

(Manual – II) Powers and Duties of Officers and Employees:

The major functional divisions in the Agency are Administration, Engineering, Medical, Misc. Exams (Management/ Law/ Aptitude Testing etc.), UGC-NET, Research and Academics, IT and Finance and Audit. Each area is headed by a Director assisted by Jt. Director, Deputy Director, Assistant Director, IT professional(s) and support staff to carry out its activities and implementation of policies and schemes. The Directors report to the Director General. Summarized details in this regard are given below:

- **Chairman**

Chairman chairs the General Body (GB) Meetings and guide the Agency in achieving its aims and objectives. Chairman may approve the proposals for decision in urgent matters, subject to ratification of the same by the GB in its subsequent meeting.

- **Director General**

The Director General shall be the Chief Executive Officer of the Agency who attends to day- to- day functioning and is responsible for achieving the objectives of the Agency. The powers delegated to Director General under the National Testing Agency Rules are as given below:

- To oversee overall functioning of the Agency in smooth conduct of tests entrusted to the Agency;
- To work as Member Secretary to the General Body (GB);
- To chair the meetings of the Managing Committee;
- To make appointments of the officers and employees;
- To exercise administrative and financial powers delegated to him;
- To prescribe duties of all officers and staff of the Agency and exercise such supervision and disciplinary control as may be necessary;
- To sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the Office of the Agency;
- To require the Agency or any Committee thereof defer taking action in pursuance of any decision taken by the Agency or the Committee, as the case may be pending a Reference to the Central Government on such decision;

- To take decision in respect of matters that cannot for the approval of the GB or MC or a Committee, as the case may be. The action taken by the DG shall be put up to the Chairman/ General Agency for ratification at its next meeting.
- Provided that where the GB modifies or reverses the decision taken by the DG, such modification or reversion shall be without prejudice to the validity of any action taken before such modification or reversion.
- To enter into any contract for the discharge of the functions of the Agency, provided the proposal/scheme is approved by the GB;
- To re-appropriate between Sub-Heads under Heads of Expenditure
- To re-delegate the administrative/financial powers to the Officers of the Agency.
- To control and approve Secret Activities and Expenditure

- **Directors**

Directors will head their respective Units and are responsible for all aspects of functioning in their respective units for smooth running of the Administration and successful conduct of tests from inviting applications till declaration of results. They will exercise control/ supervision over staff under their charge. They will work as members to the Managing Committee. They will exercise Administrative/ Financial powers delegated to them from time to time. In addition to above, they will discharge any other duties assigned from time-to- time by the Director General. They will report to Director General.

- **Joint Directors/ Dy. Directors**

They will assist the Director in discharge of day- to- day duties in their respective Units for smooth functioning of the Units and successful conduct of the tests/ other activities. They will report to the Director concerned. They will exercise supervision over the subordinate staff of their Units.

- **Assistant Directors**

They will assist the Director/ Joint Director in discharge of day to day duties in their respective Units for smooth functioning of the Units and conduct of flawless and time bound conduct of the tests/other activities. They will report to the Director/ Joint Director concerned:

- They will be responsible for proper & timely disposal of work in time related the units under their control and specific works assigned to them by the Agency from time to time.
- They shall organize meetings as per requirement in their Units.
- They will be responsible for timely disposal of works pertaining to their units.
- They shall be responsible for the punctuality of the staff working in their units.
- They will be responsible for the following before forwarding the cases to the Competent Authority for consideration / approval / orders: -
 - to see whether all facts / rules have been correctly stated;
 - to point out any mistakes or incorrect statement of the facts;
 - to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
 - to bring out clearly the question under consideration and suggest a course of action wherever possible.
- They will make planning / adequate proposal time to time as per requirements for smooth functioning of the unit.
- They will process the cases / matters which needs special attention of the Competent Authority.
- They will be responsible for maintenance of office decorum & discipline in the Unit.
- They will make general correspondence with other offices / units as per requirement of the office for disposal of the work after the approval of Competent Authority.
- Any other work assigned to him/her from time to time by the Competent Authority.

- **Senior Programmer**

The Senior Programmer will assist the Director IT, Storage & Print in development and implementation of the IT related programmes in the Agency. The Senior Programmer will also work as member of the sub-committee in recommending procurement of IT related equipment and will extend IT related support to other Units of the Agency.

In addition to above, the Senior Programmer will carry out any other work assigned by the superior authority.

- **Programmer**

They will assist the Director IT, Storage& Print/ Sr. Programmer in development and implementation of the IT related programmes in the Agency. They will also extend IT related support to other Units of the Agency.

In addition to above they will carry out any other work assigned by the superior authority.

- **Sr Superintendent/Sr Superintendent (Accounts)**

- They will work under the control and supervision of the Assistant Directors/ Reporting Officer and are responsible for the work entrusted to their Unit.
- They will be responsible for distribution of work among the staff as evenly as possible, helping and advising the staff, management and co-ordination of work.
- They will also ensure the following before processing for approval/orders of Competent Authority: -
 - to see whether all facts / rules have been correctly stated;
 - to point out any mistakes or incorrect statement of the facts;
 - to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
 - to bring out clearly the question under consideration and suggest a course of action wherever possible.
- They will be responsible for timely disposal of day to day dak/routine work of his/her branch.
- They will ensure the punctuality of the staff working under him/her.
- They will prepare a planning of the work to be disposed off in future.
- They will process the cases / matters which needs special attention of the Competent Authority.
- They will ensure the maintenance of office decorum & discipline in the branch/ section.

- Any other work assigned to him/her from time to time by his Reporting Officer/Superiors.

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- **Stenographers**

They will be responsible for mailing, correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote to his work. They will maintain the confidentiality and secrecy of confidential and secret papers entrusted to them. They be cordial with the persons who come in contact with them/ their reporting officer in official dealings. Some of more specific functions are enumerated below: -

- Taking dictation in shorthand;
- Fixing up of appointments;
- Receiving & screening the telephone calls and the visitors in a tactful manner;
- To complete Computer related work, assigned by the reporting officer to him/her.
- Keeping an accurate list of engagements, meetings, etc;
- Keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.
- To ensure checking and proper & timely reply of e-mails received on the official-id of his/her Officer.
- They will be responsible for proper maintenance of records of movement of incoming/outgoing files/dak pertaining to the Office of his/her officer.
- They will ensure the punctuality of the staff working under the Officer.
- They will be responsible for distribution of work among the staff attached to his/her Officer as evenly as possible, help and advising the staff, management and co-ordination of work.
- They will be responsible for maintenance of the office decorum & discipline among the staff attached to his/her Officer.
- Any other work assigned to him/her from time to time by their officer concerned.

10. Sr. Technician

They work under the control and supervision of the Senior Programmer/ Programmer and are 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 superior officer, they should put up a draft. In other cases s/he will put up a note keeping in view the following points: -

- to see whether all facts open to check have been correctly stated;
- to point out any mistakes or incorrect statement of the facts;
- to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- to put up the Guard file, if necessary, and supply other relevant facts and figures;
- to bring out clearly the question under consideration and suggest a course of action wherever possible.
- Maintenance of Guard Files and furnishing of returns.
- They will work in a group if required for conduct of a test.
- They will timely dispose of day to day dak/routine work of their seats.
- Any other work assigned to them from time to time by the superior officers.

11. Sr. Assistant/Sr. Assistant (Accounts)

They work under the control and supervision of the Sr Superintendent/ Sr Superintendent (Accounts) and are 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 superior officer, they should put up a draft. In other cases s/he will put up a note keeping in view the following points: -

- to see whether all facts open to check have been correctly stated;
- to point out any mistakes or incorrect statement of the facts;
- to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- to put up the Guard file, if necessary, and supply other relevant facts and figures;
- to bring out clearly the question under consideration and suggest a course of action wherever possible.
- Maintenance of Guard Files and furnishing of returns.
- They will work in a group if required for conduct of a test.
- They will timely dispose of day to day dak/routine work of their seats.
- Any other work assigned to them from time to time by the superior officers.

12. Assistant/ Assistant (Accounts) / Superintendent/ Superintendent (Accounts)

They work under the control and supervision of the Sr Superintendent/Sr Superintendent (Accounts) and are 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 superior officer, they should put up a draft. In other cases s/he will put up a note keeping in view the following points: -

- to see whether all facts open to check have been correctly stated;
- to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- to put up the Guard file, if necessary, and supply other relevant facts and figures;
- to bring out clearly the question under consideration and suggest a course of action wherever possible.
- Maintenance of Guard Files and furnishing of returns.
- They will work in a group if required for conduct of a test.
- They will timely dispose of day to day dak/routine work of their seats.
- Any other work assigned to them from time to time by the superior officers.

13. Jr. Technician

- They will do official work on Computer related to IT Department.
- They will take directions from the Senior officials.
- They will attend phone of the officers.
- Development and Maintenance of Large-Scale Web application to be deployed department wide.
- Development of Database, Administration and System Administration Tools.
- Development and maintenance of Website.
- Development of web based academic, financial, inventory tracking tools and maintenance.
- Installation and backend development for Biometric attendance system. Configuration and deployment of department administration automation tools.
- Working with admissions in charge in automation of application process, and entire admission process automation.
- Any other work assigned from time to time by superior officers.