferences, workshops, transport and meetings etc.</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Assistant	<ul style="list-style-type: none"> <li>i. Submission of files, with notes, draft letters etc.</li> <li>ii. Preparation and verification of financial and other statements vouchers, bills etc.</li> <li>iii. Maintenance of books of accounts, preparation and verification of bank reconciliation statements, trial balance and other support work</li> <li>iv. Providing back-up for filing of returns, etc.</li> <li>v. Other duties as may be assigned from time to time</li> </ul>
Junior Hindi Translator	<ul style="list-style-type: none"> <li>i. Responsible for all work related to implementation of Official Language orders in the Institute including noting and drafting in Hindi</li> <li>ii. Translation from English to Hindi and vice-versa</li> <li>iii. Word processing and data entry in computer</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Supervisor/Incharge (W.P.O or DTP)/ Asstt. Programmer	<ul style="list-style-type: none"> <li>i. Data handling</li> <li>ii. Word processing, data processing and assisting in programming</li> <li>iii. Direction and supervision of W.P.O.,</li> <li>iv. Keeping back-up,</li> <li>v. Maintenance of files etc.</li> <li>vi. Other duties as may be assigned from time to time.</li> </ul>
Draughtsman	<ul style="list-style-type: none"> <li>i. Preparation of maps, charts, diagrams</li> <li>ii. Application of cartography and choropleth techniques</li> <li>iii. Cutting, pasting of maps and charts</li> <li>iv. Diagrams</li> <li>v. Other duties as may be assigned from time to time</li> </ul>
Senior Machine Operator	<ul style="list-style-type: none"> <li>i. Supervision, maintenance and whenever necessary operation of head projector, VCR, slide projector, projects vision, lamination, xerox and printing machines etc.</li> <li>ii. Overall supervision and maintenance of all the other machines</li> <li>iii. Assistance in purchase of recognized machines for the unit</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Investigator	<ul style="list-style-type: none"> <li>i. Conducting field surveys</li> <li>ii. Data collection</li> <li>iii. Primary tabulation and analysis of data</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>

Word Processor Operator	<ul style="list-style-type: none"> <li>i. Word processing</li> <li>ii. Data entry</li> <li>iii. Keeping back-ups</li> <li>iv. Maintenance of computer files etc.</li> <li>v. Other duties as may be assigned from time to time</li> </ul>
Accountant	<ul style="list-style-type: none"> <li>i. Preparation of financial statements, vouchers, bills etc. including verification</li> <li>ii. Maintenance of books of accounts, handling cash etc.</li> <li>iii. Preparation of bank reconciliation statements, trial balance and other related financial statements, etc.</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
UDC/Assistant	<ul style="list-style-type: none"> <li>i. Submission of files with notes and drafts</li> <li>ii. Preparation of financial and other statements, vouchers, bills and record of publication etc.</li> <li>iii. Maintenance of books of accounts, handling of cash etc.</li> <li>iv. Maintenance of leave accounts and other service records</li> <li>v. Other duties as may be assigned from time to time</li> </ul>
Stenographer	<ul style="list-style-type: none"> <li>i. Taking dictation, typing, word processing, maintenance of engagements diary, reminder diary of the concerned officers</li> <li>ii. Receipt/dispatch of <i>dak</i>, maintenance of files and others related records</li> <li>iii. Assist the concerned officer in maintaining office, attending the telephone, fax etc.</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Machine Operator	<ul style="list-style-type: none"> <li>i. Operation of head projector,</li> <li>ii. Operation of photocopier, VCR, slide projector, projectavision, lamination and printing machines etc.</li> <li>iii. Overall supervision of other machines,</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Lower Division Clerk	<ul style="list-style-type: none"> <li>i. Receipt of <i>dak</i> and other papers</li> <li>ii. Dairying of the <i>dak</i></li> <li>iii. Dispatch of letters and other documents</li> <li>iv. Typing, comparing, stencil cutting, filing</li> <li>v. Maintenance of file movement register reminder diary, record register etc.</li> <li>vi. Other duties as may be assigned from time to time</li> </ul>
Telephone Operator	<ul style="list-style-type: none"> <li>i. To attend telephone calls</li> <li>ii. To operate the key board</li> <li>iii. To maintain the keyboard, lines records of calls, messages etc.</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Assistant Machine Operator	<ul style="list-style-type: none"> <li>i. Operate cutting, binding, lamination, duplicating, ferro printing, photocopiers and other office machines</li> <li>ii. Preparation and arrangement of sets</li> <li>iii. Assist in general office work</li> <li>iv. Other work as may be assigned from time to time</li> </ul>
Tracer	<ul style="list-style-type: none"> <li>i. Tracing of maps and charts</li> <li>ii. Cutting, pasting of maps, charts</li> <li>iii. Ferro printing</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Library Assistant	<ul style="list-style-type: none"> <li>i. Indexing</li> <li>ii. Cataloguing</li> <li>iii. Accessioning of books</li> </ul>

	<ul style="list-style-type: none"> <li>iv. Drafting of official correspondence and other related matters</li> <li>v. Issue and return of books, periodicals and newspapers</li> <li>vi. All other matters relating to library management assigned from time to time</li> </ul>
Staff Car Driver	<ul style="list-style-type: none"> <li>i. Maintenance of vehicle, minor repairs etc.</li> <li>ii. Driving motor, car jeep, van etc.</li> <li>iii. Maintenance of related records etc.</li> </ul>
Library Attendant	<ul style="list-style-type: none"> <li>i. Shelving of books,</li> <li>ii. Filing of catalogue cards,</li> <li>iii. Cutting of newspaper clippings</li> <li>iv. Processing of library resources e.g. pasting, stamping etc.</li> <li>v. Maintenance of library books, periodicals, furniture and equipments</li> <li>vi. All other matters relating to library maintenance assigned from time to time</li> </ul>
Peon	<ul style="list-style-type: none"> <li>i. Dusting,</li> <li>ii. Delivery of <i>dak</i>, files and other documents, movements of goods, arranging for water, tea etc. for staff</li> <li>iii. Other duties as may be assigned from time to time</li> </ul>
Chowkidar	<ul style="list-style-type: none"> <li>i. Responsible for the watching the office</li> <li>ii. Opening and closing of office rooms at the scheduled time</li> <li>iii. Maintenance of register of staff members visiting during his duty hours</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Farrash/Sweeper	<ul style="list-style-type: none"> <li>i. Cleaning and mopping of rooms, verandahs and other spaces in the office</li> <li>ii. Spraying of finites and cleaning of toilets, bathrooms etc.</li> <li>iii. Disposal of waste material</li> <li>iv. Other duties as may be assigned from time to time</li> </ul>
Messenger	<ul style="list-style-type: none"> <li>i. Delivery of <i>dak</i>, files and other documents</li> <li>ii. Dusting, arranging for water, tea etc. for the staff</li> <li>iii. Other duties as may be assigned from time to time</li> </ul>