

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

Powers and Duties of the Director	
<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>	
Duties of Officers and Employees	
Professor	Conduct research, training activities, seminar/workshops/conferences, coordinating research projects, preparing research proposals for external funding, preparing research reports/paper, guidance to research team and other duties as may be assigned from time to time.
Associate Professor	Conducting research, training activities, seminar/workshops/conferences, coordinating research projects, preparing research proposal for external funding, preparing research reports/papers, guidance to research team and other duties as may be assigned from time to time.
Senior Research Officer/Research Fellow/Social Planner	<ol style="list-style-type: none"> 1. Preparation of Research Proposals, 2. Preparation final research reports, 3. Planning, Organizing and conducting, Research studies, seminar, training and workshops etc., 4. Providing direction and necessary guidance to Research team, 5. Other duties as may be assigned from time to time.
Administrative & Accounts Officer	<ol style="list-style-type: none"> 1. Supervision of all General Administrative functions 2. Supervision of all the accounts, responsible for audit, Income Tax and provident fund matter 3. Supervision of all the meetings, seminars and conferences, workshops etc. 4. Arrangement of Governing Council, General Body, Selection Committee, Departmental Promotion Committee meetings. 5. Other duties as may be assigned from time to time.
Editor	<ol style="list-style-type: none"> 1. Responsibility to edit the Institutes Professional Journal "Urban India" 2. Prepare and edit Institute's Research Monograph and other publications. 3. To supervise promote networking among research and training Institutions through dissemination of Institutes research.. 4. To assist preparation of bibliographies and documentation of urban research work 5. Other duties as may be assigned from time to time.
Systems Analyst	<ol style="list-style-type: none"> 1. In charge of Computer Units 2. Systems Analysis 3. Systems Designing 4. Programming 5. Systems up-gradation 6. Other duties as may be assigned from time to time

Librarian or Library-I/Library & Information Officer	<ol style="list-style-type: none"> 1. Over all In-charge of the Library Unit of the Institute. 2. Supervise and direct the Purchase of Library books, periodicals, magazines and news papers etc. 3. Assist in Purchase of Library equipments and computer software for Library and other equipments 4. Supervise the documentation work and responsible for publication of Library Publication. 5. Other duties as may be assigned from time to time.
Research Officer	<ol style="list-style-type: none"> 1. Assistance in organizing, planning and coordinating field survey, 2. Coordinating research studies including analysis of data, 3. Preparation of draft report of research studies, 4. Assist in seminar, training workshops etc., 5. Other duties as may be assigned from time to time
Executive Officer	<ol style="list-style-type: none"> 1. Responsible for timely finalization of accounts including audit. 2. Administratively responsible for arranging seminars, conferences, meetings relating to project, maintenance of project files, liason with sponsoring agencies and other related therewith, 3. Responsible for printing and Publication Jobs, 4. Responsible for filing FCRA and other related returns, 5. Other duties as may be assigned from time to time.
Junior Research Officer	<ol style="list-style-type: none"> 1. Organising field survey, 2. Conducting, field survey 3. Supervising & Consistency check of field survey, 4. Preparation tabulation plan, 5. Cross tables analysis of data, 6. Interpretation and analysis of data, 7. Other duties as may be assigned from time to time.
Senior Draughtsman	<ol style="list-style-type: none"> 1. Preparation of maps, charts, diagram, 2. Application of Cartography and Corolitch techniques, 3. Cutting, Pasting (Maps & Charts), 4. Diagrams, 5. Will head the drawing unit, 6. Other duties as may be assigned from time to time.
Private Secretary	<ol style="list-style-type: none"> 1. Receipt/dispatch of dak of the concerned officer 2. Maintenance of engagement diary of officer and related records 3. To assist the concerned officer in maintaining office and attending telephone, fax etc. 4. Typing, shorthand & word processing 5. Attending visitors and maintenance of visitors records 6. Arranging refreshment, lunch etc. to the visitor. 7. Managing/arranging transport facilities, tour, visa passport etc. and making necessary arrangements for tours and visits, 8. Other duties as may be assigned from time to time.
Research Analyst	<ol style="list-style-type: none"> 1. Conducting field survey, 2. Cross checking of the data, 3. Consistency check of data, 4. Supervision of field surveys, 5. Tabulation, analysis of tables and other research data,

	<ol style="list-style-type: none"> 6. Submission of field report, 7. Other duties as may be assigned from time to time.
Personal Assistant	<ol style="list-style-type: none"> 1. Taking dictation, typing, word processing maintenance of engagement diary, reminder dairy of Senior Officer, 2. Receipt/dispatch of dak, maintenance of file and others related, 3. To assist the concerned officer in maintaining office and attending telephone, fax etc., 4. Other duties as may be assigned from time to time.
Senior Accountant	<ol style="list-style-type: none"> 1. Submission of files on financial matters, notes, draft letters etc. 2. Verification & preparation of financial statement, vouchers bills etc. 3. Preparation and verification of Bank Reconciliation Statement, Trial Balance and other financial statements, 4. Maintenance of books of accounts, 5. Helping in financial aspects of Seminars, Conference, Transport Workshops & meetings etc., 6. Other duties as may be assigned from time to time.
Assistant-I	<ol style="list-style-type: none"> 1. Submission of files, with notes, draft letters etc., 2. Preparation and verification of financial and other statements vouchers, bills etc., 3. Maintenance of books of accounts, preparation and verification of bank reconciliation statements, Trial balance and other support work, 4. Providing back up for filing of returns, etc., 5. Other duties as may be assigned from time to time.
Junior Hindi Translation	<ol style="list-style-type: none"> 1. Responsible for all work related to implementation of Official Language orders in the Institute including noting & drafting in Hindi. 2. Translation from English into Hindi & vice-versa. 3. Word processing & Data Entry in computer. 4. Other duties as may be assigned from time to time.
Supervisor/In-charge (WPO or DTP)/Assistant Programmer	<ol style="list-style-type: none"> 1. Data handling 2. Word processing & data processing and assisting in programming 3. Direction & Supervision of W.P.O. 4. Keeping backup 5. Maintenance of files etc., 6. Other duties as may be assigned from time to time.
Draughtsman	<ol style="list-style-type: none"> 1. Preparation of maps, charts, diagram, 2. Application of cartography and choropleth techniques, 3. Cutting, pasting (Maps & Charts), 4. Diagrams, 5. Other duties as may be assigned from time to time.
Senior Machine Operator	<ol style="list-style-type: none"> 1. Supervision, maintenance and whenever necessary operation of head projector, VCR, slide projector, projects vision, lamination, Xerox and printing machines etc., 2. Overall supervision and maintenance of all the other machines, 3. Assistance in Purchase of recognized machines for unit, 4. Other duties as may be assigned from time to time.

Investigator	<ol style="list-style-type: none"> 1. Conducting filed Survey, 2. Data Collection, 3. Primary tabulation and analysis of data, 4. Other duties as may be assigned from time to time.
Word Processor Operator	<ol style="list-style-type: none"> 1. Word processing, 2. Data entry, 3. Keeping backups, 4. Maintenance of computer files etc., 5. Other duties as may be assigned from time to time.
Accountant	<ol style="list-style-type: none"> 1. Preparation of financial statements, vouchers, bills etc., including verification, 2. Maintenance of books of accounts, handling of cash etc., 3. Preparation of Bank Reconciliation statements, Trial Balance and other related financial statement etc., 4. Other duties as may be assigned from time to time.
UDC/Assistant	<ol style="list-style-type: none"> 1. Submission of files with notes and drafts, 2. Preparation of financial and other statements, vouchers, bills and record of publication etc., 3. Maintenance of books of accounts, handling of cash etc., 4. Maintenance of Leave accounts and other service records, 5. Other duties as may be assigned from time to time.
Stenographer	<ol style="list-style-type: none"> 1. Taking Dictation, typing, word processing, maintenance of engagements diary, reminder diary of the concerned officers, 2. Receipt/dispatch of dak, Maintenance of file and others related records, 3. To assist the concerned officer in maintaining office, to attending telephone, fax etc., 4. Other duties as may be assigned from time to time.
Machine Operator	<ol style="list-style-type: none"> 1. Operation of head projector, 2. Operation of Photocopier, VCR, Slide Projector, Projectavision, lamination & Printing machines etc., 3. Overall supervision of other machines, 4. Other duties as may be assigned from time to time.
Lower Division Clerk	<ol style="list-style-type: none"> 1. Receipt of dak and other papers, 2. Diarising of the dak, 3. Despatch of letters and other documents, 4. Typing, comparing, stencil cutting, filing, 5. Maintenance of file movement register reminder diary, record register etc., 6. Other duties as may be assigned from time to time.
Telephone Operator	<ol style="list-style-type: none"> 1. To attend telephone calls, 2. To operate the key board, 3. To maintain the key board, lines records of calls, messages etc. 4. Other duties as may be assigned from time to time.
Assistant Machine Operator	<ol style="list-style-type: none"> 1. Operation of cutting, binding, lamination, duplicating, ferro printing, photocopier and other office machines, 2. Preparation and arrangement of sets, 3. Assistance in general office work, 4. Other work as may be assigned from time to time.

Tracer	<ol style="list-style-type: none"> 1. Tracing of Maps & Charts 2. Cutting, pasting of maps, charts 3. Ferro printing, 4. Other duties as may be assigned from time to time.
Library Assistant	<ol style="list-style-type: none"> 1. Indexing, 2. Cataloguing, 3. Accessioning of books 4. Drafting of official correspondence and other related matters, 5. Issue & return of books periodicals and newspaper, 6. All other matters relating to Library Management assigned from time to time.
Staff Car Driver	<ol style="list-style-type: none"> 1. Maintenance of Vehicle minor repairs etc., 2. Driving of Motor, Car, Jeep, Van etc., 3. Maintenance of related records etc.
Library Attendant	<ol style="list-style-type: none"> 1. Shelving of books, 2. Filing of Catalogue Cards, 3. Cutting of New Paper clipping, 4. Processing of Library resources e.g. pasting stamping etc., 5. Maintenance of Library books, periodicals, furniture and equipments, 6. All other matters relating to Library Maintenance assigned from time to time.
Peon	<ol style="list-style-type: none"> 1. Dusting 2. Delivery of Dak, files and other documents, movements of goods, arranging for water, tea etc., for staff, 3. Other duties as may be assigned from time to time.
Chowkidar	<ol style="list-style-type: none"> 1. Responsible for the watching of office, 2. Opening & Closing of office rooms at scheduled time, 3. Maintenance of register of staff members visiting during his duty hours, 4. Other duties as may be assigned from time to time.
Farrash/Sweeper	<ol style="list-style-type: none"> 1. Cleaning and mopping of rooms, verandahs and other spaces in the office, 2. Spraying of finits and cleaning of toilets, bathrooms etc., 3. Disposal of waste material, 4. Other duties as may be assigned from time to time.
Messenger	<ol style="list-style-type: none"> 1. Delivery of dak, files and other documents 2. Dusting, arranging for water, tea etc., for staff, 3. Other duties as may be assigned from time to time