

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

**A. DUTIES ATTACHED TO THE TECHNICAL POSTS**

**1. DIRECTOR**

**[Group 'A'(G), Pay Level-12]**

- Head of the Institution and responsible for planning, execution & organization of training, and testing activities as per Govt. of India orders/policy.
- Head of the Department and Disciplinary Authority for Group 'B' (NG), Group C and Group D of the Institute and responsible for the smooth functioning of the overall administration of the staff and the Institute.
- Head of the testing authority for organizing all types of tractor and farm machinery testing as per Bureau of Indian Standards (BIS), Organization for Economic Cooperation and Development (OECD) and Central Motor Vehicle Rules (CMVR) etc.
- Work as a Government nominee on the Committee like Bureau of Indian Standards (BIS), Organization for Economic Cooperation and Development (OECD), Central Motor Vehicle Rules (CMVR), Ministry of Road Transport, State Agro Industries and Automotive Research Association of India (ARAI) etc.
- Responsible for review & amendments of BIS/ISO/OECD/test codes/ TAP Documents in respect of tractors /power tillers / combine harvesters / Engine and other agricultural machinery
- Aim to implement various Plan and Non-Plan programmes of the Govt. of India to achieve the target.
- Aim to control the subsidiary activities like management and development of Institutional farm, preparation & development of training infrastructure and test set-ups.
- Aim to get prepared the technical articles, training literature, test codes and related documents required in organizing various training and testing activities.
- Responsible for residential and non-residential buildings, farm land and basic amenities for the welfare of the staff and their families.

**2. SENIOR AGRICULTURAL ENGINEER**

**[Group 'A'(G), Pay Level-11]**

**(Duties If Posted in Testing Section)**

- Overall In-charge of the testing & responsible for planning, organizing & executing testing activities for all types of tractor and farm machinery as per Bureau of Indian Standards (BIS)/Organization for Economic Cooperation and Development (OECD)/ISO test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc.
- Responsible for compiling & preparation of test report.
- To scrutinize and check the draft test reports of the machines tested, examination of the comments offered by the applicant on the draft test reports

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and release of final test reports thereafter.

- Developing formats of various types of new reports, data sheets and specification sheets, evolving test procedures for testing of different kind of agricultural machinery.
- Development/updating of various testing facilities as per the requirements of IS/ISO/OECD test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc. from time to time with the assistance of Senior Instrumentation Engineer.
- To examine the draft IS/ISO/OECD standard, TAP Documents and Central Motor Vehicle Rules (CMVR) etc and offering comments on behalf of the Institute for review and amendments of IS/ ISO/OECD test code, TAP Documents and Central Motor Vehicle Rules (CMVR) etc in respect of Tractors, Power Tillers, Engine & other Farm Machinery.
- Responsible for Installation and updating the infrastructure available at the Institute for the testing of different kinds of Agril. Machinery with the assistance of Senior Instrumentation Engineer.
- To handle complete correspondences relating testing activities of the Institute.
- To participate in the special training programmes of the Institute for designers, engineers from India & abroad.

**3. SENIOR AGRICULTURAL ENGINEER****[Group 'A'(G), Pay Level-11]****(Duties If Posted in Training Section)**

- Overall In-charge of the training & responsible for coordinating the various activities related to on-the-job training on tractors/power tillers/other agricultural machines.
- Responsible for imparting International and specialized high level training courses organized by the training section and preparation of training literature/lesson plans for effective and efficient training.
- Responsible for organizing demonstrations on latest form machinery.
- Responsible for overall security of the Institute & Incharge of Central Purchase Section for purchasing of tractors/agricultural machines/allied equipment/engineering materials/fuel oil lubricants/general stores required for day-to-day working of the Institute.
- Responsible for management of institute farm for crop production in addition to the training activities.
- Responsible for development of various training laboratories and responsible for planning and organization of various training programmes and post evaluation survey
- Responsible for management of operational units related to tractors, agricultural machines, irrigation pumps and other allied equipment and their operation, service and repair.
- Development of audio visual aids to enable the undergoing trainees for ease in acquiring training skill.

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- Management of trainees hostel and their welfare.
- Responsible for operation, maintenance and repair of water supply system and electricity generation and supply, repair section and vehicle section.

4. **SENIOR INSTRUMENTATION ENGINEER**

**[Group 'A'(G), Pay Level-11]**

- Overall In-charge of the Instrumentation cell and responsible for coordinating all electronics instrumentation are being used for testing activities and to assist head of testing section [Senior Agricultural Engineer (SAE)] for smooth functioning of the testing activities.
- Responsible for procurement of electronics/testing/highly technical/allied equipment for modernization of testing facilities as per BIS/OECD/ISO and according to the test procedures contained in various test codes.
- Responsible for development of suitable soft ware's for atomization of testing activities.
- Responsible for up-keep, calibration, service, repair of electronic instruments with the help of Instrumentation Engineer, Assistant Engineer (Instrumentation)/Senior Technical Assistant (Instrumentation).
- Responsible for coordination of computerization and automation of various sections through V-SAT, Internet, LAN and web-site etc.
- Up-gradation of various test set-ups through computerization by higher degree of automation.
- Coordinating various High Tech. computer training courses related to DACNET programmes organized by National Informatics Centre (NIC).

5. **INSTRUMENTATION ENGINEER**

**[Group 'A'(G), Pay Level-10]**

- To assist Senior Instrumentation Engineer in operation, maintenance, service and repair of testing instruments required for various testing activities.
- Responsible for procurement of electronics/testing/highly technical/allied equipment for modernization of testing facilities as per ISO and according to the test procedures contained in various test codes.
- Responsible for up-keep, calibration, service, repair of electronic instruments with the help of Assistant Engineer (Instrumentation)/Senior Technical Assistant (Instrumentation).
- Responsible for coordination of computerization and automation of various sections through V-SAT, Internet, LAN and web-site etc.
- Up-gradation of various test set-ups through computerization by higher degree of automation.
- Coordinating various High Tech. computer training courses related to DACNET programmes organized by National Informatics Centre (NIC).

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**6. TEST ENGINEER**

**[Group 'A'(G), Pay Level-10]**

- To assist Senior Agricultural Engineer for conducting various tests under Initial Commercial Testing, Confidential Testing, Batch Testing, etc. and coordinating them for making correspondence with other institutions like Bureau of Indian Standards (BIS), Organization for Economic Cooperation and Development (OECD), Central Motor Vehicle Rules (CMVR), Automotive Research Association of India (ARAI) etc.
- Responsible for testing of tractors and other agricultural machines.
- Computation of test observations and compilation of test reports.
- Formulation of test codes and procedures.
- Responsible for carrying out user's survey of tractors/power tillers tested under Batch Testing programmes and preparation of user's survey report.

**7. AGRICULTURAL ENGINEER**

**[Group 'B'(G), Pay Level-7]**

**(Duties If Posted in Testing Section)**

- To assist SAE, for planning, organizing & executing testing activities for all types of tractor and farm machinery as per Bureau of Indian Standards (BIS)/Organization for Economic Cooperation and Development (OECD)/ISO test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc.
- Supervising the testing activities.
- Carrying out tests for performance evaluation of tractors, Power Tillers, Combine Harvesters, engines and other farm machinery as per Bureau of Indian Standards (BIS)/Organization for Economic Cooperation and Development (OECD)/ISO test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc.
- Verification of tractors, power tillers, combine harvesters and other agricultural machinery for certification under Central Motor Vehicle Rules (CMVR).
- Compilation, documentation of test data and preparation of test reports etc.
- To offer comments on review and amendments of BIS/ ISO/OECD test code in respect of Tractors, Power Tillers & Farm Machinery.
- Installation and updating the infrastructure available at the Institute for the testing of different kinds of Agril. Machinery.
- To develop testing set-ups, jigs and fixtures required for installation and attachment of test samples.
- Maintenance and repair of test set-ups, test samples, vehicles, tractors & other farm machinery.
- To participate in the special training programmes of the Institute for designers, engineers from India & abroad.

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**8. AGRICULTURAL ENGINEER**

**[Group 'B'(G), Pay Level-7]**

**(Duties If Posted in Training Section):-**

- To assist SAE, (i) in planning and organization of various training programmes. (ii) for organizing International and specialized high level training courses and preparation of training calendar, training material/lesson plan for effective and efficient training.
- Management of (i) various activities related to field training and crop production on the Institute's farm (ii) maintenance vehicles, tractors & other farm machinery, water supply system, electricity supply its repair and repair section of the Institute.
- Responsible for (i) planning, supervision and control of jobs undertaken in various sections of the workshop i.e. machine, carpentry and welding shop etc. (ii) fabrication of various items required for day to day work of the Institute being undertaken by all sections (iii) for collection, issue and disposal of engineering stores of the Institute with the help of store keeper (iv) for operation, maintenance and repair of tractors, power tillers, improved agricultural machines, vehicles, pumps and earth moving equipment, etc.
- To develop (i) various training laboratories for conducting successful and efficient training courses (ii) training material/audio-visual aids to enable the undergoing trainees to acquire skill in easy and efficient way.
- To act as Hostel Warden for the trainees hostel and their welfare.
- To install and update the infrastructure available at the Institute for the training activity.
- To coordinate training section for imparting training on basic trades to the trainees.

**9. AGRICULTURAL ENGINEER (INSTRUMENTATION)**

**[Group 'B'(G), Pay Level-7]**

- To assist Instrumentation Engineer in calibration, operation, maintenance, service and repair of testing instruments required for various testing activities.
- To keep liaison in consultation with the Instrumentation Engineer to enable SAE/Agricultural Engineers with a view to meet their requirement for testing and calibration of instruments required in conducting tests.
- To perform instrumentation activities for testing of meters, gauges, dynamometers etc. required for measuring various performance characteristics & strength and composition of materials precisely and correctly.
- To carry out service, maintenance and repair of electrical/electronics equipment like all test setups & its controlling systems, Instrumentation laboratory, Air conditioning system, UPS, Inverter and Constant Voltage Transformer (CVT).

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

10. **SENIOR TECHNICAL ASSISTANT (INSTRUMENTATION)**

**[Group 'B'(NG), Pay Level-6]**

- To carry out the specified test like noise level test, mechanical vibration test, brake test etc.
- To assist Assistant Engineer (Instrumentation) in creating required facilities for testing of electrical components of tractors.
- To assist in servicing, maintenance, calibration and repair of various testing/electronics instruments.
- To carry out service, maintenance and repair of electrical/electronics equipment like Air conditioning system, UPS, Inverter and Constant Voltage Transformer (CVT).
- To attend other duties as assigned by the Director and or their superior.

11. **SENIOR TECHNICAL ASSISTANT**

**[Group 'B'(NG), Pay Level-6]**

**(Duties If Posted in Testing Section)**

- Carrying out tests for performance evaluation of tractors, Power Tillers, Combine Harvesters, engines and other farm machinery as per Bureau of Indian Standards (BIS)/Organization for Economic Cooperation and Development (OECD)/ISO test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc.
- Verification of tractors, power tillers, combine harvesters and other agricultural machinery for certification under Central Motor Vehicle Rules (CMVR).
- Compilation, documentation of test data and preparation of test reports etc.
- To assist AE for installation and updating the infrastructure available at the Institute for the testing of different kinds of Agril. Machinery.
- To assist AE for maintenance and repair of test set-ups, test samples, vehicles, tractors & other farm machinery.
- To participate in the special training programmes of the Institute for designers, engineers from India & abroad.
- To attend other duties as assigned by the Director and or their superior.

12. **SENIOR TECHNICAL ASSISTANT**

**[Group 'B'(NG), Pay Level-6]**

**(Duties If Posted in Training Section)**

- To supervise and conduct theoretical and practical classes under various courses conducted by the Institute. To Chalk out training programmes, prepare lesson plans, develop Training laboratories, etc.
- To supervise and conduct off campus training and demonstration of farm machinery.
- Responsible for repair-maintenance and servicing of Tractor, Vehicle, Power Tiller, Pumps and other agricultural machinery and allied equipment.

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

- To maintain Training Laboratories and its records.
- To maintain log books and inventory registers of Training Laboratories, Agricultural machinery and implements etc.
- Responsible for developing Audio-Visual aids required for training activities.
- Responsible for making drawings, sketches, charts, blow-ups etc. for training activities.
- To attend other duties as assigned by the Director and or their superior.

**13. Technical Assistant**

**[Group 'C', Pay Level-5]**

- To supervise and conduct theoretical and practical classes under various courses conducted by the Institute. To Chalk out training programmes, prepare lesson plans, develop Training & Testing laboratories, etc.
- To supervise and conduct off campus training and demonstration of farm machinery.
- Responsible for repair-maintenance and servicing of Tractor, Vehicle, Power Tiller, Pumps and other agricultural machinery and allied equipment.
- To maintain Training Laboratories and its records.
- To maintain log books and inventory registers of Agricultural machinery and implements etc.
- Responsible for sketching of site map, drawing of buildings, machines, etc.
- To assist in making drawings, sketches, charts, blow-ups etc. for training & testing activities.
- Responsible for developing Audio-Visual aids required for training & testing activities
- All kinds of works related to photography for official purposes Preparation of Blow-ups, charts etc. for illustrating the activities of the Institute in a presentable manner.
- To attend other duties as assigned by the Director and or their superior

**14. TECHNICAL ASSISTANT (ELECTRICAL)**

**[Group 'C', Pay Level-5]**

- To conducting training classes in General and Electrical systems of Tractors, Vehicles, etc.
- Responsible for repair-maintenance of electrical systems of Tractors, Vehicles, Computers, Audio Visual aids, Instruments, Allied equipments, Electrical systems of building/ street light/ Gen. set, etc. and maintenance and upkeep of log books, inventory register
- Responsible for development of Electrical Laboratory, preparation of training infrastructure, models, etc.
- Operation, repair and maintenance of Electronic Instrument, fitted on Tractors, Power Tillers, Vehicles, Allied equipments, pumps etc. and their Installation, etc. and its record keeping.

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

- To assist in repair, calibration, Testing of Electronics Instruments available on Test Set-up, Tractors, Vehicles, Power Tillers, allied equipments, etc.
- To assist in conducting training classes and testing activities.
- To attend other duties as assigned by the Director and or their superior.

15. **SENIOR TECHNICIAN**

**[Group 'C', Pay Level-4]**

- To assist in conducting training classes and testing activities.
- To impart training, field practice, demonstration on Tractor/Power tiller, Pumps, P.P. Equipments and other Agricultural Machines, etc. To operate, calibrate, install, and overhaul the test sample & test setups during Testing.
- To operate, repair and maintain the test samples, Tractors, Vehicles, Power Tiller, Pumps and other Agricultural Machinery etc.
- To maintain Training Laboratories and its records, log books and inventory registers of Tractors, Vehicles, Power Tiller, other Agricultural machinery and implements etc.
- To attend other duties as assigned by the Director and or their superior.

16. **SENIOR TECHNICIAN (ELECTRICAL)**

**[Group 'C', Pay Level-4]**

- To conducting training classes in General and Electrical systems of Tractors, Vehicles, etc.
- Responsible for repair-maintenance of electrical systems of Tractors, other agricultural machines, Vehicles, Computers, Audio Visual aids, Instruments, Allied equipments, Electrical systems of building/ street light/ Gen. set, etc. and maintenance and upkeep of log books, inventory register.
- Responsible for development of Electrical Laboratory, preparation of training infrastructure, models, etc.
- To assist in installation, repair, calibration, Testing of Electronics Instruments available on test set-ups, test samples, Tractors, Vehicles, Power Tillers, allied equipments, etc.
- To attend other duties as assigned by the Director and or their superior.

17. **TECHNICIAN**

**[Group 'C', Pay Level-2]**

- To assist in operation and maintenance of Tractors/Power Tillers/ Engine/Pump/ farm machine/Vehicles, etc. and its records up-dating.
- To assist in repair-maintenance of tractors, power tillers and other agricultural machinery etc.
- To assist in conducting training classes/ demonstration/ practice, etc. and testing of machines.
- Driving of vehicles. Its repair-maintenance and up-keep of records, Log Books, etc.

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

- Responsible for cleanliness of vehicles and test samples.
  - To attend other duties as assigned by the Director and or their superior
18. **TECHNICIAN (ELECTRICAL)**  
**[Group 'C', Pay Level-2]**
- To assist in conducting training classes on general and auto-electrical systems of Tractors, Power Tillers, Vehicles, etc.
  - To assist in repair-maintenance of electrical system of tractors, vehicles, Audio-visual Aids, Computers Instruments, allied equipments etc. and electrical systems of buildings, street lights, etc.
  - To assist in development of Electrical infrastructure, Laboratory and teaching aids.
  - To attend other duties as assigned by the Director and or their superior.
19. **MULTITASKING STAFF (TECHNICAL)**  
**[Group 'C', Pay Level-1]**
- To assist in conducting training classes both theoretical and practical / demonstration, etc.
  - To assist in operation and maintenance of Tractors, vehicles, Power Tillers Engine, DG set, pumps, etc. to assist in maintenance and
  - To assist in repair-maintenance of tractors, vehicle, pumps, power tillers, agricultural machinery and allied equipments etc. and up-keep of records of Log Books, inventory registers.
  - To assist in testing of farm machine, their operation, maintenance and repair/overhauling.
  - Responsible for cleanliness of Tractor, Power Tillers and allied agricultural machinery.
  - Assisting the Motor Driver – as helper in the school bus & vehicles. Cleaning and washing of vehicles.
  - Maintenance and upkeep of various labs.
  - To attend other duties as assigned by the Director and or their superior.

**B. DUTIES ATTACHED TO THE FARM POSTS**

1. **AGRONOMIST**  
**[Group 'A' (G), Pay Level-11]**
- Overall incharge of the Farm Section and to assist Senior Agricultural Engineer (SAE) for smooth functioning of field testing and field Training.
  - Responsible for the overall management of the Farm, like timely preparation of the field, sowing, irrigation, plant protection, harvesting and proper storage of the crops grown in the farm of the Institute
  - Overall management of the orchard crops, maintenance of all the lawns, gardens, plants & trees and other plantation in the residential and non-residential areas.

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- Responsible for overall security of the farm area as well as custodian of the plants and trees of residential and non residential area, day to day repair, maintenance and operation of various agricultural equipments, tractors available with the farm section, planning and execution of various plantation and horticulture plants and overall beauty of the institute
- Preparation of the annual and day to day requirement for the farm activities and procure the same with the approval of the Director
- Finalization of plans and programmes for development of farm / orchard
- All the assistance on priority to testing and training section for field activities of these sections
- Maintain the record of all the inputs to farm and strive for excellence towards the mechanized and profitable farm
- conduct training classes on Agronomical aspects to various categories of trainees
- Obtain the help from other sections for the development of farm whenever there is a need and construct the rain harvest / farm ponds for irrigation management

**2. AGRICULTURAL ASSISTANT**

**[Group 'C', Pay Level-4]**

- Responsible for planning and management of the farm in consultation with the (Farm Incharge) and to attend all activities including control of labour, maintenance of records of seeds and fertilizers, supervision of MTS Technical for gardening and supervision of security through Chowkidar Cum Farm Mate (MTS- Technical).
- Responsible for imparting practical training classes on agronomical aspects, use of fertilizers, application of insecticides & pesticides and provide information about latest agricultural developments in respect to farm mechanization.
- To undertake developmental activities in the farm like increasing irrigation potential, fertility of the soil, development of orchard, land leveling and water harvesting etc.

**3. MULTITASKING STAFF (TECHNICAL)**

**[Group 'C', Pay Level-1]**

**(If posted at Farm)**

- To assist Agricultural Assistant and Farm Superintendent in the day-to-day management of the farm.
- Operation, maintenance & repair of the tractors, power tillers, pumps, farm machinery, implements & allied equipments etc. available in the Institute
- Spraying of pesticides / insecticides, inter-culturing / weeding, threshing, harvesting and winnowing of farm produce and all other works related to farm section. Minor repair work of farm fencing.
- Field operation required for crop production / transportation / store etc.

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- Watch & ward of Institute premises, infrastructure etc.
- Water supply to residential and non residential buildings and plumbing and other pipe fitting works.

**C. DUTIES ATTACHED TO THE DRAUGHTSMAN POSTS**

**1. DRAUGHTSMAN GRADE I**

**[Group 'B (NG)', Pay Level-6]**

- Preparation of tracing related to performance characteristics and constructional features of test features of test machines.
- Preparation of drawings related to testing facilities, developmental test set-up, jigs and fixtures, etc
- Preparation of blue prints of tracing, etc.
- Responsible for sketching of site map, drawing of buildings, machines, etc.
- Responsible for making drawings, sketches, charts, blow-ups etc. for training and testing activities.
- To measure dimensions of field, agricultural machinery, etc.

**D. DUTIES OF THE OFFICIAL LANGUAGE POSTS**

**1. ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)**

**[Group 'A (G)', Pay Level-10]**

- To act as the Officer-In charge of the Hindi Section.
- To arrange and co-ordinate the plan for implementation of Official Language Policy of the Government in the Institute as a whole.
- To ensure that all the forms/formats used in the Institute are made bilingual and all the circulars/office orders are published bilingually.
- To perceive that the target fixed by the Government is achieved in reciprocating to the letters written in Hindi
- To conduct teaching programmes and organise Hindi Workshops for employees.
- To supervise the work of Hindi translators/Typists/Clerks etc., working under him.
- To plan & co-ordinate celebration of Hindi Divas Samaroh & Hindi workshops etc., in the Institute.
- Any other job that may be assigned to him by the competent authority from time to time.

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- Responsible to related matters of Administration/ Establishments / Accounts / Estates / Dispensary Units.
- To assist Director in matters relating to administration, establishment, finance, stores, Civil works, court cases, vigilance, RTI and allied matters.
- To look after office and personnel management, including recruitment of staff, their seniority, promotion, reservations in appointments, preparing pension papers, MACP, probation, review cases, arranging DPC/DSC meetings.
- To look after records management, Official Language Policy and housekeeping jobs.
- To provide infrastructural facilities and other support services to functional sections.
- Matters relating to Service Associations.
- Function as Drawing & Disbursing Officer, to monitor flow of receipts and expenditure, security of cash, drawal and disbursement of pay and allowances.
- Responsible for Income Tax calculation & issuance of Form 16 and eTDS Returns.
- Being Estate Officer, to look after the allotment, maintenance and management of residential, non-residential buildings and rest house.
- Responsible for operation, maintenance, repair and construction of buildings of the Institute.
- Also functions as Head of Office.
- Responsibilities relating to correspondence with the Ministry and Interaction with local administration for proper functioning of the Institute.
- General duties like distribution of work among staff, management and co-ordination of the work.
- Any other duties that may be assigned to him by the competent authority.

**2. ASSISTANT LIBRARY & INFORMATION OFFICER****[Group 'B (G)', Pay Level-7]**

- Responsible for operation, maintenance and management of Institute Library.
- To assist the Officer in Charge in procurement of Books, Journals, Audiovisuals, Teaching materials etc.
- To assist the Officer In charge in planning & organizing of the Library, Information Centre, exhibitions, Publication, Advertisement & Publicity of the Institutes overall activities.
- To assist Officer In charge in Technical processing of documents.
- To assist the Officer In charge in providing Information and documentation

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service.

- To maintain proper statistics of users and documents in the Library.
- To do indenting & abstracting of data base documents.
- Accessioning of books & other study materials.
- To supervise the Library to help the staff & students.
- Sending reminders to staff & students for overdue documents
- Any other duties job that may be assigned to him by the competent authority.

3. **OFFICE SUPERINTENDENT**

**[Group 'B (NG)', Pay Level-6]**

- To look after matters relating to administration, establishment, accounts, cash, estates and dispensary.
- To ensure timely processing of cases relating to recruitment of staff, their promotion, pay fixation, probation clearance, confirmation, review cases, MACP cases, reservations in appointment, pension cases, records management, and other house keeping jobs.
- Preparation of annual budget, processing of personal claims & DPC/MACP cases, reconciliation of receipts and expenditure, attending to audit objections/inspection reports and their timely reply, preparation/checking of bills,
- Timely submission of all reports, returns and other information required by Ministry and other agencies.
- Work relating to Official Language Policy, Parliament Questions/Assurances, Disciplinary cases, RTI, Court cases and Empanelment of doctors.
- Maintenance & up-keep records of Cash Book, TR Receipt, Cheque Book and Contingent, Monthly Expenditure, Receipt, Cheque Issued, NPS, Bill Registers, Rosters, Service Books, Guard Files and matters relating to ACRs/APAR & Rosters.
- Maintenance of NPS Accounts and it's on line up-loading.
- Income Tax calculation & issuance of Form 16 and eTDS Returns.
- Responsible for arrangement of general meetings etc.
- Responsible for smooth & timely functioning of the sections with the assistance of related staff of the office.
- To attend other duties as assigned by the superiors.

4. **STENOGRAPHER GRADE-I**

**[Group 'B (NG)', Pay Level-6]**

- To take stenographic and secretarial assistance to Director
- To attend visitors, telephone calls/ faxes/E-mails, receipt Dak and its record.
- To arrange appointments, meetings, programme of the Director.
- Maintenance of confidential correspondence and records.

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- Maintenance of files relating to matters dealt by the Director at his own level.
- Preparation of tour programmes and TA bills of Director.
- Maintenance of CR dossiers of Group B(NG) & Group C staff.
- To attend other duties as assigned by the superiors.

5. **ACCOUNTANT**

**[Group 'C', Pay Level-5]**

**[If posted in Account Section]**

- Responsible to carry out the duties attached to Cash & Accounts.
- Receipts & payments, maintenance of Cash Book, Budget, Pay Bills, payment of firm bills, TA, LTC bills etc.
- Periodical reports and return, receipt and expenditure.
- Accounts with PAO, Bank and Ministry.
- Maintenance of NPS account and its online up-loading, medical claim and OTA etc.
- Income Tax calculation & issuance of Form 16 and eTDS Returns.
- To attend other duties as assigned by the superiors.

6. **ACCOUNTANT**

**[Group 'C', Pay Level-5]**

**[If posted in Stores]**

- Responsible for receipt & entry of Engineering Stores, Estate, Stationery Stores, Farm Produce and its records, maintenance and issue on demands, disposal of stores, etc.
- Dealing of all general correspondence, processing for auction/ write off various outdated items and disposal of farm produce, etc.
- Responsible for recording, Indexing and weeding of files, registers and other records.
- Assessment of stores and its demand as per the requirement for fast moving items.
- Responsible for up-keeping the store items.
- To attend other duties as assigned by the superiors.

7. **STENOGRAPHER GRADE II**

**[Group 'C', Pay Level-4]**

- To take stenographic and secretarial assistance to Director and other officers.
- Attached to stenographic work relating to training, testing, office, agronomy and also typing letters, statements, test reports etc.
- Operation of Computers for data entry.
- Maintenance of confidential and other specific matters.
- To arrange appointments, meetings, programme of Director.

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

- To attend visitors, telephone calls/ faxes/E-mails, receipt Dak and its record.
- To attend other duties as assigned by the superiors.

**8. UPPER DIVISION CLERK**

**[Group 'C', Pay Level-4]**

- To attend administrative and Ministerial jobs attached to the section.
- Responsible for clerical work relating to correspondence of office, training, testing, purchase of equipment for testing, training and office,
- Maintenance of service records such as personal files, leave accounts, service books etc.,
- Submission of returns, dealing with cash & accounts matters, preparation of bills (TA, contingent bills, pay bills, etc), maintenance of GPF account, Cashiers job, storekeeping and their accounting.
- Office procedure and maintenance of records, files and accounts etc.
- Responsible to carry out the duties attached to Cash & Accounts, if posted in account section.
- Responsible to carry out the duties attached to Stores, if posted in store section.
- To attend other duties as assigned by the superiors.

**9. COMPOUNDER**

**[Group 'C', Pay Level-4]**

- To assist the doctor while attending the patient at Dispensary.
- To do dressing, stitching and administering injection to the patient, if advised by the doctor.
- To provide first aid check-up and preliminary treatment to the patient in the absence of a doctor during emergency circumstances.
- To attend various medical claim bills of officers and staff of the Institute.
- Any other duties assigned by the superiors.

**10. LOWER DIVISION CLERK**

**[Group 'C', Pay Level-2]**

- Responsible for Diary, Dispatch and indexing of files.
- Office procedure and maintenance of records, files and accounts etc.
- Clerical works and typing of official letters both in English/ Hindi and its correspondence.
- To attend all administrative and ministerial jobs attached to the section.
- To attend other duties as assigned.

**DUTIES ATTACHED TO VARIOUS POSTS IN CMT&TI, Budni (M.P.)**

**11. MULTI TASKING STAFF (NON-TECHNICAL):**

**[Group 'C', Pay Level-1]**

- Physical maintenance of records of the entire sections.
- General cleanliness & upkeep of the sections / units.
- Carrying of files & other papers for distribution within the building and delivering of dak (inside and outside the building).
- Other non-clerical work in the sections / units
- Assisting in routine office work like diary, dispatch etc., including working on computer, photocopying, binding, cyclostyling, sending of FAX etc.
- Opening & closing of rooms; dusting of furniture, filling of water in the coolers, etc.
- To assist the Cashier while on Bank duty as security personnel.
- Preparation of food in the hostel (for the trainees attending various training courses at the Institute) and in Guest House (for the visitors) including maintenance of Guest House.
- Cooking of meals, catering, serving and washing of utensils etc.
- Sweeping and cleaning of all office campus premises roads & buildings (inside and outside building), parking sheds, fixtures, toilets, drains, etc.
- Watch and ward of the testing, training, office, colony and farm of the Institute.
- To assist Agricultural Assistant and Farm Superintendent in the day-to-day management of the farm.
- Spraying of pesticides / insecticides, inter-culturing / weeding, threshing, harvesting and winnowing of farm produce and all other works related to farm section. Minor repair work of farm fencing.
- Field operation required for crop production / transportation / store etc.
- Maintenance of sewage lines of residence and non-residence buildings.
- Upkeep of parks, lawns, potted plants, maintenance of horticultural orchards, irrigation in the orchards, etc.
- Opening & closing of rooms; sweeping and cleaning of rooms, dusting of furniture, filling of water in the coolers, etc.
- To attend other duties as assigned.