

# Framework of Roles, Activities and Competencies (FRACing) of IIPA Staff Members



**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
NEW DELHI**



## GANDHIJI'S TALISMAN

“ I will give you a talisman. Whenever you are in doubt or when the self becomes too much with you, apply the following test:

Recall the face of the poorest and the weakest man whom you may have seen and ask yourself if the step you contemplate is going to be of any use to him.

Will he gain anything by it? Will it restore him to a control over his own life and destiny? In other words, will it lead to Swaraj for the hungry and spiritually starving millions?

Then you will find your doubts and your self melting away ”



A handwritten signature in a cursive script, reading 'm k Gandhi'.

**Mohandas Karamchand Gandhi**

## Foreword

The present report is an outcome of a extensive exercise done by IIPA to framework the roles, activities and competencies of all its staff members as per the recently approved Mission Karmayogi and National Programme for Civil Services Capacity Building guidelines. It is a step towards improving the human resource management practices in the Institute.

We express our deep gratitude and thanks to J-PAL for conducting working sessions on FRACing process and brainstorming together to identify the competency dictionary for the IIPA Staff Members. We would like to express our deep sense of gratitude to their esteemed members Shri Siddharth Pandit, Shri A. Rabindranath, Ms. Nikita Jain, Ms. Simranjeet Dhir, Shri Shubhnit Mehra and Ms. Anognya Parthasarathy for their help extended to the IIPA.

Special thanks to the internal FRACing unit (IFU) members: Prof. Ashok Vishandass and Dr. Amit Kumar Singh for working meticulously to shape and bring out the framework in this present form. Sincere thanks to Shri. Amitabh Ranjan, Registrar and his entire team, especially Mrs. Mythili Radhakrishnan and Shri Mithun Barua for their valuable inputs in identifying the roles and activities of IIPA staff members.

Valuable insights have been provided by the department heads of Indian Institute of Public Administration which helped immensely in identifying the provisional set of roles, activities and the corresponding competencies of staff members.

I also acknowledge the contribution of staff members of Administration, Publication, Library and Training Division for participating in the FRACing exercise and sending their information in time.



**Shri. S N Tripathi IAS ( Retd.)**  
**Director General, IIPA**

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**Shri Amitabh Ranjan,**  
**Registrar**

**Stage I - Actually Doing**

Roles	Activities	Competencies		
		Domain	Functional	Behavioural
<b>Administrative Role</b>	<ul style="list-style-type: none"> <li>Oversee and manage the strategic direction of the section               <ul style="list-style-type: none"> <li>Administration</li> <li>Establishment (Personnel /HR)</li> <li>Accounts</li> <li>Pension</li> <li>Maintenance</li> <li>Publication</li> <li>Library</li> <li>Hostel –As Warden</li> <li>Computer Centre</li> <li>Membership</li> <li>Training</li> <li>Research</li> <li>CUS</li> <li>APPPA</li> </ul> </li> <li>To assist the Director General in the discharge of his functions.</li> <li>To perform urgent administrative functions in the absence of Director.</li> <li>All such matters as may be delegated by the Executive Council.</li> <li>Providing logistics support to Faculty and Academic activities</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of administrative matters</li> <li>Finalise all matter as per the rules and regulations of IIPA before submission to Director General.</li> <li>Thorough knowledge of service matters</li> </ul>	<ul style="list-style-type: none"> <li>IIPA Office Procedure</li> <li>Establishment Rules</li> <li>Basic e-Governance</li> <li>Work allocation management</li> <li>e-Office and e-File Management</li> <li>Liaison with DoPT and other Govt. Ministries/Departments / Universities</li> </ul>	<ul style="list-style-type: none"> <li>Leadership skills and guide to others</li> <li>Planning and Coordination</li> <li>Able to meet all administrative tasks</li> <li>Decisive in Approach</li> <li>Organisational Awareness</li> <li>Good Communication Skills</li> <li>Work Ethics</li> <li>Attention to Detail</li> <li>Taking accountability</li> <li>Networking</li> </ul>

	<ul style="list-style-type: none"> <li>• Appointment/re-designation of substantive Group D posts.</li> <li>• Power to engage daily-wage/consolidated wage staff of Group D level.</li> <li>• Allocation of duties of Group C &amp; D employees</li> <li>• Appointment of Research staff for research projects</li> <li>• Finalise Annual Members Conference</li> <li>• Finalise Annual Member Conference Report</li> </ul>			
<b>Financial management</b>	<ul style="list-style-type: none"> <li>• Finalise the budget proposals and other financial matters</li> <li>• Finalise Annual Report</li> <li>• Design and recommend ways for better financial management of the Institute</li> <li>• Final Scrutiny of all bills before payment</li> <li>• Final Negotiation with the bidders for maximum saving.</li> <li>• Monitor fund devolution</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Basic Financial Rules</li> <li>• Budgeting and Costing</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Financial Rules</li> <li>• Procurement of Goods and Services</li> <li>• Monitoring IIPA Financial Health and plan for optimum Resource Utilization and liaison with Govt. for funds</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Commitment to the Organisation</li> <li>• Taking accountability</li> </ul>
<b>Legal matters &amp; statutory compliances</b>	<ul style="list-style-type: none"> <li>• Sanction of Casual leave/Earned leave/Committed leave in respect of Group B, C &amp; D employees.</li> <li>• Disciplinary action against Group D staff.</li> <li>• To deal with all vigilance matters being the Chief Vigilance officer of the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Good Understanding of Office rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive vigilance</li> <li>• Complaint handling</li> <li>• Disciplinary case management</li> <li>• Handling RTI applications</li> </ul>	<ul style="list-style-type: none"> <li>• Seeking Information</li> <li>• Team working</li> <li>• Self-awareness and Self Control</li> <li>• Problem Solving</li> </ul>

	<ul style="list-style-type: none"> <li>• Deal with Court matters</li> </ul>		<ul style="list-style-type: none"> <li>• Grievance Handling</li> </ul>	
<b>Academic Services</b>	<ul style="list-style-type: none"> <li>• Supervise Training Section and all Training related issues</li> <li>• Supervise Research Coordination Unit and all Research Study issues</li> <li>• Preparation of Budget, Statement of Expenditure and Utilisation Certificates for Training/Research Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Training</li> <li>• Knowledge of Research</li> <li>• Dealing with Sponsoring Agencies (MDOs)</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management</li> <li>• Timeliness and punctuality</li> <li>• Campus and Office Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Communication to deal with Training participants and Sponsoring Organisations</li> <li>• Networking and Liaison</li> <li>• Team Work</li> </ul>
<b>Library and Publication</b>	<ul style="list-style-type: none"> <li>• Supervise the Publication section and handle all Publication issues like printing of books, journals, Editorial Board meetings etc.</li> <li>• Supervise Library and handles all Library matters like Books, journals, Software procurements, maintenance etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Publication</li> <li>• Knowledge of Printing</li> <li>• Knowledge of Library, books, journals etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Negotiations</li> <li>• Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Team Work</li> <li>• Motivation</li> <li>• Effective Communication</li> </ul>
<b>Liaison and Networking</b>	<ul style="list-style-type: none"> <li>• Liaison with DoPT and other Govt. Ministries/Agencies for grants and funding</li> <li>• Deal with MDOs for Research Studies and Capacity Building Programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination with different Ministries, Departments and Organisations</li> <li>• Coordination with different training Institutions in India</li> <li>• Coordination with International Universities, Institutions and Training Organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Interpersonal skills</li> <li>• Initiative and Drive</li> </ul>

<b>Recruitment and Career Progression</b>	<ul style="list-style-type: none"> <li>• Dealing with Recruitment of Director General IIPA</li> <li>• Dealing with Recruitment of Faculty</li> <li>• Recruitment of Non-Academic Officers/Staff</li> <li>• Recruitment of Research Staff for Research Studies</li> <li>• Preparation of Advertisements, choosing Qualification and Experience criteria etc.</li> <li>• Publishing the advertisements and aiming for wider publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment Rules</li> <li>• UGC Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Noting and Drafting for Advertisements</li> <li>• Preparing Advertisements</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Effective Communications</li> </ul>
<b>Society matters</b>	<ul style="list-style-type: none"> <li>• Scheduling Executive Council meetings and preparing Agenda and Minutes</li> <li>• Scheduling AGM and preparation of Agenda and proceedings</li> <li>• Dealing with Local and Regional Branches</li> <li>• Dealing with IIPA members</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of General Society Rules and Bye-Laws</li> <li>• Knowledge of IIPA Rules</li> <li>• Knowledge of Branches Bye-Laws</li> <li>• Knowledge of Legal and Court matters</li> </ul>	<ul style="list-style-type: none"> <li>• Noting/Drafting</li> <li>• Coordination</li> <li>• Organising events</li> </ul>	<ul style="list-style-type: none"> <li>• Networking and liaison</li> <li>• Team Work</li> <li>• Handling Crisis situations</li> <li>• Motivation</li> <li>• Effective Communication</li> </ul>
<b>Any Other</b>	<ul style="list-style-type: none"> <li>• Facilitate all communication and other administrative matters related to IIPA</li> <li>• Accompanied the participants in foreign module during International programmes.</li> </ul>			<ul style="list-style-type: none"> <li>• Excellent communication, leadership and organizational skills</li> </ul>

## Stage-II: As Originally Envisaged

Roles	Activities	Competencies		
		Domain	Functional (Implicit)	Behavioural (Implicit)
<ul style="list-style-type: none"> <li>• Appointment/re-designation of substantive Group D posts.</li> <li>• Power to engage daily-wage/consolidated wage staff of Group D level.</li> <li>• Sanction of Casual leave/Earned leave/Commutated leave in respect of Group B, C &amp; D employees.</li> <li>• Allocation of duties of Group C &amp; D employees.</li> <li>• Disciplinary action against Group D staff.</li> <li>• To deal with all vigilance matters being the Chief Vigilance officer of the Institute.</li> <li>• To assist the Director Generally in the discharge of his functions.</li> <li>• To perform urgent administrative functions in the absence of Director.</li> <li>• All such matters as may be delegated by the Executive Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage the administration</li> <li>• Oversee and manage the finances of the Institute</li> <li>• Oversee and manage the HR/Personal matters and Establishment</li> <li>• Dealing with Vigilance matters</li> <li>• Dealing with Grievances and CPGRAM portal</li> <li>• Dealing with all Housekeeping/Maintenance and Security matters, their wages etc.</li> <li>• Supervising Hostel activities as Warden of the Hostel</li> <li>• Dealing in all EC and AGM matters like preparation of Agenda, Minutes, proceedings, scheduling EC meetings and AGM etc.</li> <li>• Taking decisions in urgent matters in absence of the DG</li> </ul>	<ul style="list-style-type: none"> <li>• Essential Qualification</li> <li>• (Post-Graduation)</li> <li>• Desired Experience for the post</li> <li>• (15 years Administrative experience out of which 08 years at the level of Dy. Registrar)</li> <li>• Knowledge of Finance, Accounting and Financial Management</li> <li>• Knowledge of Administration, Establishment and HR</li> </ul>	<ul style="list-style-type: none"> <li>• Supervising and evaluating administrative personnel</li> <li>• Excellent analytical, and problem-solving skills</li> <li>• Noting and Drafting</li> <li>• Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Integrity</li> <li>• Do not engage directly or indirectly in any misconduct or any other activity</li> <li>• Team Building</li> <li>• Motivating juniors and dealing with Seniors</li> <li>• Handling crisis situations</li> </ul>

### Stage-III: Competency Gap

Roles	Activities	Competency Gap		
		Domain	Functional	Behavioural
		<ul style="list-style-type: none"> <li>Some Capacity Building needed in New Management Field and Tools</li> </ul>		
			<ul style="list-style-type: none"> <li>Digital area is continuously evolving. Some Capacity Building is needed in the area of new Digital techniques for more effective and efficient functioning</li> </ul>	
				<ul style="list-style-type: none"> <li>For better management of organizational jobs, some Capacity Building is required in emerging Behavioural areas like Nudge Theory etc.</li> </ul>

## Shri Mithun Barua

**Deputy Registrar (AS)**

### Stage-I: Actually Doing

Actually Doing					
Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Deputy Registrar (Academic Support)	Responsible for the activities of training, RC unit, RTI	<ul style="list-style-type: none"> <li>Administrative Head of Training Section, Membership Section, APPPA, CUS &amp; RC Unit.</li> <li>Prepare and submit proposal for International/ National training programmes.</li> <li>Upload programmes through online portal</li> <li>Prepare and submit proposal for International research projects.</li> <li>Preparation of Annual Report</li> <li>Preparation of Annual Members Conference</li> <li>Preparation of Annual Essay Competition</li> <li>Preparation of Annual Member Conference Report</li> <li>Scrutiny of all bills related to training programmes, research projects and meetings/seminars</li> <li>Working as PIO and handling all RTI related matters and also attend hearing at CIC, as per the cases.</li> </ul>	<ul style="list-style-type: none"> <li>The proposals/ noting/draft letter/quotations are examined/ analysed as per the rules/ regulations of IIPA.</li> </ul>	<ul style="list-style-type: none"> <li>Proposal prepared and examined submitted proposals for various International/ National training programmes.</li> <li>Proposal prepared and examined submitted proposals for International/ National research projects</li> </ul>	Polite



		<ul style="list-style-type: none"> <li>As a part of committee members negotiate with the bidders and finalise the amount.</li> </ul>			
	<b>Any Other</b>	<ul style="list-style-type: none"> <li>Search of RFP of Research projects and circulating among faculty</li> <li>Coordination with different training institutions in India</li> <li>Coordination with International Universities, Institutions and Training Organisations.</li> </ul>			

## Shri O.P. Chawla

**Dy. Registrar (F&A)**

**Stage:- I : Actually Doing**

Position	Roll	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Dy. Registrar</b>	Administrator	<ul style="list-style-type: none"> <li>Recruitments /appointments, postings, maintenance of service records, sanction of advance, CGHS/ medical Claims, GIS, processing pensioner benefits etc.</li> <li>Purchase of stationery and other general items / equipment's including their inventory, upkeep &amp; maintenance.</li> <li>Receipt and dispatch, Security arrangement in campus.</li> <li>All legal matters and processing legal free.</li> <li>Maintenance of staff cars</li> <li>Hostel : Overall supervision and Development of Hostel.</li> <li>Preparation of Annual Budget Estimates (Non-plan) and pursuing sanctions against Maintenance grant &amp; Plan grant.</li> <li>Maintenance of accounts of receipts and payments according to budget estimates and of plan funds plan funds accounts</li> </ul>	<ul style="list-style-type: none"> <li>The proposals/cases submitted by Admn. Section/Accounts Section are examined/analysed as per rules/regulations of IIPA instructions/IIPA Service Bye Laws/GFR, Pension Rules etc. and other relevant Govt. instructions, as the case may be. Effective networking.</li> </ul>	<ul style="list-style-type: none"> <li>Proposals are analysed/brief notes in nutshell are along with drafts are prepared along with drafts for seeking consideration / approval of the proposals/cases before the Competent Authority, Liaisoning.</li> </ul>	<ul style="list-style-type: none"> <li>Receptive                             <ul style="list-style-type: none"> <li>Non Judgement without any favour or fear</li> <li>Unbiased</li> </ul> </li> <li>Judicious                             <ul style="list-style-type: none"> <li>Promptness</li> <li>Honesty</li> <li>Beyond doubt of integrity</li> <li>Ethical</li> <li>Communication</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Scrutiny of all bills relating to establishment matters as well as other parties presented by various units of IIPA and payment thereof.</li> <li>• Maintenance of cash and Bank Accounts.</li> <li>• Maintenance of CPF, PF accounts and other investments/Funds.</li> <li>• Disbursement of salaries.</li> <li>• Disbursement of pension's benefits.</li> <li>• Preparation of balance sheet, monthly and annual accounts</li> <li>• Preparation/Submission of Plan Funds proposals and utilization</li> <li>• Calculation &amp; remittance of Income.</li> <li>• Tax / GST</li> <li>• Meeting audit objections and obtaining utilization certificates in respect of various grants received</li> <li>• Accounting of Consultancy &amp; Research studies / Research Projects CUS &amp; Training Programme.</li> <li>• Maintenance of accounts of receipts &amp; payments.</li> <li>• Preparing periodic reports of accounts of each project.</li> <li>• In addition, the undersigned is doing the liasioning work with DoPT.</li> </ul>			
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## Mrs. Mythili

### Assistant Registrar (Administration)

Post	Role	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant Registrar</b>	<p>Assistant Registrar (Administration)</p> <p>To supervise and guide the staff in the performance of the daily routine work of Administration, Stores and Dispatch section.</p>	<p>All establishment matters in respect of faculty, administrative and contractual employees.</p> <ul style="list-style-type: none"> <li>○ Implementation of new rules</li> <li>○ Processing cases as per existing rules In the matter of :</li> <li>○ Appointments of faculty and staff, postings of staff, maintenance of service Books of regular staff members.</li> <li>○ Maintain leave records of all Faculty. Senior Administrative Officers and staff members including contractual staff,</li> <li>○ CGHS,/ medical Claims, GIS, processing peneionsry benefits, etc.</li> <li>○ -Purchase of stationery and other general items / equipments including their inventory, upkeep &amp; maintenance.</li> <li>○ Disciplinary action</li> <li>○ Receipt and dispatch</li> <li>○ Security arrangement in campus</li> <li>○ Mess/canteen Contract</li> <li>○ Maintenance of staff cars</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of establishmen, recruitment, CCS, CGHS, FR&amp;SR, pension rules and IIPA Service byelaws</li> <li>● Effective written and verbal communication</li> <li>● Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure prompt disposal of files</li> <li>● Advise the staff on rule position of the concerned matter</li> <li>● Helping them to put up effective notes.</li> </ul>	<ul style="list-style-type: none"> <li>● Ready to learn</li> <li>● Interperso nal skill</li> <li>● Patience</li> <li>● Empathy</li> <li>● Impartial approach.</li> <li>● Commitm ent</li> <li>● Accountab ility.</li> <li>● Ready to rectify mistakes</li> <li>● Cordial</li> </ul>

	Coordinating with NIC for smooth functioning of e-office	<ul style="list-style-type: none"> <li>• Payment of bills raised by Nic for e-office and e-mail services</li> <li>• Liase with NIC for creation / reactivation of mail ids of IIPA employees</li> <li>• Liase with NIC for any problems in the functioning of E-office</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of e-office</li> </ul>	<ul style="list-style-type: none"> <li>• Put up files for payment of e-office and email services of NIC</li> <li>• Trouble shooting in e-office</li> </ul>	
	for Executive Council Meeting.	<ul style="list-style-type: none"> <li>• Preparation of Agenda and compiling the corresponding document</li> </ul>		<ul style="list-style-type: none"> <li>• Compiling information on appointments/ retirements/ employees on lien/extension of service/ foreign travel info of faculty for the corresponding period.</li> </ul>	
	Annual Report	<ul style="list-style-type: none"> <li>• Providing information related to administration for the particular Financial Year.</li> </ul>		<ul style="list-style-type: none"> <li>• Compiling information on appointments/ retirements/ employees on lien/extension of service/ foreign travel info of faculty and list of faculty and senior administrative staff for the Financial year.</li> </ul>	
	AGM of the Institute	<ul style="list-style-type: none"> <li>• Coordination with the Government security agencies.</li> </ul>		<ul style="list-style-type: none"> <li>• Preparation of staff list.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Liase with the security staff assigned for the event.</li> <li>• Procuring/ distribution and return of the V.I.P Passes</li> </ul>	
	Assisting DR (Admn)/ Registrar	<ul style="list-style-type: none"> <li>• In conducting various meetings</li> </ul>		<ul style="list-style-type: none"> <li>• Preparation of Agenda</li> <li>• Coordinating with Committee members .</li> <li>• Ensure smooth conduct of the meeting.</li> <li>• Preparation of Minutes of the same.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Facilitating the conduct of Job Interviews.</li> </ul>		<ul style="list-style-type: none"> <li>• Facilitating the Screening and selection committee meeting.</li> <li>• Preparation of minutes</li> <li>• Issue of offer orders.</li> <li>• Verification of required eligibility criteria before issuing appointment order.</li> </ul>	

	Legal matters of the Institute	<ul style="list-style-type: none"> <li>Coordinating between senior administration and the legal counsel in the legal matters of the Institute.</li> </ul>		<ul style="list-style-type: none"> <li>Proper filing of legal cases.</li> <li>Assisting Registrar/ Dy. Registrars in compiling suitable reply for the cases.</li> <li>Attending the court cases.</li> <li>processing legal fee.</li> </ul>	
	Grievances Redressal in PG portal	<ul style="list-style-type: none"> <li>Ensuring Nil balance of grievances in the PG portal</li> </ul>		<ul style="list-style-type: none"> <li>Frequently checking for any grievance registered in PG portal.</li> <li>Assisting Registrar/ DY Registrars in Compiling reply.</li> <li>Uploading the same in the portal</li> </ul>	
	RTIs	<ul style="list-style-type: none"> <li>Ensuring timely reply for the RTIs registered in respect of administrative matters.</li> </ul>		<ul style="list-style-type: none"> <li>Assigning the concerned staff for fact finding.</li> <li>Formatting a suitable reply.</li> </ul>	
	Allocation of duties to staff car drivers.	<ul style="list-style-type: none"> <li>Ensuring availability of transport to Faculty and Sr. Administrative officers of the Institute.</li> </ul>		<ul style="list-style-type: none"> <li>Prioritizing / adjusting the duties of staff car drivers as per need and urgency.</li> </ul>	



**Shri R.D. Kardam**  
**Officer-in-Charge (Accounts)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Officer-in-Charge</b>	Supervision Accounts and Pension Section	<ul style="list-style-type: none"> <li>Disposal of all the files/work related to GPF/CPF/Pension/ NPS and Publication Administration Library/Training/Hostel/R&amp;C Unit/Maintenance/ Projects/Audit (ACGCR /Statuary)</li> <li>Daily allocation of work to staff and their completion.</li> <li>Daily disposal of files of Accounts and other matters put up by accounts staff.</li> <li>Duties in respect of recording, indexing, periodical weeding of unwanted papers.</li> <li>Preparation of circular related to accounts.</li> <li>Issuing UC/Statement of Accounts for Project</li> </ul>	<ul style="list-style-type: none"> <li>Graduate in Commerce with specialization in Accounts / Finance and at least 10 years experience of working in the rank of Accounts Officer/Junior Account Assistant/Suptd</li> <li>Knowledge of GFR/CCS/CGHS</li> <li>Pension rules</li> <li>Experience in accounting package (Tally)/ Email/Ms-Office</li> <li>Proficiency in Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Ability to reflect on one's own work as well as the wider consequences of financial decisions.</li> <li>Working knowledge of E-office/Tally/ Ms-Office/E-mail</li> <li>Disposal of all the files/work related to GPF/CPF/Pension/ NPS and Publication Administration Library/Training/Hostel/ R&amp;C Unit/Maintenance/ Projects/Audit (ACGCR /Statuary)</li> <li>Daily allocation of work to staff and their completion.</li> <li>Daily disposal of files of Accounts and other matters put up by accounts staff.</li> </ul>	<ul style="list-style-type: none"> <li>Positive Attitude</li> <li>Problem Solving</li> <li>Unbiased</li> <li>Conceptual Thinking</li> <li>Self-motivation</li> <li>Integrity</li> <li>Wisdom and interest.</li> <li>Organizational skills and ability to manage deadlines.</li> <li>Team-working ability.</li> <li>Communication and interpersonal skills</li> </ul>

		<ul style="list-style-type: none"> <li>• Cross-checking invoices with payments and expenses to ensure accuracy.</li> <li>• Inspect, verify and reconcile accounts receivable records and its balances.</li> <li>• Preparation of annual accounts and annual budget.</li> <li>• Manage office expenditure within the expenditure budgetary limits</li> <li>• Perform reconciliation of banking transactions.</li> <li>• Prepare various financial statements and records periodically.</li> <li>• Perform and provide analysis support for key departments in managing budgets.</li> <li>• Prepare draft replies, data entry in computers if required.</li> <li>• Co-ordination with Faculty/staff</li> <li>• Co-ordination with Audit/DoPT officials</li> <li>• Disposal of Pensioner file-fixation/commutation etc</li> <li>• Any other work assign by the Competent Authority.</li> </ul>		<ul style="list-style-type: none"> <li>• Duties in respect of recording, indexing, periodical weeding of unwanted papers.</li> <li>• Preparation of circular related to accounts.</li> <li>• Issuing UC/Statement of Accounts for Project</li> <li>• Cross-checking invoices with payments and expenses to ensure accuracy.</li> <li>• Perform and provide analysis support for key departments in managing budgets.</li> <li>• Prepare draft replies, data entry in computers if required.</li> <li>• Co-ordination with Faculty/staff</li> <li>• Co-ordination with Audit/DoPT officials</li> <li>• Disposal of Pensioner file-fixation/commutation etc</li> <li>• Any other work assign by the Competent Authority.</li> </ul>	
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**Mrs. Alka Jindal**  
**Superintendant Training**

**Stage-I: Actually Doing**

Actually Doing					
Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Superintendant Training</b>	To conduct the Training Programmes Workshop, Seminars etc.	<ul style="list-style-type: none"> <li>• Supervising the Training Section Staff in the following Activities;                             <ul style="list-style-type: none"> <li>○ Preparation of Training Schedule</li> <li>○ Preparation of Training Budget</li> <li>○ Proper Coordination between faculty training staff and training section during the conduct of training programmes</li> <li>○ Timely submission of bills by the training staff for payments</li> <li>○ Supervising the training staff Evaluation Reports and other after training reports and their timely submission.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assigning Duties to Training Staff</li> <li>• Priorities the events</li> <li>• Allocation of Halls</li> <li>• Communication skill</li> <li>• Office Management</li> <li>• Knowledge of MS-Office and data base system</li> </ul>	<ul style="list-style-type: none"> <li>• Noting, Drafting</li> <li>• Internet &amp; E-Office</li> </ul>	<ul style="list-style-type: none"> <li>• Good Listener</li> <li>• Pro-active</li> <li>• Able to work under pressure</li> <li>• Able to works under tight deadline</li> </ul>

	Maintaining the records of the training halls the electronic equipments inside the halls	<ul style="list-style-type: none"> <li>Lecture halls should be available for all programmes and electronic systems should work properly and to inform computer centre and maintenance section</li> </ul>			
	Booking of the halls training programmes, conference and other activities as per the information of the faculty and other senior officers.	<ul style="list-style-type: none"> <li>To make sure halls should be available for programmes according to number of participants.</li> </ul>			
	Sending all correspondence of different Organisation, Ministries related to training seminar conferences etc.	<ul style="list-style-type: none"> <li>Noting and drafting correspondence letters to send the concern organization.</li> </ul>			
	Coordinating with different section like Hostel Office, Administration, Publication, Accounts purchase section and maintenance section for making all the arrangements during the start of the training programme and after the training programmes.	<ul style="list-style-type: none"> <li>To conduct training programme in IIPA the arrangements and facilities before and after the programme from different sections in IIPA.</li> </ul>			
	To trouble shoot all the issues of the training participants related to arrangements, coordination etc.	<ul style="list-style-type: none"> <li>If there is any issues related participants to solve the problems with the help of others.</li> </ul>			

	To Maintain all training data, data related webinar, seminars, MoU with different Organisation etc.	<ul style="list-style-type: none"> <li>List of training, seminar and webinar</li> </ul>			
	To prepare data for the Annual reports related to the training section	<ul style="list-style-type: none"> <li>List of training, seminar and webinar</li> </ul>			
	To follow up with the organisations from whom the training fees not received on time and to provide all documents for making payments to IIPA	<ul style="list-style-type: none"> <li>Training fee related documents for making payments to IIPA</li> </ul>			
	Coordination with visiting faculty for lecture and preparation of honorarium in time. To facilitated in the preparation of documents for various bills of training programme.	<ul style="list-style-type: none"> <li>Arrangements of Guest faculty for lecture and honorarium in time.</li> </ul>			
	To manage all the activities related to Annual Essay Competition English & Hindi, Case Studies competition, Memorial Lectures.	<ul style="list-style-type: none"> <li>Essay competition and Case Study completion related correspondence and certificates and prize money for winner.</li> </ul>			

## Shri M.S. Bisht

Supdt. (Membership)

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Superintendent</b>	Supdt. (Membership)	<ul style="list-style-type: none"> <li>• Arrangements of EC Meeting from time to time and sending the agenda to executive council members for meetings.</li> <li>• Updated members data</li> <li>• Providing data to upload on website (as and when required)</li> <li>• Preparation of AGM</li> <li>• Arrangements of IIPA's Branches meeting and sending the agenda to the members.</li> <li>• Noting and Drafting</li> <li>• See all fair letters/documents before its finalisation</li> <li>• Reply members' various general queries by email or mail as required by them</li> <li>• Handling all Section correspondence on a timely basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Attended First Programme in Computers (Pilot) from June 1 to June 17 1984 conducted by IIPA.</li> </ul>	<ul style="list-style-type: none"> <li>• Well knowledge of MS Office (specially in MS Word), internet</li> </ul>	<ul style="list-style-type: none"> <li>• Responsiveness</li> <li>• Coordination with members/faculty etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• Recorded Annual Report year wise</li> <li>• Obtaining or supplying factual information of a non-classified nature.</li> <li>• Distributing the work among the staff as possible; help, advised and coordination with the staff during the work; and discipline in the section.</li> <li>• Put up files to the Registrar/DG, if necessary.</li> </ul>			
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## Shri Rakesh Joshi

Supdt. (RC Unit)

### Stage-I: Actually Doing

Role	Activities	Competencies		
		Domain	Functional	Behavioral
<b>Supdt. (RC Unit)</b>	<ul style="list-style-type: none"> <li>Maintaining the files relating to various Research Projects and Consultancy Assignments undertaken by the faculty members also help in forwarding the research proposals and seminar proposals to the various ministries.</li> <li>Collect the information/Materials for annual report from the faculty and staff with compile the annual report and put up draft for approval.</li> <li>Prepare New Research Project files and put up for approval.</li> <li>Prepare work order, Put up bills of agency.</li> <li>Put up EMD file, and Agreements file.</li> <li>Preparation of on-going &amp; completed Research Projects list.</li> <li>Regular involvement in the arrangements of IIPA Member's Annual Conference like arrangement &amp; distribution of Theme paper. Abstracts and Prelude Conference reports of various regional and local branches to the members in IIPA Member's Annual Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Well Knowledge in the area of RC unit work rules.</li> <li>Noting &amp; drafting the letters for approval to the competent</li> <li>Well knowledge of annual report functional format of work content &amp; Section wise properly frame work.</li> <li>Well knowledge of e-office for create new file of subject of project for approval.</li> <li>Tram &amp; condition of project &amp; sanction amount.</li> <li>How many amount of EMD deposit to concern</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of rules and regulations.</li> <li>Noting, drafting and maintenance of correspondence. authority.</li> <li>Time management</li> <li>Timely send request to Faculty/section heads to furnish the information/materials etc. for their contributions for inclusion in the Annual Report.</li> <li>Proper maintain record file &amp; enter file number register</li> <li>Type work order, entre file number and date issue order copy to Project Director.</li> <li>File put up for approval &amp; send to Accounts Section with coordinate to faculty.</li> <li>Maintain the list time to time update the list of Research project with grant reed from A/c section.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparation and Compilation of information in respect of academic contribution of the faculty members for Inclusion in the Annual Report.</li> <li>• Providing assistance like preparation of budget, booking of hall, registration of participants, distribution of TA/DA to the Guests and participants, name plates to faculty members in organizing, Workshops, Conferences, Lectures, Seminars, Book Release, Book Reviews and Memorial lectures.</li> <li>• Prepare Minutes of Meeting under the project after open the quotations</li> <li>• Maintaining correspondences and records of Scholars affiliated with IIPA for undertaking studies funded by other Organization.</li> <li>• Maintaining the records of all correspondences in respect of working of the Ph.D. Scholars enrolled/registered with Panjab University.</li> </ul>	Ministry/dept. through RTGS Name of the bank A/C no. Branch etc. <ul style="list-style-type: none"> <li>• Good knowledge of computer and different softwares like MSWORD, EXCEL etc.</li> <li>• Ability to compilation and Dissemination of collected articles.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of the Them paper Recd from Regional /Local Branch &amp; Abstract for distribution of MAC . Coordinate with the members &amp; give information of conference.</li> </ul>	
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## Shri Anil Kumar Sharma

### Superintendent (APPPA)

#### Stage- 1 Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Superintendent (APPPA)</b>	Head of the APPPA Section	<ul style="list-style-type: none"> <li>• Making arrangements for APPPA Course conducted from 1<sup>st</sup> July to 30<sup>th</sup> April (10 Months) every year.</li> <li>• Coordination with all faculty members for brochure, programme outline and syllabus their streams of course.</li> <li>• Organising internal/external meetings like Board of Controls, Board of Examiners regarding APPPA course.</li> <li>• Arrangements of local/Out station/International visits in various institutions, PSU etc.</li> <li>• Marinating the course data of whole APPPA programme in soft copy in digital format</li> <li>• Coordination with the participants regarding M. Phil Registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge for conducting the course</li> <li>• Support Services Management</li> </ul>	<ul style="list-style-type: none"> <li>• Noting, drafting, letters</li> <li>• Ability to run with APPPA course with all knowledge about course</li> <li>• Working on e-office file management system</li> <li>• Work on MS office, Internet</li> <li>• Uploading/Managing data on learning management system (LMS)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding</li> <li>• Integrity</li> <li>• Planning and Coordination with the Team of APPPA &amp; Programme Directors</li> <li>• Polite, Good nature with the participants &amp; clear their queries about course</li> </ul>

		<ul style="list-style-type: none"> <li>• Coordination with state agencies and arrangements of the forward area tour, rural &amp; Urban visit air fare, hotels, and local transportation</li> <li>• Coordination with DoPT and MEA regarding complete APPPA course notification, nominations, passport, visa, political clearance &amp; deputation order for foreign visit of participants.</li> </ul>			
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## Stage-II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
	Training Programme matters	<ul style="list-style-type: none"> <li>Performing the duties of arrangements of the training course of APPPA every year</li> <li>Training classes scheduling/review the classroom arrangements</li> <li>Prepare/Manage Data base of Guest Faculty/Service Provider</li> <li>Transport Management</li> <li>Collating audio-video presentation from Faculty Members</li> <li>Keeps track of all the activity related to APPPA</li> <li>Supervisory responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Graduate with 2 years computer course</li> <li>Two and half years' experience in APPPA</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge about the apply online white passport for foreign visits of the participants</li> <li>Work on Moodle for uploading reading materials, preparing online quiz, exam.</li> <li>Communicates with participants</li> <li>Liaisons with Service Providers</li> <li>Manage/Look after Expenditure /budget</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork</li> <li>Can work independently</li> <li>Take the responsibility</li> <li>Assists other APPPA Officers</li> </ul>

## Ms. Seema Girdhar

Sr. PS

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Sr. PS	Supporting Staff	<ul style="list-style-type: none"> <li>Project &amp; Training courses related work:                             <ul style="list-style-type: none"> <li>Proposals typing</li> <li>correspondence through letters or mails</li> </ul> </li> <li>PPT</li> <li>Excel</li> <li>Google form creating and fill up the entries</li> <li>Report Typing</li> <li>Bibliography Typing</li> <li>Assist to three faculty members for Research paper and Studies.</li> <li>Typing in Hindi Letters, Articles and other Hindi work</li> </ul>	Assist to faculty members driven task		

### Stage-II As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Steno	Supporting Staff	Typing reports, letters etc.  All Hindi work of IIPA	Assist to faculty members driven task	Typing reports, letters etc.  All Hindi work of IIPA	

## Ms. Neelam Handa

P.S.

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
P.S.	Supporting Staff(Faculty)	<ul style="list-style-type: none"><li>Assist the faculties in the projects and in general tasks given by them.</li><li>Preparing power point presentations, drafting, typing and dictation as per the requirements.</li><li>Organized various events and training programmes for the assigned faculty.</li><li>Assist in any work as and when given.</li></ul>	<ul style="list-style-type: none"><li>More than 35 years of experience of working a stenographer and handling other general tasks as and when appeared.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of such as M S Power point and Ms Word.</li><li>Noting and drafting skills</li><li>Knowledge of working in e- office and e-file.</li></ul>	<ul style="list-style-type: none"><li>Good communication skills.</li><li>Punctual at work</li><li>Integrity is high</li><li>Good at working in teams</li><li>Strong interpersonal skills such as positive mindset, solving conflicts in a positive way.</li></ul>



## Mrs. Poonam Arora

**PS to Registrar**

### Stage – I : Actually Doing

Position	Activities	Competencies		
		Domain	Functional	Behavioural
<b>PS to Registrar</b>	<ul style="list-style-type: none"> <li>• Taking Dictation and typing notes and letters</li> <li>• Noting and Drafting of letters</li> <li>• Attending all phone calls.</li> <li>• Attending and dealing with the guests coming to Registrar Office for various queries</li> <li>• Keeping record of the letters and files coming in and going out of Registrar office</li> <li>• Arranging meetings as guided by the Registrar in office</li> <li>• Taking note of cleanliness of the Registrar office</li> <li>• All other work assigned by the Registrar</li> </ul>	<ul style="list-style-type: none"> <li>• One year Diploma in Secretarial Practice from YMCA</li> <li>• BA(Hons.) English from Delhi University</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of shorthand and typing.</li> <li>• Stenography skills</li> <li>• Proper Knowledge of English and rules for drafting</li> <li>• e-Office and e-File Management</li> <li>• MS Office</li> <li>• Data Management</li> <li>• Effective Noting skills</li> <li>• Self confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Good Communication skills</li> <li>• Soft spoken</li> <li>• Planning and Coordination</li> <li>• Self Confidence</li> <li>• Integrity</li> </ul>

## Shri Sunil Kumar

### Private Secretary to Director General

#### State-1: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Private Secretary to Director General</b>	<ul style="list-style-type: none"> <li>• Taking dictation in shorthand and its transcription in the best manner possible</li> <li>• Noting, drafting and preparing letters</li> <li>• Keeping an accurate list of engagements, meetings etc. and reminding DG Sir sufficiently in advance for keeping them up</li> <li>• Maintaining, in proper order, the papers required to be retained by DG Sir</li> <li>• Fixing up of appointments and if necessary cancelling them</li> <li>• Keeping record of files</li> <li>• Attending the telephone calls and the visitors in a tactful manner</li> </ul>	<ul style="list-style-type: none"> <li>• Taking dictation in shorthand and its transcription in the best manner possible</li> <li>• Noting, drafting and preparing letters</li> <li>• Keeping an accurate list of engagements, meetings etc. and reminding DG Sir sufficiently in advance for keeping them up</li> <li>• Maintaining, in proper order, the papers required to be retained by DG Sir</li> <li>• Fixing up of appointments and if necessary cancelling them</li> <li>• Keeping record of files</li> <li>• Attending the telephone calls and the visitors in a tactful manner</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Shorthand and Typing</li> <li>• Knowledge of MS-Office and Internet in Computer</li> <li>• Knowledge of Good English</li> </ul>	<ul style="list-style-type: none"> <li>• Taking dictation in shorthand and its transcription in the best manner possible</li> <li>• Noting, drafting and prepare letters</li> <li>• All the computer related work including emails etc.</li> <li>• Fixing up of appointments and meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Wants everything to be done right and perfectly</li> <li>• Polite: exhibiting good manners</li> <li>• Sincere: being totally honest</li> <li>• Assertive: confident and forceful</li> <li>• Enthusiastic: showing intense excitement, interest</li> <li>• Maintaining Confidentiality</li> <li>• Optimistic and trustworthy</li> </ul>

	<ul style="list-style-type: none"> <li>• Keeping a note of the movement of files, seen by my boss and other officers, if necessary</li> <li>• Send the files via e-Office for the official bills and other necessary (day-to-day) items</li> <li>• Connecting calls for DG Sir to talk to senior officials (in the Ministry etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping a note of the movement of files, seen by my boss and other officers, if necessary</li> <li>• Send the files via e-Office for the official bills and other necessary (day-to-day) items</li> <li>• Connecting calls for DG Sir to talk to senior officials (in the Ministry etc.)</li> </ul>		<ul style="list-style-type: none"> <li>• Attending the telephone calls and visitors / guests in sensitive manner</li> <li>• Maintaining record of files</li> <li>• All works related to e-office</li> </ul>	
	Any Other	<ul style="list-style-type: none"> <li>• All other works assigned by the Director General Sir</li> </ul>			

## Shri Parveen Kumar

**Assistant**

**Stage-1 : Actually doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant</b>	<b>Assistant (maintenance Section)</b>	<ul style="list-style-type: none"> <li>• Maintenance of files record.</li> <li>• Preparation of NIQ, Comparative statement of NIQ,s, award of work.</li> <li>• Payment of property tax and Ground Rent.</li> <li>• Supervision of tantage work during functions like AGM and APPPA programmes etc.</li> <li>• Supervision of all sewer and rain waters lines.</li> <li>• Supervision of all water supply lines.</li> <li>• Supervision of all gardening work in Campus.</li> <li>• Supervision of cleaning work in campus.</li> <li>• Supervision of repairs and renovation works in campus.</li> <li>• Supervision of pest control work like fogging, spray works in campus.</li> <li>• payment of water bills</li> <li>• Arrangement of shifting of furniture.</li> <li>• Stock Register/ Assestt. Register entry.</li> </ul>	<b>10+2 (CBSE)</b>	<ul style="list-style-type: none"> <li>• Knowledge of day to day official working procedure related to Assistant.</li> <li>• Knowledge of computer application .</li> </ul>	Politeness
	<b>Any Other</b>	<ul style="list-style-type: none"> <li>• Special experience for opening/ cleaning of sewer lines, drainage etc.</li> <li>• Special experience for housekeeping, functions events etc.</li> </ul>			

## Shri Mithilesh Kumar Sah

Assistant (Accounts)

### Stage-I: Actually Doing

Position	Role in the Accounts Section	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Assistant</b>	Dealing with files, processing of payments related to salary of IIPA Staff members/Sr. Admin.Staff/Faculty/ Contractual Staff /Project Staff, Calculation of Income Tax and making of Form-16, Investment, reimbursement of children education allowance, calculation of D.A., Bonus.	<ol style="list-style-type: none"> <li>1. <b><u>Salary:</u></b> <ul style="list-style-type: none"> <li>○ Preparation and making per month salary.</li> </ul> </li> <li>2. <b><u>Form-16:</u></b> <ul style="list-style-type: none"> <li>○ Calculation of Income Tax and preparation and making Form -16.</li> </ul> </li> <li>3. <b><u>Income Tax Qtrly Report:</u></b> <ul style="list-style-type: none"> <li>○ Preparing and submitting quarterly Income Tax report.</li> </ul> </li> <li>4. <b><u>Investment:</u></b> <ul style="list-style-type: none"> <li>○ All investment renewal.</li> </ul> </li> <li>5. <b><u>Dearness Allowance:</u></b></li> </ol>	<ul style="list-style-type: none"> <li>• B. A History (Hon.).</li> <li>• Basic Knowledge of Drafting of notes/letters</li> <li>• Knowledge of MS office</li> <li>• Basic understanding of General Financial Rules.</li> <li>• Knowledge of Accounting Software (Tally)</li> <li>• Working Knowledge of e-Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing with files, processing of payments related to Staff members/Sr. Admin.Staff/Faculty/Contractual Staff /Project Staff</li> <li>• Processing of reimbursement of children education allowance .</li> <li>• Calculation of Income Tax and making of Form-16</li> <li>• All investment renewal.</li> </ul>	<ul style="list-style-type: none"> <li>• Disposal of files with in time limit.</li> <li>• Any other work assign by Seniors/Section Head</li> <li>• Positive Behavior</li> <li>• Good Communication s Skills</li> <li>• Taking accountability and motivational</li> <li>• Handling office works confidently</li> </ul>

		<ul style="list-style-type: none"> <li>○ Calculation of D.A.</li> </ul> <p><b>6. Bonus</b></p> <ul style="list-style-type: none"> <li>○ Calculation of Bonus per year.</li> </ul> <p><b>7. <u>Payment of Gratuity &amp; Leave salary:</u></b></p> <ul style="list-style-type: none"> <li>○ Calculation and checking sure payment of Gratuity &amp; Leave salary.</li> </ul> <p><b>8. <u>Salary Arrears:</u></b> Calculation of salary arrears</p> <p><b>9. <u>Reimbursement of Children Education Allowance:</u></b> Calculation and checking sure payment of reimbursement of Children Education Allowance.</p> <p><b>10. <u>Insurance &amp; EGIS Letter:</u></b> Preparation and sending insurance &amp; EGIS Letter per month.</p>			
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### Stage-II: As Originally Envisaged

Position	Role in the Accounts Section	Activities	Competencies		
			Domain	Functional	Behavioral
Assistant	As mentioned above	As mentioned above	As mentioned above	Learning Ability	Positive good manners

### Stage-III: Competency Gap

Position	Role in the Accounts Section	Activities	Competencies		
			Domain	Functional	Behavioral
Assistant	A	Dealing with files, processing of payments related to salary of IIPA Staff members/Sr. Admin.Staff/Faculty/Contractual Staff /Project Staff, Calculation of Income Tax and making of Form-16, Investment, reimbursement of children education allowance, calculation of D.A., Bonus.			

## Shri Harish Dhaundiyal

### Assistant

Post	Roles	Activity	Competencies		
			Domain	Functional	Behavioral
<b><u>Assistant</u></b>	<b>Administration (Store)</b> 1. <u>Stores (Related)</u> a. Receipt b. Issues c. Maintaining record in stores Registers 2. <u>Staff Car related</u> a. Maintenance bills b. Petrol bills c. CNG bills 3. Reimbursement of Child Education 4. Reimbursement staff Travel expenses 5. Insurance of cars and building	1. <u>Stores (Related)</u> a. Receipt b. Issues c. Maintaining record in stores Registers 2. <u>Staff Car related</u> a. Maintenance bills b. Petrol bills c. CNG bills 3. Reimbursement of Child Education 4. Reimbursement staff Travel expenses 5. Insurance of cars and building	<ul style="list-style-type: none"> <li>• Knowledge of Rules of FR&amp;SR</li> <li>• Knowledge of CCS rules on child education allowance</li> <li>• Knowledge of computers MS Office and other related programmes for office use knowledge of E-office</li> </ul>	<ul style="list-style-type: none"> <li>• Receiving items and checking them with bills</li> <li>• Issuing items as indent</li> <li>• Maintaining record of the items in store</li> <li>• Putting up petrol bill servicing bills and CNG bills</li> <li>• Maintaining record of child education bills and processing</li> <li>• Keeping record of Travel expenses and processing it</li> <li>• Timely processing of cars insurance and Fire building insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Diligent</li> <li>• Honesty</li> <li>• Prompt</li> <li>• Organised way of working</li> <li>• Polite</li> </ul>



## Mrs. Sarita

### Assistant (Accounts)

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant</b>	<b>Accounts Assistant</b>  (Processing Invoice, Making Utilization Certificates, approvals, calculating and checking the claims for payment and records)	<ul style="list-style-type: none"> <li>All Consultancy and Research Projects files are maintained. Maintain the records and doing all work related to projects and centers.</li> <li>Expenses related to Projects, Capital Scheme, Dr. Ambedkar Chair, CCS, CUS, ICSSR Fellowship.</li> <li>Prepare all vouchers related to projects, CUS, CCS, Capital as well as through PFMS.</li> <li>Preparation of statement of expenditures, utilization certificates and pre-receipt, invoice etc.</li> <li>Payment of library books of all projects and centres.</li> <li>Reply of RTIs related to Accounts Section.</li> </ul>	<ul style="list-style-type: none"> <li>Graduate in any stream.</li> <li>Knowledge of GFR/ CCS / CGHS/Pension Rules</li> <li>Working Knowledge of Tally, MS Office.</li> <li>Basic understanding of accounting.</li> <li>Drafting of letters.</li> <li>Noting and drafting.</li> </ul>	<ul style="list-style-type: none"> <li>MA (Public Administration)</li> <li>Graduate in Arts</li> <li>Working Knowledge of E-office, Tally, MS Office, PFMS</li> <li>Communication and interpersonal skills.</li> <li>Team Working ability.</li> <li>Ability to manage deadlines.</li> <li>Application of Rules</li> <li>Noting and Drafting</li> </ul>	<ul style="list-style-type: none"> <li>Prompt disposal of files.</li> <li>Organized way of handing cases</li> <li>Unbiased</li> <li>Diligent</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparation of CUS Budget.</li> <li>• Helps in preparing Annual Accounts and budget and coordinating with Auditors.</li> <li>• Preparing of Bank Guarantee for new projects and EMD for Tendering.</li> <li>• Coordinate with Faculty members and provide all necessary information related to their Projects.</li> <li>• Scrutiny and payment related to the TA Meeting, TA Institute, TA Faculty etc.</li> <li>• Preparation &amp; filing of quarterly TDS returns of Contractors.</li> <li>• Maintaining digital and physical records.</li> <li>• Prepare and provide IIPA Employees data for accrual.</li> <li>• Any other work assigned by OIC, Dy. Registrar and Registrar.</li> </ul>			
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**Dharam Singh Bisht**  
**Assistant (Membership Section)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Joined IIPA as L.D.C. (Membership Section)</b>	Performing duties and functions of Assistant in the Membership Section and any other work assigned by the Higher Authorities.	<ul style="list-style-type: none"> <li>To put-up draft replies in respect of letters received from Members and Regional &amp; Local Branches regarding membership and associational activities.</li> <li>To assist Dy. Registrar/Registrar in preparation and issue of Agenda notes, record of Minutes &amp; Proceedings, circulation of Minutes, office replies &amp; follow up of the decision etc. in respect of the meeting of (a) General Body, (b) Executive Council, (c) Office Bearers of Branches meeting, and (d) Membership admission committee and also other sub-committees.</li> <li>Work relating to the preparation of meetings of the AGM, Office Bearers of Branches, Executive Council etc.</li> <li>Work pertaining to the Paul Appleby Award etc.</li> </ul>	<ul style="list-style-type: none"> <li>Graduation from Zakir Hussain College, Delhi University;</li> <li>M.A. in Public Administration from IGNOU;</li> <li>One Year Higher Diploma in Computer;</li> </ul>	<ul style="list-style-type: none"> <li>Working in MS Office, Internet etc.</li> <li>Working in e-office file management system</li> </ul>	<ul style="list-style-type: none"> <li>To maintain discipline, office decorum and punctuality.</li> <li>Perform duties with diligence, responsibility and dedication.</li> <li>To give due respect and regard to the E.C. Members,</li> <li>Office Bearers of the Branches,</li> <li>IIPA Members, and Visitors.</li> <li>To give due respect and regard to the</li> <li>to the Higher Authorities, Seniors and Colleagues in IIPA.</li> </ul>

		<ul style="list-style-type: none"> <li>• To deal and handle the matter relating to the E.C. Members, Office Bearers of the Branches and IIPA Members in association activities of IIPA.</li> <li>• To liaison with DoPT, other institutions &amp; organizations and Corporate Members of IIPA.</li> <li>• Sending through e-mail monthly Newsletter, Annual Report, AGM Notice, DIPA and other correspondence, letters and other materials to the Office Bearers of the Branches and also to the IIPA Members.</li> <li>• To provide data for updation and information for IIPA Website with regard to the Membership Section.</li> <li>• Replying enquires and other correspondence of the visitors and members through telephone, e-mail and office visits.</li> <li>• Any other work and duties assigned by the Higher Authorities from time to time.</li> </ul>			
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## Shri Satish Chandra

### Assistant

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
Assistant	<b>Computer Centre</b> <ul style="list-style-type: none"> <li>Purchasing of IT hardware i.e. Desktops, Laptops, UPS, Networking equipment, and Software etc. for the Institute &amp; National Consumer Helpline (NCH)</li> <li>Dealing the files related to AMC of IT Hardware and Photocopiers in the Institute</li> <li>Dealing the file related to AMC of IT Hardware in the National Consumer Helpline (NCH)</li> <li>Helping training office to organise the online training programmes/webinar/seminar etc with the help of the technical team of hardware engineers deputed by the AMC service providers</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing of IT hardware i.e. Desktops, Laptops, UPS, Networking equipment, and Software etc. for the Institute</li> <li>Purchasing IT hardware and other IT related items for National Consumer Helpline (NCH)</li> <li>Dealing the files related to AMC of IT Hardware and Photocopiers in the Institute</li> <li>Dealing the file related to AMC of IT Hardware in the National Consumer Helpline (NCH)</li> <li>Helping training office to organise the online training programmes/webinar/seminar etc with the help of the technical team of hardware engineers deputed by the AMC service providers</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of GFR</li> <li>Collecting quotations from the vendors/suppliers for making purchase</li> <li>Floating tenders for making purchase and AMC as and when required</li> <li>Good understanding of IT hardware and software</li> </ul>	<ul style="list-style-type: none"> <li>Noting and drafting</li> <li>Preparation of comparative statements</li> <li>Communicate with different vendor/suppliers</li> <li>Working in e-office</li> </ul>	<ul style="list-style-type: none"> <li>Completing work in time</li> <li>To be polite with all fellow colleagues and respecting the seniors</li> <li>Promptness in execution of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Helping account section to prepare monthly salary for the employees of the Institute and other salary related reports</li> <li>• Monitoring Bio-Matric System of the Institute</li> <li>• Helping staff members to resolve their queries related to e-Office</li> <li>• All other duties assigned by the office time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Helping account section to prepare monthly salary for the employees of the Institute and other salary related reports</li> <li>• Monitoring Bio-Matric System of the Institute</li> <li>• Helping staff members to resolve their queries related to e-Office</li> <li>• All other duties assigned by the office time to time</li> </ul>			
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## Mrs. Sarita Verma

Assistant

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant</b>	To organize and coordinates the Training Programmes Workshop, Seminars etc.	<ul style="list-style-type: none"> <li>Preparation of Training Budget</li> <li>Preparation of Work Schedule</li> <li>Preparation of Brochure</li> <li>Preparation of the guest faculty letters</li> <li>Recording the attendance of participants for the training session</li> <li>Preparation of Feedback forms</li> <li>Proper Coordination with concerned faculty/Trainer during the conduct of training programmes</li> <li>Preparation of Evaluation Reports and their timely submission to Sponsoring Agency.</li> <li>Timely submission of bills for payment</li> <li>Maintain stock register</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in MS Office and in data base software</li> <li>Communication Skills</li> <li>Event Planning</li> <li>Office Management</li> <li>Computer Competencies</li> <li>Knowledge of online platform</li> <li>Knowledge of learning management software</li> <li>Knowledge of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Noting, Drafting and letters</li> <li>Filing and Typing</li> <li>e-office</li> <li>Internet</li> <li>Maintenance of Records</li> <li>Uploading /Managing data on learning Management System</li> <li>Webex</li> <li>Maintenance of Records</li> </ul>	<ul style="list-style-type: none"> <li>proactive</li> <li>courteous</li> <li>Polite and Professional</li> <li>able to handle work pressure</li> <li>problem solving abilities</li> <li>works within tight deadlines</li> <li>Greet Customers</li> </ul>
	Set up and support the delivery of online courses	<ul style="list-style-type: none"> <li>Set up courses using Webex</li> <li>Uploading course materials and ppts.</li> <li>Liaise with trainers and participants to provide logistical and technical support before, during and after the online learning course</li> </ul>			
	Prepare Conference	<ul style="list-style-type: none"> <li>Straighten up and restock conference and training rooms</li> </ul>			

	and Training Rooms	<ul style="list-style-type: none"> <li>• Refilling supplies</li> <li>• Performing light custodial tasks as needed to keep these areas clean &amp; well organised</li> <li>• proper functioning of all the PA System, AC or Blowers in the Halls</li> <li>• Sitting Arrangements for all the participants</li> </ul>			
	Booking of the halls training programmes, conference and other activities as per the information from faculty and administration.	<ul style="list-style-type: none"> <li>• Initiate the request of the outsiders for booking of Halls for their events.</li> <li>• Also timely inform them about the availability.</li> <li>• Timely send the Invoice for the advance payment to IIPA for the conduct of the event in IIPA.</li> </ul>			
	Coordinating with different section like Hostel Office, Administration, Publication, Accounts Maintenance section and Dispatch Section for making all arrangements during the start of the training programme and after the training programmes.	<ul style="list-style-type: none"> <li>• Timely inform Hostel for the accommodation arrangements of the participants by providing list.</li> <li>• Accounts for the Advance payments, for generation of Utilization Certificate.</li> <li>• To check the status of Payments received in IIPA with Accounts.</li> <li>• Computer Section for availability of high speed Wifi in Halls.</li> <li>• Proper functioning of Computers in Halls for Power point presentations</li> </ul>			
	To trouble shoot all issues of the training participants related to	<ul style="list-style-type: none"> <li>• Arrangement of accommodations for all the participants.</li> </ul>			



	arrangements and coordination etc.	<ul style="list-style-type: none"> <li>Arrangement of Food/Snacks/Tea/Water etc. for the participants in Hostel as well as during the programme</li> </ul>			
	To prepare data for the Annual report of the Institute related to the training section	<ul style="list-style-type: none"> <li>Maintain the list of Training Programmes, Webinars, Special Lectures, Conferences, Workshops etc. for preparation of Annual Reports</li> </ul>			
	To follow up with the organisations from whom the training fees not received.	<ul style="list-style-type: none"> <li>To follow up with the organisations from whom the training fees not received timely and provide all the information for making payment to IIPA.</li> </ul>			
	Coordination with visiting faculty for lecture and preparation of honorarium in time.	<ul style="list-style-type: none"> <li>Timely send the letter to guest faculty</li> <li>Timely upload the presentation of the guest faculty</li> <li>Preparation of background material as directed by the faculty/trainer</li> <li>Timely payment of Honorarium and conveyance to guest faculty as per their details</li> </ul>			
	To assist in the preparation of various bids of the Training Programme.	<ul style="list-style-type: none"> <li>Assist the Supdt., Dy. Registrar (AS) for the preparation of various documents for submission of bids to the various organisation for the training programme.</li> </ul>			

	To manage all the activities related to Annual Case Studies Competition	<ul style="list-style-type: none"> <li>• Initiate note for Topics and guidelines framed by the committee</li> <li>• Timely Upload about the Case Study Competition on Website</li> </ul>			
	Make Arrangement for Outbound Learning's /Visit etc.	<ul style="list-style-type: none"> <li>• Scheduling Travel arrangements,</li> <li>• Making lodging arrangements</li> <li>• Arrangements of Visits in different Organisations.</li> <li>• Arrangements of lectures</li> </ul>			
	Clerical Duties	<ul style="list-style-type: none"> <li>• Performs Office clerical duties such as organizing digital and paper files.</li> <li>• Copying and scanning Documents</li> </ul>			
	Promotional Materials	<ul style="list-style-type: none"> <li>• Upload about the Training Programme &amp; Courses in Newsletters, Website and other promotional market</li> </ul>			

## Shri Narendra Dev Pandey

Assistant (Accounts/Pension)

### Stage-I: Actually Doing

Position	Role in the Accounts Section	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Assistant Accounts /Pension Cell</b>	<ul style="list-style-type: none"> <li>Dealing with Pension</li> </ul>	<ul style="list-style-type: none"> <li>Varification of Pension Papers of the Superannuating/ voluntarily retiring employees received from Admn. section</li> <li>Calculation of Pension, Family Pension, Commuted Value of Pension of the retiring employees.</li> <li>Processing to get checked and thereafter approval of the above mentioned calculations by the competent authorities.</li> <li>Preparation of Pension Payment Orders ( PPOs) of the persons retiring from the services of of IIPA.</li> <li>Preparation of three types of monthly statements in r/o 156 Pensioners/Family Pensioners for the disbursenment of the same.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Pension rules and Calculations thereof</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Pension rules and Calculations thereof</li> </ul>	<ul style="list-style-type: none"> <li>Positive Behavior</li> <li>Speedy Disposal of files</li> <li>Any other work assign by seniors/section head</li> <li>Self Confidence</li> </ul>

		<ul style="list-style-type: none"> <li>• Monthly disbursement of Pension/ F. Pension through State Bank of India, Branch-DDA building/Vikas Minar, New Delhi.</li> <li>• Calculations of Income Tax on Pension/F. Pension.</li> <li>• Deduction of Income Tax on monthly basis according to the rules provided in.</li> <li>• To maintain Pension Payment Order /PPO Register to keep records of the Pensioners/ Family Pensioners.</li> <li>• To Add 40% commuted portion of pension after completion of 15 years since date of retirement , as the case may be .</li> <li>• To Add 20% additional pension after attaining 80 years of age of the pensioner after approval by competent authorities.</li> </ul>			
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## Shri Manish Rawat

Assistant (APPPA Office)

### Stage- 1 Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant (APPPA)</b>	Assistant at APPPA Section	<ul style="list-style-type: none"> <li>• Secretarial works of APPPA Training Cell.</li> <li>• To prepare agenda and minutes of the Board of Control and Board of Examiners meetings.</li> <li>• To prepare registration returns for registration to M.Phil degree in Social Science to the Panjab University, Chandigarh.</li> <li>• Helping in preparing Programme Brochure, Information Brochure and Syllabus of the programme.</li> <li>• Helping to make arrangements for Special Lectures, Seminars, Rural, Urban and local visits.</li> <li>• To make arrangements for the foreign study of APPPA participants i.e. like obtaining Political Clearance, Visa Notes, official passports, make payment to MEA, etc.</li> </ul>	Knowledge for conducting the course	<ul style="list-style-type: none"> <li>• Noting, drafting, letters</li> <li>• Ability to run with APPPA course with all knowledge about course</li> <li>• Working on e-office file management system</li> <li>• Work on MS office, Moodle, Internet</li> <li>• Uploading/Managing data on learning management system (LMS)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding</li> <li>• Good coordination with the Team of APPPA &amp; Programme Directors</li> <li>• Good coordination with the faculty and staff</li> <li>• Polite, Good nature with the participants &amp; clear their queries about course</li> </ul>

		<ul style="list-style-type: none"> <li>• To make minutes to minutes schedule of Viva-Voce of the APPPA participants and accordingly write letters to the external examiners, who have evaluated the dissertation requesting them to join the Viva-Voce.</li> <li>• To prepare letters to sponsoring organisation regarding participants joining report, relieving order and release of course fees.</li> <li>• To prepare result of APPPA.</li> <li>• To prepare yearly evaluation report of APPPA training programme.</li> <li>• To check and reply of APPPA emails.</li> <li>• Attend complaints regarding computer, printer and other equipments.</li> <li>• Also attend other works assigned by Programme Director, Programme Co-Director, Deputy Registrar (Admn) and Supdt. (APPPA).</li> </ul>			
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## Stage-II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant</b>	Training Programme matters	<ul style="list-style-type: none"> <li>Performing the duties of arrangements of the training course of APPPA every year</li> <li>Training classes scheduling/review the classroom arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Graduate with 1 years computer course</li> <li>More than 10 years experience in APPPA</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge about the apply online white passport for foreign visits of the participants</li> <li>Work on Moodle for uploading reading materials, preparing online quiz, exam.</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork</li> <li>Hard Working</li> <li>Take the responsibility</li> </ul>

## Shri Madan Mohan Dhoundiyal

Assistant Admn.

### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Assistant</b>	<ul style="list-style-type: none"> <li>• Annual Increment of the Faculty &amp; Staff Members</li> <li>• Maintaining the files of DA and bonus to staff and put-up the file for sanction.</li> <li>• Maintaining the Seniority register</li> <li>• Issue Identity card to permanent staff and pensioners.</li> <li>• Prepare annual statement of LIC category wise and send to LIC every year</li> <li>• Telephone &amp; newspaper reimbursement bills to Sr. Staff Members, Faculty and Staff members</li> <li>• Maintaining the leave records for faculty and staff members</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Increment of the Faculty &amp; Staff Members</li> <li>• Maintaining the files of DA and bonus to staff and put-up the file for sanction.</li> <li>• Maintaining the Seniority register</li> <li>• Issue Identity card to permanent staff and pensioners.</li> <li>• Prepare annual statement of LIC category wise and send to LIC every year</li> <li>• Telephone &amp; newspaper reimbursement bills to Sr. Staff Members, Faculty and Staff members</li> <li>• Maintaining the leave records for faculty and staff members</li> <li>• Maintaining the Academic Leave for faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of rules and regulations.</li> <li>• Well Knowledge in the area of pay rules.</li> <li>• The work being assigned to me is the level of Assistant.</li> <li>• Knowledge of eligibility criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Noting and drafting for approval to the competent authority.</li> <li>• Maintain all files related to administration.</li> <li>• Working in e office</li> </ul>	<ul style="list-style-type: none"> <li>• Completing office duty in time to time.</li> <li>• Promptness in execution and respect all seniors.</li> <li>• Perfection and politeness.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintaining the Academic Leave for faculty</li> <li>• Dealing with Staff Association Matter.</li> <li>• Dealing with Office Car Parking Passes and Govt. I-Card for Director's &amp; Sr. Administrative Staff.</li> <li>• Dealing with Republic Day passes for Director General &amp; Sr. Administrative Staff.</li> <li>• Other duties assigned by my seniors from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing with Staff Association Matter.</li> <li>• Dealing with Office Car Parking Passes and Govt. I-Card for Director's &amp; Sr. Administrative Staff.</li> <li>• Dealing with Republic Day passes for Director General &amp; Sr. Administrative Staff.</li> <li>• Other duties assigned by my seniors from time to time.</li> </ul>			
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## Shri Vinod Tiwari

Assistant

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Assistant	<p><b>Training Section</b></p> <ul style="list-style-type: none"> <li>Works under the orders and supervision of the Superintendent and is responsible for the entrusted work. Put up noting &amp; draft letter as per the instruction of the higher officers.</li> </ul> <p><b>RC Unit</b></p> <ul style="list-style-type: none"> <li>All RTI related work</li> <li>Any other works assigned by DR(AS) for RC Unit.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Training Work Schedule in consultation with the Programme Coordinators</li> <li>Preparation of Training Budget in consultation with the Programme Coordinators</li> <li>Coordinate with different section like Hostel, Computer Centre Administration and Maintenance Section for all making all the arrangements during the start of the training programme and during the training programmes.</li> <li>Timely submission of bills for payments</li> <li>Preparations of feedback form(s)</li> <li>Preparation of Evaluation Reports after completion of programmes</li> <li>Maintaining the records of the training programmes</li> <li>Ensure proper handling of electronic equipments in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduation in Economics &amp; Political Science</li> <li>Bachelor of Education</li> <li>Bachelor of Library Science</li> <li>One year diploma in Computer Application</li> <li>Working knowledge of e-office.</li> <li>Working knowledge of Moodle.</li> </ul>		<ul style="list-style-type: none"> <li>Hard worker</li> <li>Good communication skills, written and oral</li> <li>Time management skills and the ability to work to tight deadlines</li> <li>Interpersonal skills</li> <li>Soft spoken</li> <li>Good listener</li> <li>Polite</li> <li>Emotional</li> </ul>

		<ul style="list-style-type: none"> <li>• Proper Coordination with faculty and participants during the training programmes</li> <li>• To trouble shoot all the issues of the training participants related to arrangements, coordination etc.</li> <li>• Ensure timely payment of honorarium &amp; conveyance to the respective guest faculty.</li> <li>• Accompany faculty and training participants during the Intuitional &amp; field visits.</li> <li>• Preparation of documents for submission of proposals for training programmes.</li> <li>• Collected all the necessary documents from various departments required for proposals.</li> <li>• Submitted received RTI application to DR(AS) for getting required information from concerned sections within stipulated time frame</li> <li>• Submitted draft RTI reply</li> <li>• Submitted online quarterly returns of CIC.</li> </ul>			
	Any other	<ul style="list-style-type: none"> <li>• Any other works assigned by DR(AS) from time to time</li> </ul>			

## Mrs. Nitu Sabharwal

### Assistant (Accounts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Assistant</b>	<b>Accounts Assistant</b> (Processing Invoice, approvals, calculating and checking to make sure payments, amounts and records )	<ul style="list-style-type: none"> <li>• All maintenance files i.e. civil/electric including AMC, water/electricity/campus outsourcing etc.</li> <li>• Payment for all the library books/journals including binding</li> <li>• All bills relating to Hostel i.e. Hostel outsourcing/Medical bills etc.</li> <li>• Re-calculation/interest amount paid to Regional/Local Branches and financial Assistance to Branches</li> <li>• Prepare all the vouchers of AMC/Advances/Motor Car/Telephone/Newspaper/Stationary/Liveries/insurance</li> <li>• Payment relating to IJPA, SAGE, Documentation etc.</li> <li>• Calculate LTC/Home Town claim along with Advance/leave salary</li> <li>• Maintaining files related to maintenance grant, DoPT Correspondence, Plan Fund, Audit etc.</li> <li>• Processing reimbursement forms</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand rules of LTC, Leave Encashment, CGHS and G&amp;FR etc.</li> <li>• Working knowledge of Tally, MS office</li> <li>• Basic understanding of Accounting</li> <li>• Drafting of letters</li> </ul>	<ul style="list-style-type: none"> <li>• Noting &amp; Drafting</li> <li>• Calculation</li> <li>• Application of Rules</li> <li>• Use of Tally Software, MS Office, Excel, e-office</li> <li>• Disposal of files related to maintenance/publication/library/medical bills/membership</li> <li>• Preparation of UC for DoPT – General/Salary and Capital</li> </ul>	<ul style="list-style-type: none"> <li>• Prompt disposal of files</li> <li>• Organized way of handing cases</li> <li>• Unbiased</li> <li>• Diligent</li> </ul>

		<ul style="list-style-type: none"> <li>• Participate in annual audit</li> <li>• Maintaining digital and physical records</li> <li>• Any other work assigned by OIC/DR(F)</li> </ul>		<ul style="list-style-type: none"> <li>• Preparation of Audit reply with help of OIC</li> <li>• LTC claims</li> </ul>	
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## Shri Rajesh Kumar

Assistant, (APPPA)

### Stage- 1 Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Assistant, (APPPA)</b>	Roll of the APPPA Section	<ul style="list-style-type: none"> <li>• Secretarial works of APPPA Training Cell.</li> <li>• Helping in preparing Programme Brochure, Information Brochure and Syllabus of the programme.</li> <li>• To check and reply of APPPA emails.</li> <li>• To prepare weekly work schedule.</li> <li>• Attend complaints regarding computer, printer and other equipments.</li> <li>• Helping to make arrangements for Inaugural Function, Concluding Function, Special Lectures, Seminars, Rural, Urban and Foreign visit for APPPA participants.</li> <li>• To prepare yearly evaluation report of APPPA training programme.</li> <li>• Also attend other works assigned by Programme Director, Programme Co-Director, Deputy Registrar (Admn) and Supdt. (APPPA).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge for conducting the course</li> </ul>	<ul style="list-style-type: none"> <li>• Work on e-office file management system</li> <li>• Work on MS Office, Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding</li> <li>• Good coordination with APPPA Participants, Programme Director all Faculty, APPPA staff</li> <li>• Politely, Good nature with the participants</li> </ul>

		<ul style="list-style-type: none"> <li>Arrangement of Air Tickets, Hotels and local transportation for the FAT visit, Rural and Urban Visits</li> <li>Accompany with the faculty and participants in local visits.</li> </ul>			
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### Stage-II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
	Training Programme maters	Performing the training course of APPPA every year	Graduate with good knowledge of Computer and Internet	Work on Moodle for uploading reading materials	Team work Hard working Take the responsibility

## Shri Jaswant Singh

**Asstt. Liaison**

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Asstt. Liaison</b>	<ul style="list-style-type: none"> <li>My appointment in IIPA was Staff Car Driver in October 1997.</li> <li>Works with Chairman, Chairman, Standing Committee and Treasurer, IIPA from August 2002 to 2007 and deputation as a PA with Shri T.N. Chaturvedi, Governor of Karnataka, Rajbhawan, Bangalore.</li> <li>From Aug 2007 to 2020 works with Chairman, IIPA &amp; Director's Office as an Asstt. Liaison</li> <li>Additional work as a Hotel Supervisor</li> <li>Assisted MDP Training Programme of UP Judicial Officers and field visit with the participants as directed by Prog. Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Driving</li> <li>Liaising with Chairman and outsider</li> <li>Hostel Supervisor</li> <li>Training Assistant</li> <li>Coordination</li> <li>IIPA administrative coordination</li> <li>Purchasing of essentials</li> </ul>	<ul style="list-style-type: none"> <li>Liaising quality</li> <li>Risk management</li> <li>Coordination and supervising skills</li> </ul>	<ul style="list-style-type: none"> <li>Liaising quality</li> <li>Risk management</li> <li>Coordination and supervising skills</li> </ul>	<ul style="list-style-type: none"> <li>Quick learner</li> <li>Go –getter</li> <li>Efficient</li> <li>Proactive</li> <li>Team spirit</li> <li>Collaboration</li> </ul>



## Shri Dilip Kohle

### UDC (Accounts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
UDC-Senior Scale	Cashier	<ul style="list-style-type: none"> <li>• Maintaining cash books for</li> <li>• IIPA Main Account/ GPF/CPF/Pension/CCS/CUS/PFM S/Project</li> <li>• Daily Cash Handling (Hostel etc.)</li> <li>• Preparing and Issuing cheques for salaries/vendors/projects</li> <li>• Issuing and preparing receipt for membership/publication/library</li> <li>• Cash/cheque deposited in to bank</li> <li>• Bulk RTGS statement preparation for bank transfer</li> </ul>	Basic knowledge of accounting	<ul style="list-style-type: none"> <li>• Responsible for processing cash, debit, credit and check transactions.</li> <li>• Maintaining and handling cash books</li> <li>• Balancing the cash books, recording vouchers in cash book, processing returns in bank.</li> <li>• Depositing cheques in clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Communication/Written and Verbal Communication.</li> <li>• Time Management.</li> <li>• Politeness.</li> <li>• Dispute resolution.</li> <li>• Responsibility</li> <li>• Team-work ability.</li> </ul>

## Shri Tajber Singh

### Upper Division Clerk

#### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
UDC	<ul style="list-style-type: none"> <li>Administration</li> <li>Establishment &amp; Personnel Matters in respect of all Faculty/Administrative and Staff members. Such as:-</li> <li>Recruitment appointments/promotion of faculty and staff members.</li> <li>Creation of posts on need basis.</li> <li>To prepare &amp; issue postings orders of Staff Members.</li> <li>Arrangement and planning the meetings of Selection Committee/DPC for open selection and Career Advancement Scheme applicable to Faculty/Staff.</li> </ul>	<ul style="list-style-type: none"> <li>Establishment &amp; Personnel Matters in respect of all Faculty/Administrative and Staff members. Such as:-</li> <li>Recruitment appointments/promotion of faculty and staff members.</li> <li>Creation of posts on need basis.</li> <li>To prepare &amp; issue postings orders of Staff Members.</li> <li>Arrangement and planning the meetings of Selection Committee/DPC for open selection and Career Advancement Scheme applicable to Faculty/Staff</li> <li>To calculating retirement Gratuity &amp; Leave Encashment of retired employees.</li> </ul>	<ul style="list-style-type: none"> <li>Establishment &amp; personnel matters Rules</li> <li>Knowledge of rules and regulations FR/SR.</li> <li>Fixation of pay of staff who promoted under TBPPS rules.</li> <li>Recruitment rules for faculty and staff.</li> <li>Fixation of leave salary &amp; Pension contribution rules.</li> <li>Calculation of gratuity and leave encashment Rules</li> <li>Prepared RTI RTI noting and drafting under rules</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the noting and drafting for approval to the competent authority.</li> <li>Arrangement and planning the meetings of Selection Committee/DPC for open selection and Career Advancement Scheme applicable to Faculty/Staff</li> <li>Prepared and Draft office circulars.</li> <li>Calculating retirement Gratuity &amp; Leave Encashment of retired employees.</li> <li>prepare &amp; issue postings orders of Staff Members.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Completing office duty from time to time.</li> <li>Punctuality and arrive on time go on time.</li> <li>I do all tasks patiently.</li> <li>I try not to be careless in work.</li> </ul>

<ul style="list-style-type: none"> <li>• To calculating retirement Gratuity &amp; Leave Encashment of retired employees.</li> <li>• Prepare the noting/drafting for placement of the staff in the next higher scale.</li> <li>• Pay fixation of promoted faculty and staff and calculation of leave salary and pension contributions related staff on lien/deputation.</li> <li>• Drafting of official circulars and orders.</li> <li>• Prepared RTI note related to Administration Section under AR (Admn)</li> <li>• Other work assigned by the superior officer from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the noting/drafting for placement of the staff in the next higher scale. fixation of promoted faculty and staff and calculation of leave salary and pension contributions related staff on lien/deputation.</li> <li>• Drafting of official circulars and orders.</li> <li>• Prepared RTI note related to Administration Section under AR (Admn)</li> <li>• Other work assigned by the superior officer from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Well Knowledge in respect of service matters of staff such as rules &amp; regulations</li> <li>• The work being assigned to the level of Assistant/UDC.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared Office Orders of promoted/placement staff.</li> <li>• Prepared RTI note related to Administration Section under AR (Admn)</li> <li>• Maintain all the files related to administration.</li> <li>• Other works</li> <li>• Prepared legal bills and tax bills for payment.</li> <li>• Maintain ACRs of Group B,C and D</li> </ul>	
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## Shri Bal Krishan

### Upper Division Clerk (Accounts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Upper Division Clerk</b>	<p>Dealing with files, processing of payments related to Training Programmes, Seminars and Workshops/ Webinars processing of bills, preparation of Invoices/ Bills. Preparation of Statement of Accounts, Preparation of Utilization Certificates etc.</p> <p>Processing of Payments of Fee etc. to the Foreign Organizations, through FCRA.</p>	<p><b>1 <u>APPPA:</u></b></p> <ul style="list-style-type: none"> <li>Files Processing of all the payments relating to APPPA Training Programme processing of bills/Invoice, Library Books and Infrastructure etc.</li> </ul> <p><b>2.<u>DST:</u></b></p> <ul style="list-style-type: none"> <li>All the payments relating to D.S.T. Training Programme processing of bills/Invoice and Hostel Rents, Library Books, Infrastructure, Preparation of Statement of Accounts &amp; Preparation of Utilization Certificates etc.</li> </ul>	<ul style="list-style-type: none"> <li>M. A Political Science.</li> <li>Post Graduate Diploma in Human Resource Management.</li> <li>Attended in Service One Week outbound Learning Capacity Building Training Programme at Pegasus Institute, Dehradun. (U.K.)</li> <li>To attend in Service one week course on Computer Application in IIPA.</li> <li>Basic Knowledge of Drafting of notes/letters</li> <li>Knowledge of MS office</li> </ul>	<ul style="list-style-type: none"> <li>Dealing with files, processing of payments related to Training Programmes, Seminars and Workshops/Webinars etc.</li> <li>Processing of bills/preparation of Invoices etc.</li> <li>Preparation of Statement of Accounts,</li> <li>Preparation of Utilization Certificate etc.</li> </ul>	<ul style="list-style-type: none"> <li>Speedy Disposal of files and assigned works.</li> <li>Handling Works in absence of other colleague,</li> <li>Any other work assign by Seniors/ Section Head</li> <li>Positive Behavior</li> <li>Good Communications Skills</li> <li>Taking accountability and motivational</li> <li>Handling office works confidently</li> </ul>

		<p><b><u>3. Centre for Consumer Studies:</u></b></p> <ul style="list-style-type: none"> <li>Processing of all the payments related to Trainings/ Workshops and Seminar of centre for consumer affairs.</li> </ul> <p><b><u>4. Centre for Urban Studies:</u></b></p> <ul style="list-style-type: none"> <li>All the payments related to Trainings/Workshops and Seminars of Centre for Urban Studies.</li> </ul> <p><b><u>5. Dr. Ambedkar Chair:</u></b></p> <ul style="list-style-type: none"> <li>Processing of payments related to Dr. Ambedkar Chair Training Programmes, Seminars and workshops etc.</li> </ul> <p><b><u>6. Centre of Tribal Research &amp; Explorations</u></b></p> <ul style="list-style-type: none"> <li>Processing of payments related to Centre of Tribal Research &amp; Explorations, Training Programmes, Seminars/Webinars and workshops etc.</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of General Financial Rules.</li> <li>Basic Knowledge of Accounting Software</li> <li>(Tally)</li> <li>Working Knowledge of e-Office.</li> </ul>		
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		<b>7. Overtime Allowances and Local Travels Allowances:</b> <ul style="list-style-type: none"> <li>Processing of payments Overtime Allowances and Local Travelling Allowances of all the Staff Members.</li> </ul>			
	<b>Any Other</b>	As mentioned above	As mentioned above		<b><u>Member of Committees:</u></b> <ul style="list-style-type: none"> <li>I, was members of different purchase Committees. <ul style="list-style-type: none"> <li>Member of Bags purchased Committee.</li> <li>The CCTV Surveillance systems was procured and Installation by me, as main member of committee as assigned by Senior Authorities.</li> </ul> </li> </ul>

**Stage-II: As Originally Envisaged**

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioral
<b>Upper Division Clerk</b>	As mentioned above	As mentioned above	As mentioned above	Learning Ability	<b>Positive good manners</b>

## Shri Rakesh Kumar Rai

### Upper Division Clerk

#### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
UDC	<b><u>Dispatch Section</u></b> <ul style="list-style-type: none"> <li>Receipt and Dispatched of all postal letters and Publication Books.</li> <li>Dispatched received letters from various Sections, Projects, Faculty and Director Office.</li> <li>Running franking machine.</li> <li>posted all speed post letter received from various Section and Projects.</li> </ul>	<ul style="list-style-type: none"> <li>Receipt and Dispatch of all postal letters.</li> <li>Dispatch received letters from various sections and Projects, Faculty and Director Office.</li> <li>Funning franking machine</li> <li>post a letter</li> <li>to speed post letter</li> <li>maintain speed post Register</li> <li>maintain Speed post Accounts</li> <li>posted letters from Training Department and Membership.</li> <li>Prepared Speed post Statement.</li> <li>Prepared Speed post Account and debited to various project head.</li> </ul>	Knowledge of operating franking machine. Dispatch work.	<ul style="list-style-type: none"> <li>Receipt and Dispatch of all postal letters.</li> <li>Dispatch received letters from various sections and Projects, Faculty and Director Office.</li> <li>Funning franking machine</li> <li>post a letter</li> <li>to speed post letter</li> <li>maintain speed post Register</li> <li>maintain Speed post Accounts</li> <li>posted letters from Training Department and Membership.</li> </ul>	<ul style="list-style-type: none"> <li>I am always keep peaceful and respectfully.</li> <li>Respect all my senior.</li> <li>Do all work very peacefully which had given to me.</li> <li>Promptness in execution and respect all seniors.</li> <li>Punctuality and arriving fix time.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintain speed post Register.</li> <li>• Maintain Speed Post Account.</li> <li>• To posted letters and other materials of Training Section and Membership Section.</li> <li>• Prepared Speed post Statement.</li> <li>• Prepared Speed Post Account and debited to various project head.</li> </ul>			<ul style="list-style-type: none"> <li>• Prepared Speed post Statement.</li> <li>• Prepared Speed post Account and debited to various project head.</li> </ul>	
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## Shri Rajan

### Upper Division Clerk

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>UPPER DIVISION CLERK</b>	<b>ADMINISTRATION SECTION</b> Establishment Work A. Recruitment work of the Temporary Staff in the Projects and Studies of IIPA. B. Recruitment process for the Posts of Consultant, Research Officer, Research Associate and Research Assistant, Data Entry Operator and MTS etc. C. Conducting the Walk-in-Interview. D. Payment of Data Cards bills and Office MTNL Bill. E. Prepare NEW Paper Cards and Plastic Cards and renewal	<ul style="list-style-type: none"> <li>Recruitment work of the Temporary Staff in the Projects and Studies of IIPA:-</li> <li>Recruitment process for the Posts of Consultant, Research Officer, Research Associate and Research Assistant, Data Entry Operator and MTS etc.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Basic Computer and Typing Skill.</li> <li>Knowledge of Service Bye-Laws IIPA.</li> <li>Basic Knowledge of handling the RTI Application and put up to Concerned Department.</li> <li>Working Knowledge of MS Office.</li> <li>Working Knowledge of E-Office relating File Management System,. Create Receipt, Create New File, Create Part File, Closed File, Park File, Add Yellow and Green Noting, Create Draft etc.</li> </ul>	<ul style="list-style-type: none"> <li>Create New File of the Project/Studies in the E-Office.</li> <li>Checking the Budget position and Sanction Paper of the Project and Study for engagement of the project Staff.</li> <li>Noting and drafting for Preparation of the Drafts and Office Orders:-               <ul style="list-style-type: none"> <li>Circular</li> <li>Vacancy Circular</li> <li>Offer of Engagement</li> <li>Office Order for engagement.</li> <li>Office Order for Extension.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Perfection</li> <li>Politeness</li> <li>Planning and Coordination</li> <li>Commitment to quality of Service.</li> <li>Communication Skill.</li> <li>Hard work.</li> <li>Deliver all work on time assigned by Me.</li> </ul>

	<p>the old CGHS Cards and Addition of name in the CGHS in respect of IIPA FACULTY/All Senior Officer and Staff Members of the IIPA.</p> <p>F. File Put up for advance provision payment of CGHS Contribution every year's and Cheque deposit to the CGHS (HQ).</p> <p>G. Medical Reimbursement (as and when assigned)</p>			<ul style="list-style-type: none"> <li>○ Experience Certificate</li> <li>○ Relieving Order.</li> <li>● Memo/Discontinue Order and warning letter.</li> </ul>	
	Establishment Work	<ul style="list-style-type: none"> <li>● Conducting the Walk-in-Interview.</li> </ul>		<ul style="list-style-type: none"> <li>● Prepare noting for approval of Conducting the Walk-in-Interview.</li> <li>● Preparing of the Material/Paper related to the Interview.</li> <li>● Prepare the Attendance Sheet.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Checking the CVs and Education Document of the Candidates as Per Vacancy Circular terms and Conditions.</li> <li>• Making the seating arrangement of the Candidates and Selection Committee Members.</li> <li>• Assist Selection Committee Members during the Interview.</li> <li>• preparing Minutes of the Selection Committee and Send to the Competent Authority for approval.</li> <li>• Prepare PDF File of the All document i.e. Minutes (with the approval of the Competent Authority), Attendance Sheet CVs of the Candidates in the E-office file.</li> <li>• Prepare Draft Offer of engagement of the Selected Candidates and Send to the Candidate by E-Mail and informing by Telephone.</li> </ul>	
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				<ul style="list-style-type: none"> <li>• Prepare Draft Office Order for engagement and Distributing to all concerned Section and Project Coordinators.</li> </ul>	
	Bill Payment of the Data Cards and MTNL Telephone Bills	b) Payment of Data Cards bills and Office MTNL Bill.		<ul style="list-style-type: none"> <li>• Downloading the bill from the MTNL Site and Airtel Site and check the amount.</li> <li>• Put Up file in E-office for approval for the payment.</li> <li>• After the approval depositing Cheque in MTNL Office and Airtel Service Centre.</li> <li>• Maintaining the Telephone bill payment Register.</li> </ul>	
	Processing CGHS Cards of Service Employees.	<p><b><u>CGHS RELATED WORK</u></b></p> <p>c) Prepare NEW Paper Cards and Plastic Cards and renew the old CGHS Cards and Addition of name in the CGHS</p>	<ul style="list-style-type: none"> <li>• Knowledge of Medical Reimbursement Rules, Eligibility and Dependent Family Members Rules, CGHS Contribution Rules Medical Advance Rules,</li> </ul>	<ul style="list-style-type: none"> <li>• Verify the CGHS Form details with the Service Records of the IIPA Employees.</li> <li>• Put up note with CGHS Form for Approval and Signature.</li> </ul>	

		<p>in respect of IIPA FACULTY/All Senior Officer and Staff Members of the IIPA.</p> <p>d) File Put up for advance provision payment of CGHS Contribution every year's and Cheque deposit to the CGHS (HQ).</p>	Settlement of Claims Rules. Rules for treatment in CGHS Empanelled Hospital.	<ul style="list-style-type: none"> <li>• Submit to the CGHS Form/Application at CGHS (HQ),</li> <li>• Collect the Paper Cards of the IIPA Employees.</li> <li>• Maintain the records relating to the CGHS.</li> <li>• Move the CGHS Application regarding Change of Dispensary and other work.</li> <li>• Checking of records of the existing subscribers of CGHS</li> <li>• Calculation of amount to be paid.</li> </ul>	
	Any Other	f) Medical Reimbursement (as and when assigned)		<ul style="list-style-type: none"> <li>• Put up Note as per Rule and CGHS Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• File processing without partiality</li> </ul>

## Shri Jogee Ram

UDC

### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
UDC	<b><u>Administration</u></b> <ul style="list-style-type: none"> <li>File processing (Put-up) LTC note of the Faculty &amp; Staff Members for LTC/Home Town for advance and leave encashment.</li> <li>File processing (Put-up) medical claim for reimbursement, emergency bills, advance bills and settlement of final bills of the Faculty &amp; Staff Members.</li> <li>Maintain Record of Overtime allowance, enter the overtime details in overtime register and sent the bills of the staff members for payment.</li> <li>Noting and entries in the service book like (family particulars, change of address, add/delete name, and qualification of the Faculty &amp; Staff Members.</li> </ul>	<ul style="list-style-type: none"> <li>File processing (Put-up) LTC note of the Faculty &amp; Staff Members for LTC/Home Town for advance and leave encashment.</li> <li>File processing (Put-up) medical claim for reimbursement, emergency bills, advance bills and settlement of final bills of the Faculty &amp; Staff Members.</li> <li>Maintain Record of Overtime allowance, enter the overtime details in overtime register and sent the bills of the staff members for payment.</li> <li>Noting and entries in the service book like (family particulars, change of address, add/delete name, and qualification of the Faculty &amp; Staff Members.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of CCS rules and LTC rules all file processing through e-office and using MS word.</li> <li>Knowledge of CGHS rules and norms file processing through e-office.</li> <li>Knowledge of Overtime office rules and norms.</li> <li>Knowledge of CCS rules for service book and personal file.</li> </ul>	<ul style="list-style-type: none"> <li>Scrutinize of LTC applications and put-up for approval.</li> <li>Scrutinize medical reimbursement applications process for approval.</li> <li>Scrutinize and prepare dates hours and put-up for sanction and maintain record in O.T. Register.</li> </ul>	<ul style="list-style-type: none"> <li>Romptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Taking accountability.</li> <li>Good Manner</li> <li>Completing Office duty in time.</li> <li>Non Partiality.</li> </ul>

	<p><b>Prepare</b></p> <ul style="list-style-type: none"> <li>• Pension/Nomination papers, for verification before sending the file of Pension cell, employees who retires on Superannuation.</li> <li>• Verified the date of birth, joining and Superannuation of the Faculty &amp; Staff Members before granting GPF.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Prepare</b> Pension/Nomination papers, for verification before sending the file of Pension cell, employees who retires on Superannuation.</li> <li>• Verified the date of birth, joining and Superannuation of the Faculty &amp; Staff Members before granting GPF.</li> </ul>	<ul style="list-style-type: none"> <li>• Match the filled application form of employees' personal file and service record.</li> </ul>	<ul style="list-style-type: none"> <li>• Processing applications for updating in service book/service record of Faculty/Staff.</li> <li>• Prepare Pension /Nominations papers from personal files and service record.</li> <li>• Verified the file through e-office to use personal details from service book/official record.</li> </ul>	
	<p><b>Any Other</b></p>	<ul style="list-style-type: none"> <li>• Assist to the Staff who attached the Interview Committee as and when need.</li> </ul>	<ul style="list-style-type: none"> <li>• We are working together to taking help each other for such work i.e. Interview/Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Any Other duties assigned by my Superior/Seniors from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Good communications and responsibility.</li> </ul>



## Stage-II: As Originally Envisaged

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
UDC	Administration	<ul style="list-style-type: none"> <li>Put-up LTC note of the Faculty &amp; Staff Members for processing LTC/Home Town for leave encashment and advance.</li> <li>Put-up file for medical claim for reimbursement, Emergency bills and advance settlement of final bills of the Faculty &amp; Staff Members.</li> <li>Maintain Record of Overtime allowance, enter the overtime details in overtime register and sent the bills of the staff members for payment.</li> <li>Noting and entries in the service book like (family particulars, change of address, add/delete name, and qualification of the Faculty &amp; Staff Members.</li> <li>Prepare Pension/Nomination papers, for verification before sending the file of Pension cell, employees who retires on Superannuation.</li> <li>Verified the date of birth, joining and Superannuation of the Faculty &amp; Staff Members before granting GPF.</li> </ul>	<ul style="list-style-type: none"> <li>Master of Arts (Public Administration) From IGNOU</li> <li>Computer course in ICT Basics in Service Training in IIPA</li> <li>All file Processing through e-office by Computer Using MS world.</li> <li>Completing office duty from time to time.</li> <li>Well Knowledge in the area of Administration and rules.</li> <li>The work being assigned to me as the level of UDC.</li> </ul>	<ul style="list-style-type: none"> <li>I have been doing my office work by Knowledge of rules and office norms/regulations under guidance of my Superior.</li> <li>All files noting and drafting prepare for approval to send through proper channel to the competent authority.</li> <li>Maintain all files related to me of administration</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Any Other duties assigned by my Superior/Seniors from time to time.</li> <li>I am always believed to do good work towards my responsibilities to the ethical convictions</li> </ul>

**Shri Attar Singh,**  
**UDC, Publication Section**

**Stage-I: Actually Doing**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Upper Division Clerk</b>	<ul style="list-style-type: none"> <li>To look after the sales and subscription of IIPA journals, books and other published materials.</li> <li>Maintain publication records</li> <li>Distribution and tracking subscribers</li> <li>Coordinate with Dispatch section</li> <li>Ensure that the publications are duly sent via dispatch and received by the customer/subscribers</li> <li>Assisting the Section Head on information regarding various matters</li> </ul>	<ul style="list-style-type: none"> <li>To prepare the list of DPA, Nagarlok ,Lokprashasan and IIPA Digest for Subscribers,</li> <li>To prepare the advance Bill/ Invoice for subscribers</li> <li>Any other work assigned by the seniors/section head,</li> <li>To look after the sales of IIPA publications in the Institute and deposit the collected money to Account Section,</li> <li>To maintaining the records cash and cheque received from - Subscribers/Publishers Agencies,</li> <li>Preparing replies for subscribers and submitting the letters to APO for signature.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of official rules and regulations</li> <li>Knowledge in the area of Publication.</li> <li>Knowledge of publication cost and rate card.</li> <li>Calculation</li> <li>Record keeping.</li> <li>Typing knowledge in Ms Word.</li> </ul>	<ul style="list-style-type: none"> <li>Completing office duty effectively.</li> <li>Maintaining all files related to Publication.</li> <li>Interacting with customer/subscribers</li> <li>Preparing the entry card.</li> <li>Typing &amp; Note making</li> <li>Working on any other task assigned by the APO.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution of work</li> <li>Respect all seniors</li> <li>Politeness.</li> <li>Sincere and dedicated</li> <li>Punctual</li> <li>Can work very well in a team</li> <li>Cordial and believe in team work</li> </ul>

		<ul style="list-style-type: none"> <li>• Typing work, Filing etc., All jobs assigned.</li> <li>• To maintain Subscription cards, Invoice bills and Register Entry</li> <li>• Maintaining publication stall during AGM event</li> <li>• Informing customers about various publications available for sale</li> <li>• Carrying out stock verification of books and journals from time to time and keeping a record of the same</li> <li>• Informing section head about the journal distribution from time to time</li> <li>• So that the next print order could be estimated of journals.</li> </ul>			
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**Shiv Kumar Mishra**  
(UDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Upper Division Clerk (UDC)</b>	<ul style="list-style-type: none"> <li>To conduct the Training Programmes Workshop, Seminars Project Training Programmes etc.</li> <li>Preparation of Training Work Schedule</li> <li>Preparation of Training Budget In consultation with the Programme Coordinators</li> <li>Sending all correspondence of different Organisation, Ministries related to training seminar conferences etc.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Training Work Schedule</li> <li>Preparation of Training Budget In consultation with the Programme Coordinators</li> <li>Sending all correspondence of different Organisation, Ministries related to training seminar conferences etc.</li> <li>Coordinating with different section like Hostel, Computer Centre Administration, Publication, Accounts and Maintenance Section for all making all the arrangements during the start of the training programme and after the training programmes.</li> </ul>	<ul style="list-style-type: none"> <li>B.A. passed</li> <li>One week Computer course and e-Office</li> </ul>	DST, CPCB, ITEC, (foreign participant) Blended Capacity Building Programme For Stakeholders Of River Ganga Under Namami Gange, Delegation, etc.	<ul style="list-style-type: none"> <li>Team work</li> <li>Time Management</li> <li>To help participants , senior/ junior staff member of IIPA</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinating with different section like Hostel, Computer Centre Administration, Publication, Accounts and Maintenance Section for all making all the arrangements during the start of the training programme and after the training programmes.</li> <li>• Timely submission of bills for payments</li> <li>• Preparations of feedback form and tabulate for Evaluation Reports after training.</li> <li>• Maintaining the records of the training halls the electronic equipments inside the halls.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of bills for payments</li> <li>• Preparations of feedback form and tabulate for Evaluation Reports after training.</li> <li>• Maintaining the records of the training halls the electronic equipments inside the halls.</li> <li>• Proper Coordination with faculty and participants during the training programmes</li> <li>• Booking of the halls training programmes, conference and other activities as per the information of the faculty and other senior officers.</li> <li>• To trouble shoot all the issues of the training participants related to arrangements, coordination etc.</li> <li>• To records maintain training programmes webinar, seminars etc.</li> <li>• Timely payment of honorarium &amp; conveyance to visiting</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Proper Coordination with faculty and participants during the training programmes</li> <li>• Booking of the halls training programmes, conference and other activities as per the information of the faculty and other senior officers.</li> <li>• To trouble shoot all the issues of the training participants related to arrangements, coordination etc.</li> <li>• To records maintain training programmes webinar, seminars etc.</li> </ul>	<ul style="list-style-type: none"> <li>• faculty for lecture in the programme.</li> <li>• Accompany faculty and training participants in case of out bound learning programme and coordinating to organise study tour for participants</li> <li>• To follow up with the organizations/ Department regarding the payment /grant received to IIPA</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Timely payment of honorarium &amp; conveyance to visiting faculty for lecture in the programme.</li> <li>• Accompany faculty and training participants in case of out bound learning programme and coordinating to organise study tour for participants</li> </ul>				
	Any Other	<ul style="list-style-type: none"> <li>• Any other task assigned by DST Nodal officer, Training Coordinators, DR (AS) and Supdt. Trg.</li> </ul>			

## Shri Sharwan Kumar

### UDC (Accounts)

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>UDC Accounts</b>	<ul style="list-style-type: none"> <li>Processing</li> <li>G.P. Fund Withdrawal of Temporary Advance, and Final Payments on the retirement after calculation , as per Rule</li> <li>C.P. Fund Withdrawal of Temporary Advance, and Final Payments on the retirement after calculation , as per Rule</li> <li>Dealing with New Pension Fund</li> </ul>	<b>G.P. Fund</b> <ul style="list-style-type: none"> <li>To maintain G.P. Fund Register for subscription and loan refund (Month wise deduction) from the salary.</li> <li>File Processing of G.P. Fund application forms for Temporary advance /withdrawal,</li> <li>Final payment to retiring employee for approval to the competent authority.</li> <li>Calculation of annual interest of G.P. Fund for all employees.</li> <li>Calculation of annual statement Individual employee of G.P. Fund all employees.</li> <li>Annual preparations of statements of GP Fund and distribute to all employees.</li> <li>To calculate employer contribution @ 10% by IIPA, transfer to pension fund.</li> </ul>	<ul style="list-style-type: none"> <li>12<sup>th</sup> Passed</li> <li>One week Computer Corse in IIPA</li> <li>Basic Knowledge of</li> <li>GPF and CPF Rule and calculations</li> <li>Working Knowledge of MS office,</li> <li>e-office</li> </ul>		<ul style="list-style-type: none"> <li>Positive Behavior</li> <li>Speedy Disposal of files</li> <li>Any other work assign by seniors/section head</li> <li>Self Confidence</li> </ul>



		<p><b>C.P. Fund</b></p> <ul style="list-style-type: none"> <li>• To maintain C.P. Fund Register for subscription (Month wise deduction) from the salary.</li> <li>• To received C.P. Fund application forms for final payment process for approval to the competent authority.</li> <li>• Calculation of annual interest of C.P. Fund for employees.</li> <li>• To calculate employer contribution @ 10% by IIPA</li> <li>• Calculation of annual statement Individual employee of C.P. Fund for employees.</li> </ul> <p><b>NPS</b></p> <ul style="list-style-type: none"> <li>• To upload online to NSDL, details of payment &amp; Employee's contribution plus IIPA contribution and Month wise deduction from the salary of NPS Employees..</li> <li>• Payment through RTGS by UCO Bank to NSDL.</li> <li>• Online Withdrawal Request submitted in CRA website.</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Online Change in Subscriber's address, Personal detail, and Bank Detail etc.</li> <li>• New PRAN Cord apply online</li> <li>• online PRAN Card Request Shifting processes.</li> <li>• Other works assigned by O/ic. (Accounts) &amp; Dy. Registrar (Fin./Admn.)</li> </ul>			
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**Shri Pawan Kumar Yadav**  
**LDC-Cum-Computer Operator, Publication Section**

**Stage-I: Actually Doing**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>LDC-Cum-Computer Operator</b>	<b>LDC</b> <ul style="list-style-type: none"> <li>To look after the sales and subscription of IIPA journals, books and other published materials.</li> <li>Maintain publication records</li> <li>Communicating with subscribers</li> <li>Keeping a record of prints and print order</li> <li>Carrying out stock verification of books available for sale regularly</li> </ul>	<ul style="list-style-type: none"> <li>Noting and drafting for approval of section head</li> <li>Maintaining all files related to Publication Section.</li> <li>Maintaining stock register for all the printed books/journals/monographs/magazines/</li> <li>Maintaining stock registers of books &amp; Journals.</li> <li>Maintaining the files of all the books/journals published through the Publication Section</li> <li>Sending replies to the subscribers' queries through email.</li> <li>Dealing with customers who wish to buy books and journals</li> <li>Maintaining stall of publications during the AGM event.</li> <li>Maintaining records of Books Royalty</li> </ul>	<ul style="list-style-type: none"> <li>BA, Bachelor of Library Information Science, Masters of Library Information Science</li> <li>-Good knowledge of office rules and regulations.</li> <li>An in-depth knowledge about published books/journals available with Publication Section</li> <li>Knowledge of Ms Suite</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining stock register for all the printed books/journals/monographs/magazines/</li> <li>Maintaining the files of all the books/journals published through the Publication Section</li> <li>Drafting replies to the subscribers' queries through email.</li> <li>Dealing with customers who wish to buy</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution of all the jobs assigned by the Section Head and also other seniors.</li> <li>Politeness.</li> <li>Can communicate effectively</li> <li>Sincerity and dedication</li> <li>Punctual</li> <li>Courteous</li> <li>Can work very well in a team</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordination with Accounts Section for payment receipts</li> <li>• Assisting the Section Head on information regarding various matters</li> </ul>	<ul style="list-style-type: none"> <li>• Attending royalty queries of the book authors.</li> <li>• Send Invoice of books &amp; journals through email.</li> <li>• Attending the telephone calls regarding readers'/subscribers'/user's queries.</li> <li>• Online sale of books &amp; journals.</li> <li>• Maintaining records of bills and getting the Cash deposit to Account Section.</li> <li>• Carrying out stock verification of books and journals from time to time and keeping a record of the same</li> </ul>	<ul style="list-style-type: none"> <li>• eoffice and e-filing</li> </ul>	<p>books and journals in the Section</p> <ul style="list-style-type: none"> <li>• Maintaining records of Books Royalty</li> <li>• Send Invoice of books and journals through email.</li> <li>• Attend the telephone calls regarding readers'/subscribers' queriesuser's queries.</li> <li>• Online sale of books &amp; journals.</li> <li>• Maintaining records of bills.</li> <li>• Getting the Cashdeposit to Account Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Cordial and believes in team work</li> </ul>
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## Stage-II As Originally Envisaged

Position	Role	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioral (Implicit)
<b>Messenger</b>	Library & Account Section	<ul style="list-style-type: none"> <li>Maintaining the cleanliness and upkeep of the sections to which I have been assigned like Library and the Accounts.</li> </ul>	<ul style="list-style-type: none"> <li>BA, BLis</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning of Tables, Chairs, Racks, Computers</li> <li>Cleaning of books and journals</li> <li>Shifting of books and journals</li> <li>Collection of Inter Library Loan books</li> <li>Vouchers filling</li> <li>Sending files to other sections</li> <li>Washing of glass and jug</li> <li>Attending to the jobs of of DR(F&amp;A)</li> <li>Handing out the Cheque and cash deposit to Bank</li> <li>To collect IIPA Account statement to Bank</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution of all the jobs entrusted to me by my seniors and being respectful and polite to all of them as well as to my colleagues.</li> </ul>

## Shri Satvir Singh

### LDC

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
LDC	Tally data entry Assistant	<ul style="list-style-type: none"> <li>Posting entries in Tally Software for all the cash books</li> <li>Maintenance of Register</li> <li>Preparation of Hostel journal voucher for training</li> <li>Preparation of cheques and entries in cash book in absence of cashier</li> </ul>	<ul style="list-style-type: none"> <li>Basic Knowledge of accounts</li> <li>Working knowledge of E-office/Tally/ Ms-Office</li> </ul>	<ul style="list-style-type: none"> <li>IIPA Main account/CPF/GPF and pension, Project account, CUS/CCS/PFMS/Current Account</li> <li>TDS/ Journal Regsiter</li> <li>Preparation of Journal vouchers and TDS Challan/RTGS form</li> <li>Preparing tax invoice in tally</li> <li>Co-ordination with Bank for various transaction and NEFT</li> <li>Cross-checking entries with payments and to ensure accuracy while posting in tally</li> <li>Any other work assign by the Seniors.</li> </ul>	<ul style="list-style-type: none"> <li>Positive Attitude</li> <li>Problem Solving</li> <li>Honesty</li> <li>Hardworking and interest.</li> <li>Ability to manage deadlines.</li> <li>Team-work ability.</li> </ul>

## Shri Saleem Khan

### LDC cum Computer Operator

#### STAGE : I : Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
<b>LDC cum Computer Operator</b>	Attached with Dy. Registrar (AS) & Dy. Registrar (F&A)	<ul style="list-style-type: none"> <li>To assist Dy. Registrar (AS) &amp; Dy. Registrar (F&amp;A)</li> <li>Preparation of Training Budget, Training/ Webinar Work Schedule in consultation with the Programme Coordinators</li> <li>Preparations and collecting the feedback form and tabulate Evaluation Reports after training.</li> <li>Maintaining the Training / Webinar equipments inside the halls.</li> <li>Training Programme Records maintain in consultation with Supdt. (Trg.)</li> <li>Processing cases for honorarium &amp; conveyance to the Guest faulty in the programme.</li> </ul>	<ul style="list-style-type: none"> <li>Typing work</li> <li>One week Computer Course and e-office knowledge</li> </ul>	<ul style="list-style-type: none"> <li>To do the wok within time limit with accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Represantator</li> <li>Promptness</li> <li>Honesty</li> <li>Ethical</li> <li>Communication</li> <li>Team work</li> </ul>

**Shri Vikas**  
**LDC (CUS)**

**Stage I - Actually Doing**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
<b>L.D.C</b> <b>(Centre for Urban Studies)</b> <b>CUS</b>	Training Assistant	<ul style="list-style-type: none"> <li>• Preparation of Course Brochure</li> <li>• Correspondence with Ministry and State Govt. Agencies regarding programme and payments</li> <li>• Preparatory work for training programmes</li> <li>• Preparation of Internal Budget</li> <li>• Preparation of Programme Schedule</li> <li>• Preparation of Exercises, Reading Material, Transparencies and Evaluation Format</li> <li>• Preparation of field visit during the programme</li> <li>• Preparation of Programme fee Invoice and UC</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate from Delhi University</li> <li>• Two years experience of Training Section as Training Assistant</li> <li>• Five years experience of CUS Section as Training Assistant</li> <li>• One week computer course and e-office in IIPA</li> <li>• Intermediate knowledge of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Contacting Participants for Confirmation about Course Dates and Brochure</li> <li>• Administrative approvals regarding programme</li> <li>• Arrangement of brochure, reading material, training kit, books (if required) etc.</li> <li>• Preparation of draft work schedule</li> <li>• Confirmation and follow up with Guest Speaker</li> <li>• Uploading of programme/ course on Moodle platform</li> </ul>	<ul style="list-style-type: none"> <li>• To help our faculties through professional support</li> <li>• To solve the program related problems of the participants during the training program</li> <li>• Formation of WhatsApp Group for participants and sponsoring agencies</li> <li>• Punctuality</li> </ul>



				<ul style="list-style-type: none"> <li>• Arrangement for field visits</li> <li>• Work related to programme/ course fee</li> </ul>	
<b>L.D.C</b>	Secretarial/ Professional Support to	<ul style="list-style-type: none"> <li>• Secretarial Support to Prof. K.K. Pandey and Prof. V.K. Sharma</li> <li>• Answering Calls, Taking Messages and Handling Correspondences</li> <li>• Professional Support in Training and Research Activities</li> <li>• Typing Support</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate from Delhi University</li> <li>• One week computer course and e-office in IIPA</li> <li>• Intermediate knowledge of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial Support to Prof. K.K. Pandey and Prof. V.K. Sharma</li> <li>• Answering Calls, Taking Messages and Handling Correspondences</li> <li>• Professional Support in Training and Research Activities</li> <li>• Typing Support</li> </ul>	<ul style="list-style-type: none"> <li>• To help/guide our senior/junior staff members of IIPA</li> <li>• Punctuality</li> <li>• Time Management</li> <li>• Communication Skills</li> </ul>

## Stage II – Originally envisaged

<b>STAGE : II :</b>	LDC at CUS Section	<ul style="list-style-type: none"> <li>• Maintenance, Indexing &amp; Recording of Files</li> <li>• Professional support to CUS Faculty</li> <li>• Correspondence with Ministry of Housing and Urban Affairs</li> <li>• Records of CUS Budget and Sanction Orders</li> <li>• Preparation of Steering Committee meetings</li> <li>• Prepare CUS Agenda for SC meeting</li> <li>• Arrangements for other CUS meetings</li> <li>• Collection of Information from States assigned to CUS by MoHUA</li> <li>• Arrangement of UC and Expenditure Statements of CUS</li> <li>• Administrative work of CUS</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate from Delhi University</li> <li>• Five years' experience of CUS Section</li> <li>• One week computer course and e-office in IIPA</li> <li>• Intermediate knowledge of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, Indexing &amp; Recording of Files</li> <li>• Professional support to CUS Faculty</li> <li>• Correspondence with Ministry of Housing and Urban Affairs</li> <li>• Records of CUS Budget and Sanction Orders</li> <li>• Preparation of Steering Committee meetings</li> <li>• Prepare CUS Agenda for SC meeting</li> <li>• Arrangements for other CUS meetings</li> <li>• Collection of Information from States assigned to CUS by MoHUA</li> <li>• Arrangement of UC and Expenditure Statements of CUS</li> <li>• Administrative work of CUS</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive support to faculty</li> <li>• Timely response to Ministries' queries/requests</li> <li>• Punctuality</li> </ul>
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<b>L.D.C</b>	Training Assistant	<ul style="list-style-type: none"> <li>• Preparation of Course Brochure</li> <li>• Correspondence with Ministry and State Govt. Agencies regarding programme and payments</li> <li>• Preparatory work for training programmes</li> <li>• Preparation of Internal Budget</li> <li>• Preparation of Programme Schedule</li> <li>• Preparation of Exercises, Reading Material, Transparencies and Evaluation Format</li> <li>• Preparation of field visit during the programme</li> <li>• Preparation of Programme fee Invoice and UC</li> </ul>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Passed</li> <li>• Basic knowledge of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Preparatory work for training programmes</li> <li>• Preparation of Internal Budget</li> <li>• Contacting Participants for Confirmation about Course Dates and Brochure</li> <li>• Administrative approvals regarding programme</li> <li>• Work related to programme/ course fee</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive support to faculty</li> <li>• Punctuality</li> <li>• Time Management</li> </ul>
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**Shri Mathura Dutt**  
(LDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Joined IIPA, as MTS and promoted Lower Division Clerk (LDC)</b>	To Membership Section	<ol style="list-style-type: none"> <li>1. Data entry and maintaining Computer records of Annual &amp; Life Member Addition &amp; deletion of member records Change of address, recording their mobile No. &amp; e-mail. And updating of records.</li> <li>2. Printing of the address labels for dispatch of IIPA &amp; DPA to the members of IIPA.</li> <li>3. Work Pertaining to the meeting Executive Council, A.G.M.&amp; Member's Annual Conference.</li> <li>4. Sale of membership application forms.</li> <li>5. Calculation of Share of Interest and Capital fund / Financial Assistance given to the Branches.</li> <li>6. Issued receipt for Life membership/ Associate /Corporate member.</li> <li>7. Deposit cash to Account Section.</li> </ol>			Respect all participants , senior/ junior staff member of IIPA

## Mrs. Mamta

LDC

### Stage- I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
LDC	Initiation of files, Data entry	<b>Maintenance Civil &amp; Electrical</b> <ul style="list-style-type: none"> <li>• Allocation of complaints received in maintenance section to concerned worker.</li> <li>• Put-up approval for purchase of material for complaints.</li> <li>• Typing of proposals and estimates as per instructions.</li> <li>• Processing of bills payments.</li> <li>• Typing of draft letters as per requirement.</li> <li>• Process for payment water bills.</li> <li>• Arrangement for functions.</li> <li>• Maintenance of file and records pertain of to maintenance section.</li> <li>• Preparation of statement of inventory items.</li> <li>• Preparation of list electrical items.</li> <li>• Making stock registered.</li> <li>• Making assets registered.</li> <li>• Shifting of arrangement.</li> <li>• Preparation of NIQ comparative statement.</li> <li>• Inventory work including (counting sticker) in office and hostel.</li> <li>• Scanning of documents.</li> </ul>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> pass, 5 years experience as MTS and Typing.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in computer, Noting and typing and knowledge of relevant rules and procedures</li> </ul>	

**Shri Harish Chander**  
(LDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Lower Division Clerk (LDC) Com-Computer Operator</b>	Attachment with faculty <ul style="list-style-type: none"> <li>• File maintain</li> <li>• Prepare Power Point</li> <li>• E-mail send and check</li> <li>• Typing latter and send it to dispatch section and all other assigned by my officials / faculty</li> </ul>	<ul style="list-style-type: none"> <li>• File maintain</li> <li>• Prepare power Point Presentation</li> <li>• E-mail send and check</li> <li>• Typing latter and send it to Dispatch section and all other assigned by my officials / faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Knowledge English (MS. Office, Power Point , Data Entry)</li> <li>• Typing</li> <li>• Knowledge of Record Keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Typing</li> <li>• Filing</li> <li>• Coordinate with dispatch section</li> </ul>	<ul style="list-style-type: none"> <li>• To help and respect senior/ Junior Staff member of IIPA.</li> <li>• Immediate disposal of work</li> </ul>

## Shri Shiv Prasad

### LDC

#### Stage-1 Actually Doing

Position	Roles	Activates	Competencies		
			Domain	Functional	Behavioral
<b>LDC cum Computer operator</b>	Hostel	<ul style="list-style-type: none"> <li>• Made C.V bill of hostel</li> <li>• Made bill for debating to concern training porgramme and send to account section</li> <li>• Reimbursement of mess charge and mess bill payment</li> </ul>	<ul style="list-style-type: none"> <li>• Procure of hostel dispensary medicine and bill payment for send account</li> <li>• Payment of Laundry bill</li> <li>• Daily cash deposit</li> <li>• News paper bill sent to accounts Section</li> <li>• Sulabh bill verify and attendance checked</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of hostel LDC work</li> <li>• And management of hostel</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the guest of hostel and training participants for training programme</li> </ul>

**Shri Dayal Singh Patwal**  
(LDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Joined IIPA as MTS Faculty and Promoted Lower Division Clerk (LDC)</b>	To conduct the Training Programmes etc.	<ul style="list-style-type: none"> <li>• Preparation of Training Work Schedule</li> <li>• Preparation of Training Budget In consultation with the Programme Coordinators</li> <li>• Timely submission of bills for payments</li> <li>• Preparations of feedback form and tabulate for Evaluation Reports after training.</li> <li>• Maintaining the records of the training halls the electronic equipments inside the halls.</li> <li>• To trouble shoot all the issues of the training participants related to arrangements, coordination etc.</li> <li>• To records maintain training programmes etc.</li> <li>• Timely payment of honorarium &amp; conveyance to visiting faculty for lecture in the programme.</li> <li>• Field visit with the participants and Faculty.</li> </ul>	12 <sup>th</sup> pass one week Computer Training in IIPA		Respect all participants , senior/ junior staff member of IIPA



**Shri Hari Lal**  
**LDC-Cum-Computer Operator**

**Stage-I: Actually Doing**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>LDC-Cum-Computer Operator</b>	Dispatch Section	<ul style="list-style-type: none"> <li>Dispatch and Receiving Dak letters.</li> <li>Speed Post through B.N.P.L. coD.902-51 Data entry.</li> <li>Registry Ordinary Dak Speed Post Letters.</li> <li>All Dak by Name receiving Registry Courier.</li> <li>Billing of dispatch records through e-office</li> <li>Registered Parasol Dak.</li> <li>Dak Deliver of Post Office in IPHO,n.delhi-110002</li> <li>Field work of by Road, Dak Letters ,Books. Parcel.</li> </ul>	<ul style="list-style-type: none"> <li>Sorting of Dak. Barcode Pasting. Entry of records book.</li> <li>Section wise. Noting.</li> <li>Barcode Pasting. with Luggage</li> <li>by Hand Dak.</li> </ul>	<ul style="list-style-type: none"> <li>Noting of all Section Dak &amp; Numbering. Register records maintain.</li> <li>Distribution. Drafting.</li> <li>Parceling Paper box. Parcel box &amp; Dak.</li> <li>Deliver of DoPT And other Govt Offices.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and Respect all seniors. Perfection and Politeness.</li> <li>Other duties assigned by my seniors from time to time.</li> </ul>

**Shri Shiv Ram Yadav**  
(LDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Joined IIPA, as MTS (Account Section) and promoted Lower Division Clerk (LDC)</b>	<ul style="list-style-type: none"> <li>Assisted Programme Coordinator as training</li> <li>Assistant in training Programme</li> <li>Typing Work &amp; all related training work</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Training Work Schedule</li> <li>Preparation of Training Budget In consultation with the Programme Coordinators</li> <li>Timely submission of bills for payments</li> <li>Preparations of feedback form and tabulate for Evaluation Reports after training.</li> <li>Maintaining the records of the training halls the electronic equipments inside the halls.</li> <li>To trouble shoot all the issues of the training participants related to arrangements, coordination etc.</li> <li>To records maintain training programmes etc.</li> <li>Timely payment of honorarium &amp; conveyance to visiting faculty for lecture in the programme.</li> <li>Submitting &amp; maintaining the file of Annual Essay prize Competition</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduation in Public Administration from (IGNOU)</li> <li>One week Computer training in IIPA</li> <li>Work on e-office file management system\</li> <li>Work on MS office, Internet</li> </ul>		<ul style="list-style-type: none"> <li>Respect all participants &amp; senior/ junior staff member of IIPA</li> </ul>

**Shri Vinod Kumar yadav**  
(LDC)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
(LDC)	<ul style="list-style-type: none"> <li>Attachment with faculty</li> </ul>	<ul style="list-style-type: none"> <li>Answering Calls Taking Messages and handing Correspondences</li> <li>Typing /Documents Scanning Photocopy Support</li> <li>Correspondence with Ministry</li> <li>Receiving of Guest Faculty</li> <li>All other works assigned by my Faculty</li> </ul>	<ul style="list-style-type: none"> <li>12<sup>TH</sup> Passed</li> <li>Basic knowledge of computer</li> <li>One week computer course</li> <li>E-office training</li> </ul>		<ul style="list-style-type: none"> <li>Team work</li> <li>Time management</li> <li>To help our senior /Junior staff member of IIPA</li> <li>Punctual</li> </ul>

## Stage-2: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
(LDC)	Attachment with faculty	<ul style="list-style-type: none"> <li>• Answering Calls Taking Messages and handing Correspondences</li> <li>• Typing /Documents Scanning Photocopy Support</li> <li>• Correspondence with Ministry</li> <li>• Receiving of Guest Faculty</li> <li>• All other works assigned by my Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Passed</li> <li>• Basic knowledge of computer</li> <li>• One week computer course</li> <li>• E-office training</li> </ul>		<ul style="list-style-type: none"> <li>• Team work</li> <li>• Time management</li> <li>• To help our senior /Junior staff member of IIPA</li> <li>• Punctual</li> </ul>

## Shri Shiv Charan (LDC)

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Lower Division Clerk (LDC)</b>	Training Assistant	<ul style="list-style-type: none"> <li>Preparation of Training Budget, Training Work Schedule In consultation with the Programme Coordinators</li> <li>Submission of the training programme bills for payments</li> <li>Preparations and collecting the feedback form and tabulate Evaluation Reports after training.</li> <li>Maintaining the Training equipments inside the halls.</li> <li>Training Programme Records maintain in consultation with Supdt. (Trg.)</li> <li>Payment of honorarium &amp; conveyance to the Guest faculty in the programme.</li> <li>Field visit with the participants as directed by Programme Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>12<sup>th</sup> passed</li> <li>One week Computer course and e-Office</li> <li>Good Knowledge of Still Photography &amp; Videographer</li> </ul>		<ul style="list-style-type: none"> <li>Team work</li> <li>Time Management</li> <li>To help participants , senior/ junior staff member of IIPA</li> </ul>

## Shri Jagdish Kumar

### Staff Car Driver

#### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Staff Car Driver</b>	<ul style="list-style-type: none"> <li>Driving all Faculty and Director General duties.</li> <li>Driving duties of other Senior Officers and staff</li> <li>Maintenance of the staff car.</li> </ul>	<ul style="list-style-type: none"> <li>Driving all Faculty and Director General duties.</li> <li>Driving duties of other Senior Officers and staff</li> <li>Maintenance of the staff car.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Driving</li> <li>Knowledge of Routes</li> <li>Knowledge of car service and repair</li> </ul>	<ul style="list-style-type: none"> <li>Driving all Faculty and Director General duties.</li> <li>Driving duties of other Senior Officers and staff from time to time</li> <li>Maintenance of the staff car.</li> <li>Cleaning the car smoothly</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Completing office duty from time to time.</li> <li>Punctuality and arrive on time go on time.</li> <li>I do all tasks patiently.</li> <li>I try not to be careless in work.</li> </ul>

**Shri Jagdish Chand**  
(Driver)

**Stage-I: Actually Doing**

Actually Doing					
Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Staff Car Driver	Driver	Duty with the Faculty Senior Administrative Staff assigned by AR (Admn.)	10 <sup>th</sup> Passed		<ul style="list-style-type: none"> <li>• Cooperative</li> <li>• Politeness</li> <li>• Perfection</li> <li>• Work with honesty</li> <li>• Time punctuality</li> </ul>

## Shri Tham Bahadur Thapa

Staff Car Driver

### Stage- 1 Actually Doing

Actually Doing					
Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Staff Car Driver	Attached with the Director General Duty	<ul style="list-style-type: none"><li>Duty with the Director General assigned by the PS to Director</li><li>Duty with Registrar office and Administration</li></ul>	Knowledge for driving car	Driving	Good



## Shri Ashok Kumar Ram

### Machine Operator

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Machine Operator</b>	<ul style="list-style-type: none"> <li>Presently posted in Training Section as a Machine Operator</li> </ul>	<ul style="list-style-type: none"> <li>Operates Xerox machine for to Xeroxing.</li> <li>Print and prepare brochure, reading material and other day to day required work related to training &amp; research projects etc.</li> <li>Spiral binding of the reading material, if required.</li> <li>Attends the photocopy requests of users</li> <li>Collated photocopy demand by the office and the users</li> <li>Collection and processing of receipts for the cash received from Vendor</li> <li>Depositing all payments receipts in accounts section through e-office for payment to Vendor.</li> <li>Handling Colour Photocopy machine for colour printing &amp; certificate as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>Higher Secondary</li> <li>Good Knowledge of operating Xerox machine (B/W) &amp; Colour</li> <li>Attended One week Computer Training conducted by IIPA.</li> </ul>		<ul style="list-style-type: none"> <li>Cooperate with the guest, faculty and staff</li> <li>Politeness</li> <li>Cleanliness</li> <li>Promptness</li> </ul>

## Shri Kishan Tanwar

### Machine Operator

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Machine Operator</b>	<ul style="list-style-type: none"> <li>• Presently posted in Library</li> <li>• Operates Xerox machine and attends to the photocopy requests of users and for other work. Large numbers of pages per day are Xeroxed and collated against the demand by the office and users</li> <li>• Collection and processing of receipts for the cash received from users and subsequently depositing in accounts section</li> <li>• Maintaining records of the transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Operates Xerox machine and attends to the photocopy requests of users and for other work. Large numbers of pages per day are Xeroxed and collated against the demand by the office and users</li> <li>• Collection and processing of receipts for the cash received from users and subsequently depositing in accounts section</li> <li>• Maintaining records of the transactions</li> </ul>			<ul style="list-style-type: none"> <li>• Cooperate with the guest, faculty and staff</li> <li>• Politeness</li> <li>• Cleanliness</li> <li>• Promptness</li> </ul>

## Shri Rajender Kumar

### MTS

#### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
MTS	<b><u>R&amp;C UNIT, FACULTY</u></b> <ul style="list-style-type: none"> <li>MTS Duty in R &amp; C unit &amp; Faculty.</li> <li>Dusting &amp; cleaning</li> <li>Take out files and put in cupboards</li> <li>Attend duty of other Section when any MTS are onleave</li> </ul>	<ul style="list-style-type: none"> <li>MTS Duty in R &amp; C unit &amp; Faculty Accessing Files</li> <li>To maintain cleanliness</li> <li>Take out files and put in cupboards</li> <li>Attend duty of other Section when any MTS are onleave</li> <li>To ensure availability of drinking water to R &amp; C Unit &amp; Faculty stacking file in chronological order</li> <li>Movements of files from R &amp; C unite Faculty to concerned section and bringing it back.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of MTS</li> <li>Knowledge of old records.</li> </ul>	<ul style="list-style-type: none"> <li>MTS Duty in R &amp; C unit &amp; Faculty Accessing Files</li> <li>To maintain cleanliness</li> <li>Take out files and put in cupboards</li> <li>Attend duty of other Section when any MTS are onleave</li> <li>To ensure availability of drinking water to R &amp; C Unit &amp; Faculty stacking file in chronological order</li> <li>Movements of files from R &amp; C unite Faculty to concerned section and bringing it back.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Completing office duty from time to time.</li> <li>Punctuality and arrive on time go on time.</li> </ul>

**Shri Raj Pal Singh**  
**Multi-Task Staff (Mts)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Multi-Task Staff</b>	Attached with Faculty	<ul style="list-style-type: none"> <li>• Cleanliness work</li> <li>• Arrangement of drinking water, tea/coffee</li> <li>• Staff/outside concerned agencies officials</li> <li>• Photocopying work</li> <li>• File movement in the office as required.</li> <li>• Delivered letters/documents in the office as well as outside, if required.</li> </ul>			<ul style="list-style-type: none"> <li>• Cleanliness and promptness</li> </ul>

**Shri Sanjay Kumar**  
**MTS**

**Stage-I: Actually Doing**

Position	Role	Activities	competencies		
			Domain	Functional	Behavioral
<b>Multi-Task Staff</b>	Attached with Administration Section	<ul style="list-style-type: none"> <li>• Cleanliness work of the Section</li> <li>• Arrangement of drinking water, tea/coffee</li> <li>• Photocopying work</li> <li>• File arranging in the Section</li> <li>• File movement in the office as required.</li> <li>• Delivered letters/documents in the office as well as outside, if required.</li> <li>• Also working in Store room and issued stationeries to the staff/faculty as required.</li> </ul>		<ul style="list-style-type: none"> <li>• Cleanliness and promptness</li> </ul>	

## Shri Dharamveer

### Multi-Task Staff (Mts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Multi-Task Staff</b>	<ul style="list-style-type: none"> <li>Administration</li> <li>MTS Duty in Administration Accessing Administration Files</li> <li>To clean up</li> <li>Do the duty of Deputy Registrar Finance &amp; Admn. n also</li> <li>Take out files and put in cupboards</li> <li>Attend duty of other Section when any MTS are on-leave</li> </ul>	<ul style="list-style-type: none"> <li>MTS Duty in Administration</li> <li>Accessing Administration Files</li> <li>To maintain cleanliness</li> <li>Do the duty of Deputy Registrar</li> <li>Finance &amp; Administration also</li> <li>Take out files and put in cupboards &amp; Attend duty of other Section when</li> <li>any MTS are on-leave</li> <li>To ensure available of drinking water to all staff in sections</li> <li>&amp; stacking file in chronological order</li> <li>Movements of files from Administration to concerned section and bringing it back.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of 20 years as MTS</li> <li>Knowledge of old records</li> </ul>	<ul style="list-style-type: none"> <li>MTS Duty in Administration Accessing Administration Files</li> <li>&amp; To clean up</li> <li>Do the duty of Deputy Registrar Finance &amp; Admn also</li> <li>Take out files and put in cupboards</li> </ul>	<ul style="list-style-type: none"> <li>Promptness in execution and respect all seniors.</li> <li>Perfection and politeness.</li> <li>Completing office duty from time to time.</li> <li>Punctuality and arrive on time go on time.</li> </ul>

## Shri Mahesh

### MTS

#### Stage-I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioural
MTS	<ul style="list-style-type: none"> <li>Dispatch Section</li> <li>Distributed all daks/letters to various Sections, Director Office, Faculty etc.</li> <li>Go to the post office to send dak.</li> <li>Do cleaning work of Dispatch and other section whenever need.</li> <li>Fill drinking water of Dispatch Section.</li> </ul>	<ul style="list-style-type: none"> <li>Distributing all daks/letters to various Sections, Director Office, Faculty etc.</li> <li>Go to the post office to send dak.</li> <li>Do cleaning work of Dispatch and other section whenever need.</li> <li>Fill drinking water of Dispatch Section.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Multi-tasking works.</li> </ul>	<ul style="list-style-type: none"> <li>Distributing all daks/letters to various Sections, Director Office, Faculty etc.</li> <li>Go to the post office to send dak.</li> <li>Do cleaning work of Dispatch and other section whenever need.</li> <li>Fill drinking water of Dispatch Section.</li> </ul>	<ul style="list-style-type: none"> <li>I am always keep peaceful and respectfully.</li> <li>Respect all my senior.</li> <li>Do all work very peacefully which had given to me.</li> <li>Promptness in execution and respect all seniors.</li> <li>Punctuality and arriving fix time.</li> </ul>

**Shri Omi**  
**MULTI-TASK STAFF (MTS)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Task Staff</b>	Attached with Maintenance Section	<ul style="list-style-type: none"> <li>• Cleanliness work of the Maintenance Section</li> <li>• Arrangement of drinking water, tea/coffee for Maintenance Staff/outside concerned agencies officials</li> <li>• Photocopying work</li> <li>• File movement in the office as required.</li> <li>• Delivered letters/documents in the office as well as outside, if required.</li> </ul>			Cleanliness and promptness



## Shri Balbir

### Multi-Task Staff (Mts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Task Staff</b>	<ul style="list-style-type: none"> <li>• Presently attached to Faculty Duties and Class Rooms.</li> <li>• Cleanliness of the Office and Classroom.</li> <li>• Placed name plates of the participants, guest faculties</li> <li>• File movement in the office as required.</li> <li>• Delivered letters and dissertations to the examiners and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Presently attached to Faculty Duties and Class Rooms.</li> <li>• Cleanliness of the Office and Classroom.</li> <li>• Placed name plates of the participants, guest faculties</li> <li>• File movement in the office as required.</li> <li>• Delivered letters and dissertations to the examiners and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of English</li> </ul>	<ul style="list-style-type: none"> <li>• Dusting</li> <li>• Filling of water jugs</li> <li>• filling of records of photocopy</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate with the guest, faculty and staff</li> <li>• Politeness</li> <li>• Cleanliness</li> <li>• Promptness</li> </ul>

## Shri Rais Ahmed

### MTS

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Tasking Staff (MTS)</b>	<b>Deputed in DG's Office</b> <ul style="list-style-type: none"> <li>• Maintenance of records in DG's Office</li> <li>• Cleanliness &amp; upkeep of the Office.</li> <li>• Carrying of files &amp; other papers within the Institute and outside, if necessary</li> <li>• Photocopying, sending of FAX etc.</li> <li>• Other non-clerical work</li> <li>• Assisting in routine office work</li> <li>• Arrangement of refreshment like tea/coffee as and when required.</li> <li>• Attended phones comes from outside</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of records in DG's Office</li> <li>• Cleanliness &amp; upkeep of the Office.</li> <li>• Carrying of files &amp; other papers within the Institute and outside, if necessary</li> <li>• Photocopying, sending of FAX etc.</li> <li>• Other non-clerical work</li> <li>• Assisting in routine office work</li> <li>• Arrangement of refreshment like tea/coffee as and when required.</li> <li>• Attending phones calls in absence of PS</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• File maintain retrieval of files communication</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate with the guest, faculty and staff</li> <li>• Politeness</li> <li>• Cleanliness</li> <li>• Promptness</li> </ul>

## Shri Kaushal Kumar Singh

### MTS

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Tasking Staff (MTS)</b>	<b>Deputed in Registrar's Office</b> <ul style="list-style-type: none"> <li>Maintenance of records in Registrar's Office</li> <li>Cleanliness &amp; upkeep of the Office.</li> <li>Carrying of files &amp; other papers within the Institute and outside, if necessary</li> <li>Photocopying, sending of FAX etc.</li> <li>Other non-clerical work</li> <li>Assisting in routine office work</li> <li>Arrangement of refreshment like tea/coffee as and when required.</li> <li>Attended phones comes from outside</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of records in Registrar's Office</li> <li>Cleanliness &amp; upkeep of the Office.</li> <li>Carrying of files &amp; other papers within the Institute and outside, if necessary</li> <li>Photocopying, sending of FAX etc.</li> <li>Other non-clerical work</li> <li>Assisting in routine office work</li> <li>Arrangement of refreshment like tea/coffee as and when required.</li> <li>Attending phones calls in absence of PS</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of record keeping</li> </ul>	<ul style="list-style-type: none"> <li>File maintain retrieval of files communication</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with the guest, faculty and staff</li> <li>Politeness</li> <li>Cleanliness</li> <li>Promptness</li> </ul>

## Lachhman

M.T.S.

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>M.T.S.</b>	Duty with 1. Chairman Office 2. Director General Office in absence of Shri Rais Ahmed 3. Prof. V.K. Sharma 4. Prof. K.K. Pandey 5. Prof. Suresh Misra 6. Prof. S.N. Mishra	<ul style="list-style-type: none"> <li>• To deliver the Files / documents</li> <li>• Dusting and Cleaning of the rooms</li> <li>• Prepare and serve Tea, Water etc.</li> <li>• Bank works of DG Office / Faculty Members</li> <li>• Calling Faculty or any employee on order</li> </ul>			<ul style="list-style-type: none"> <li>• Politeness</li> <li>• To speak respectfully with all Officers and employees</li> </ul>

## Shri Mohinder Singh

### Multi-Task Staff (Mts)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Task Staff</b>	<b>Presently attached to Faculty Duties and Class Rooms.</b> <ul style="list-style-type: none"> <li>Cleanliness of the Office and Classroom.</li> <li>Placed name plates of the participants, guest faculties</li> <li>File movement in the office as required.</li> <li>Delivered letters and dissertations to the examiners and others.</li> </ul>	<ul style="list-style-type: none"> <li>Presently attached to Faculty Duties and Class Rooms.</li> <li>Cleanliness of the Office and Classroom.</li> <li>Placed name plates of the participants, guest faculties</li> <li>File movement in the office as required.</li> <li>Delivered letters and dissertations to the examiners and others.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of English</li> </ul>	<ul style="list-style-type: none"> <li>Dusting</li> <li>Filling of water jugs</li> <li>filling of records of photocopy</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with the guest, faculty and staff</li> <li>Politeness</li> <li>Cleanliness</li> <li>Promptness</li> </ul>

## Shri Rajesh Chowdhry

### MTS (Library Department)

#### Stage-1: Actually doing

Posiition	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>MTS LIBRARY</b>	<b>MTS</b>	<ul style="list-style-type: none"> <li>• Cleaning and dusting of tables, reading tables, chairs, periodicals display racks, books racks, equipments etc. in library</li> <li>• Cleaning and dusting of stacks (around 400 stacks) of consumer collection area, and reference collection areas and APPPA reading room/ CUS library/ First floor/ Second floor</li> <li>• Xeroxing duty in case Xerox operator is on leave</li> <li>• Attending to Officers and other Library staff</li> <li>• Cleaning and dusting of tables, reading tables, chairs, periodicals display racks, books racks, equipments etc. in library</li> <li>• Attending to Officers and other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of-</li> <li>• Pasting of book slips and spine labels on books</li> <li>• Shifting of books and journals and news paper</li> <li>• Dairy and dispatch of papers and file movement.</li> <li>• 8<sup>th</sup> pass</li> </ul>	<ul style="list-style-type: none"> <li>• Besides perform duty on 1<sup>st</sup> floor, and 2<sup>nd</sup> floor of Library, I also perform duty on ground floor in the absence of other staff</li> <li>• Xeroxing</li> <li>• Attending to Officers and other staff</li> <li>• Cleaning and Shifting of books and other documents</li> <li>• Attending to officers and other Library staff</li> </ul>	<ul style="list-style-type: none"> <li>• Polite</li> <li>• Soft Spoken</li> <li>• Polite</li> <li>• Soft Spoken</li> </ul>

**Shri Islam Ali**  
**MTS ( LIBRARY DEPARTMENT)**

**Stage-1: Actually doing**

Posiition	Roles	activities	Competences		
			Domain	Functional	Behavioral
<b>MTS LIBRARY</b>	<b>MTS</b>	<ul style="list-style-type: none"> <li>Cleaning and dusting of tables, reading tables, chairs, periodicals display racks, books racks, equipments etc. in library</li> <li>Cleaning and dusting of stacks (around 400 stacks) of consumer collection area, and reference collection areas and APPP reading room/ CUS library/ First floor/ Second floor</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge,</li> <li>Pasting of book slips and spine labels , on books</li> <li>Shifting of books and journals and news paper</li> <li>Dairy and dispatch of papers and file movement.</li> </ul>	<ul style="list-style-type: none"> <li>Besides perform duty on ground floor, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, absence of other staff</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Soft Spoken</li> </ul>

**Stage II - Originally Envisaged**

Posiition	Roles	Activities	Competences		
			Domain	Functional	Behavioral
<b>MTS</b>	<b>MTS</b>	<ul style="list-style-type: none"> <li>Xeroxing duty in case Xerox operator is on leave.</li> <li>Attending holidays/Saturday and evening duties.</li> </ul>	<ul style="list-style-type: none"> <li>Other duties assigned form time to time</li> </ul>	<ul style="list-style-type: none"> <li>Porting books to different floors and shelves.</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Soft Spoken</li> </ul>

## Shri Gurucharan

### Multi-Task Staff (MTS)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Multi-Task Staff</b>	<b>Presently working in APPPA Office</b> <ul style="list-style-type: none"> <li>Cleanliness of the Office, Classroom and APPPA Lounge and Photocopying room</li> <li>Placed name plates of the participants, guest faculties</li> <li>Arrangement of refreshment to the participants</li> <li>Start up computers before the classroom and switched off after the class</li> <li>Photocopying and scanning of the Course Materials</li> <li>File movement in the office as required.</li> <li>Delivered letters and dissertations to the examiners and others.</li> </ul>	<b>Preparation of Classroom</b> <ul style="list-style-type: none"> <li>Cleanliness of the Office, Classroom and APPPA Lounge and Photocopying room</li> <li>Placed name plates of the participants, guest faculties</li> <li>Arrangement of refreshment to the participants</li> <li>Start up computers before the classroom and switched off after the class</li> <li>Photocopying and scanning of the Course Materials</li> <li>File movement in the office as required.</li> <li>Delivered letters and dissertations to the examiners and others.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of English</li> <li>Basic knowledge of operating computer, photocopying</li> </ul>	<ul style="list-style-type: none"> <li>Dusting</li> <li>Filling of water jugs</li> <li>filling of records of photocopy</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with the guest, faculty and staff</li> <li>Politeness</li> <li>Cleanliness</li> <li>Promptness</li> </ul>



## Shri Deepak MTS

### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
MTS	Attached With Faculties.	<ul style="list-style-type: none"> <li>• Preparation of Classroom</li> <li>• Cleaning of Faculty rooms</li> <li>• Arrangement of drinking water tea/coffee</li> <li>• Photocopy work</li> <li>• File movement in the office as required.</li> <li>• Delivered letters and dissertations to the examines and others</li> </ul>	<ul style="list-style-type: none"> <li>• E-office Knowledge</li> </ul>		<ul style="list-style-type: none"> <li>• Teams Work</li> <li>• Time Management</li> <li>• To help Senior staff members of IIPA</li> </ul>

**Shri Imam Ali**  
(MTS)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
MTS	Duties of Deputy Registrar (AS) and Supdt. Member ship Section	<ul style="list-style-type: none"> <li>Deputy Registrar (AS) Room Cleaning</li> <li>Dusting &amp; Filing work of Member ship Section &amp; Computer Section</li> <li>Dispatched Member Ship letter</li> <li>In the absence of Training Section MTS to help them</li> </ul>			<ul style="list-style-type: none"> <li>Hard work</li> <li>Soft spoken</li> </ul>

**Shri Kashmira**  
**MTS, Publication Section**

**Stage-I: Actually Doing**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Multi-Tasking Staff</b>	<b>MTS</b>	<ul style="list-style-type: none"> <li>• Cleaning of Tables, Chairs, Computers</li> <li>• Washing of glass &amp; jug</li> <li>• Facilitating physical movement of files from one section to another</li> <li>• Cleaning of racks, books, journals.</li> <li>• Maintenance of almirahas and store room meant for storage of journals and other published books</li> <li>• Labelling of envelopes containing journals meant to be given to Dispatch Section for delivery.</li> <li>• Handing out the official letters to dispatch section.</li> <li>• Attend the readers’/ buyers’ queries.</li> <li>• Attend Section Head queries</li> <li>• Any other work assigned by the Senior/Section Head.</li> </ul>			<ul style="list-style-type: none"> <li>• Promptness in execution of all the jobs handed over/instructed by the seniors with utmost respect, politeness and due humility.</li> <li>• Resourcesful and active</li> <li>• Can very well handle other duties assigned by my seniors from time to time.</li> </ul>

## Shri Bhushan Lal

### MTS

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>MTS</b>	Duties of Deputy Registrar (AS) and Supdt. (Trg.)	<ul style="list-style-type: none"> <li>Deputy Registrar (AS) Room Cleaning</li> <li>Dusting &amp; Filing work of Training Section</li> <li>Lecture hall dusting &amp; cleaning</li> <li>Guest Faculty arrangement water and tea</li> <li>Staple Brochure and reading materials</li> <li>Dispatched training programmes letters</li> <li>Participants all technical help in the Computer Lab</li> </ul>			
	Any Other	<ul style="list-style-type: none"> <li>In the absence of membership MTS to help them</li> </ul>			

## Shri Hari Om Goel

### Executive Engineer

#### Stage- I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Executive Engineer</b>	Executive & Administrator and Estate Manager	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>Day to day Minor/Major complaints Regarding Civil, Sanitary, plumbing, furniture, Horticulture, Electrical.</li> <li>Approval for compliance of major complaints.</li> <li>Purchase of material required for the compliance of jobs.</li> <li>Compliance of complaints.</li> </ul> <p><b>Renovations and construction up-to 30 lakhs as per GFR for civil /Sanitary. Plumbing. Furniture.</b></p> <ul style="list-style-type: none"> <li>Preparation of proposals / Estimates and approval from competent authority.</li> <li>Inviting Tenders as per procedure.</li> <li>Opening of tenders by committee constituted by competent authority and Award of work as per Recommendation of committee and approval of competent authority.</li> </ul>	<p><b>B-tech Civil Engg.</b></p> <ul style="list-style-type: none"> <li>Knowledge of civil engineering specification/ CPWD manuals and labour laws pertains to construction labour.</li> <li>PWD accounts and budgeting</li> <li>GFR rules pertain to construction and estate management.</li> <li>E-office</li> </ul>	<p><b>Civil</b></p> <ul style="list-style-type: none"> <li>Maintenance renovation, construction, estate management etc.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Execution of work as per specifications</li> <li>• Processing of payment for the works as per actual measurements and as per terms of award.</li> <li>• Audit of the work documents and compliance of audit observations.</li> </ul> <p><b>Renovations /construction above 30 Lakhs as deposit work from Govt. Organisations Agencies.</b></p> <ul style="list-style-type: none"> <li>• Award of Renovation / Construction work above 30 Lakhs to Govt. agencies as per approval.</li> <li>• Monitoring of works as per agreement.</li> <li>• Processing of payments as per agreement.</li> <li>• Legal matter if any pertains to the works.</li> </ul> <p><b>Housekeeping &amp; Sanitary Services:-</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Award of housekeeping and sanitary services of the campus including hostel.</li> <li>• Execution of services in the campus daily as well as periodically as per requirement.</li> <li>• Process of payments as per rule and agreement.</li> </ul>			
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		<p><b>Estate Management including Horticulture:-</b></p> <ul style="list-style-type: none"> <li>• Allotment of Rooms in office Building.</li> <li>• Allotment of Houses in the campus.</li> <li>• Inventory of movable assestts in the campus.</li> <li>• Auction of unserviceable items and write off the same.</li> <li>• Payment of water, electricity, IGL bills for the whole campus.</li> <li>• Payment of Taxes to local bodies as per rules.</li> <li>• Correspondence with local bodies.</li> <li>• Rent recoveries from other organisation in the campus as per lease agreement.</li> <li>• Matter pertaining to the lease of land by L. &amp; D.O. and Ground rent etc.</li> <li>• Arrangement for AGM, EC meeting and other functions and programms in the office and campus.</li> <li>• Maintenance of horticulture waste &amp; solid waste</li> <li>• Cleaning of U.G. and O.H. tanks</li> <li>• Pest and Mosquito control in the campus &amp; Library.</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Service matters related to staff attached to me like leave ACR's Legal matters, actions etc.</li> <li>• Compliance of Audit observation.</li> </ul>			
		<b>Electrical works</b>			
		<ul style="list-style-type: none"> <li>• To supervise and monitor electrical works, internal telephones, lifts, D G set, fire fighting equipments etc.</li> </ul>			

#### Stage- II: As Originally Envisaged

Position	Roles	Activities	Domain	Competencies	Behavioural
				Functional (Implicit)	
<b>Building supervisor.</b>	Supervisor for Civil maintenance	Same	<ul style="list-style-type: none"> <li>• Diploma in Civil Engg. With 2 years experience.</li> <li>• Civil engineering specifications.</li> </ul>	Civil maintenance and renovation.	



## Shri Ashok Sharma

### Electrical Supervisor

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Electrical Supervisor</b>	Executive & Supervisor	<ul style="list-style-type: none"> <li>To look after AMC of DG Set, P.A./Conference Systems, Lifts, EPABX, ACs and Water coolers</li> </ul>	<ul style="list-style-type: none"> <li>Framing of terms &amp; conditions of the contract</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the work is done as per terms and conditions of the contract &amp; getting the complaints checked/ attended initially by in house staff.</li> </ul>	<ul style="list-style-type: none"> <li>Promptness</li> <li>Quality Assurance</li> <li>Honest</li> <li>Good communication skill</li> </ul>
	Engineer & Supervisor	<ul style="list-style-type: none"> <li>Construction/Renovation of Lecture Halls etc.</li> </ul>	<ul style="list-style-type: none"> <li>To plan, prepare estimates and execute electrical maintenance works.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the work is executed as terms and conditions of the contract</li> </ul>	<ul style="list-style-type: none"> <li>Quality Assurance</li> <li>Honest</li> <li>Good communication skill</li> </ul>
	Engineer & Supervisor	<ul style="list-style-type: none"> <li>Maintenance and Operation of Transformer, Electrical panels, Water Pumps and Drain pumps</li> </ul>	<ul style="list-style-type: none"> <li>To get the required work done in house and if the same is not possible getting the outer agency engaged for the same.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the work is done as per manual of the Switchgears &amp; Equipments and to ensure safety of Man &amp; Material.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Switchgears &amp; Equipment</li> <li>Promptness</li> <li>Quality Assurance</li> <li>Empathy</li> </ul>

					<ul style="list-style-type: none"> <li>• Politeness</li> </ul>
	Executive	<ul style="list-style-type: none"> <li>• To look after fire fighting system</li> </ul>	<ul style="list-style-type: none"> <li>• Re-filling of Fire Extinguishers</li> </ul>	<ul style="list-style-type: none"> <li>• To engage and outer agency for refilling of Fire Extinguishers and operation of fire Extinguishers in case of any emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Promptness</li> </ul>
	Supervisor & Executive	<ul style="list-style-type: none"> <li>• To get the complaints attended (related to electricity) and to purchase electrical items if the old ones are faulty or not serviceable</li> </ul>	<ul style="list-style-type: none"> <li>• Getting the complaint attended and instructing the lower staff/technicians in case they feel any difficulty.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that the old items are repaired or new one are purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skill</li> <li>• Empathy</li> <li>• Politeness</li> </ul>
	Estate Officer	<ul style="list-style-type: none"> <li>• To look after Allotment related matters of official accommodation.</li> <li>• To look after lease deed of tenants.</li> <li>• To look after booking of lawn etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiating of files for approval against requests received for allotment. Issuing of Circulars/office orders</li> <li>• Issuing of notices for vacation /cancellation of accommodations</li> <li>• To liaison with tenants for revision of Lease</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that the work is done as per allotment rules.</li> <li>• To ensure that rent is revised as per Lease deed terms &amp; conditions/ As prescribed by the directorate of Estates.</li> <li>• To ensure that booking is done and rent charged is as per terms &amp; conditions mentioned in the Notification (rates for infrastructure).</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Politeness</li> <li>• Transparency</li> <li>• Good communication skill</li> <li>• Good communication skill</li> </ul>

			<p>Deed and Lease Rent</p> <ul style="list-style-type: none"> <li>Initiating of files for approval against requests received for booking. Issuing of office orders</li> </ul>		
	Assistant (Account)	To generate bill for Rent, Water, Electricity, DG operation Charges for Official Accommodation and tenants.	<ul style="list-style-type: none"> <li>Preparation &amp; serving of bills.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the bills are generated as per office orders issued from time to time/As per Lease Deed.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of latest tariff.</li> </ul>
	Executive	Liaisoning with BSES, MTNL, Lift Inspector etc.	<ul style="list-style-type: none"> <li>To do correspondence with BSES, MTNL and Lift inspector etc.</li> </ul>	<ul style="list-style-type: none"> <li>To liaison with BSES, MTNL and Lift inspector in case of any complaint from time to time/ issuance of lift licence.</li> </ul>	<ul style="list-style-type: none"> <li>Good communication skill</li> </ul>
	Executive/Assistant	Verification of Assets and Maintenance of Asset Register.	<ul style="list-style-type: none"> <li>To assist the committee for verification of Assets and Maintenance of Asset Register</li> </ul>	<ul style="list-style-type: none"> <li>To instruct/supervise lower staff for verification of Assets and Maintenance of Asset Register</li> </ul>	<ul style="list-style-type: none"> <li>Dedication</li> </ul>

## Stage-II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Electrical Supervisor</b>	Electrical Supervisor	<ul style="list-style-type: none"> <li>Sr. Sec. Examination passed with Diploma in Electrical Engineering with at least five years of experience in handling and supervising electrical works.</li> </ul>	<ul style="list-style-type: none"> <li>To plan, prepare estimates and execute electrical maintenance works.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of maintenance transformer having electrical distribution system.</li> </ul>	<ul style="list-style-type: none"> <li>Confidence</li> <li>Dedication</li> </ul>

## Shri Rakesh Kumar

### Electrician cum Plumber (SR Grade)

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Electrician cum Plumber (SR Grade)</b>	Maintenance (Electrical)	Electrical Maintenance in the office, Hostel, Staff Quarter and campus	<ul style="list-style-type: none"> <li>Completing all works on time to me by my concerns offices or directly by other staff</li> <li>The work of repairing and all electrical item</li> </ul>	<ul style="list-style-type: none"> <li>Technical knowledge of my work</li> <li>Check all electrical work which is done by me and ensure that the work done properly and report to in-charge</li> <li>Preparing list of electrical items which required by us for complain job or new work</li> <li>To check DG Set. P.A system, telephone, AC motor, Hostel Lift, Office Lift hand pumps primary basis</li> <li>Panel MCCB, Heat convector, Geezer and short circuit tracing etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cooperative</li> <li>Politeness</li> <li>Perfection</li> <li>Work with honesty</li> </ul>
	<b>Any Other</b> After duty hours and holidays to attend emergency complaint, electrical and plumbing in hostel, office and whole campus				

**Shri Ram Bhadur**  
**Junior Electrician (SR Grade)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Junior Electrician (Sr. Grade)</b>	Maintenance (Electrical)	Electrical Maintenance in the office, Hostel, Staff Quarter and campus	<ul style="list-style-type: none"> <li>Completing all works on time to me by my concerns offices or directly by other staff</li> <li>The work of repairing and all electrical item</li> </ul>	<ul style="list-style-type: none"> <li>Technical knowledge of my work</li> <li>Check all electrical work which is done by me and ensure that the work done properly and report to in-charge</li> <li>Preparing list of electrical items which required by us for complain job or new work</li> <li>To check DG Set. P.A system, telephone, AC motor, Hostel Lift, Office Lift hand pumps primary basis</li> <li>Panel MCCB, Heat convector, Geezer and short circuit tracing etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cooperative</li> <li>Politeness</li> <li>Perfection</li> <li>Work with honesty</li> </ul>

**Shri Chander Shekhar**  
(Junior Electrician (SR Grade))

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Junior Electrician (SR. Grade)</b>	Maintenance (Electrical)	Electrical Maintenance in the office, Hostel, Staff Quarter and campus	<ul style="list-style-type: none"> <li>Completing all works on time to me by my concerns offices or directly by other staff</li> <li>The work of repairing and all electrical item</li> </ul>	<ul style="list-style-type: none"> <li>Technical knowledge of my work</li> <li>Check all electrical work which is done by me and ensure that the work done properly and report to incharge</li> <li>Preparing list of electrical items which required by us for complain job or new work</li> <li>To check DG Set. P.A system, telephone, AC motor, Hostel Lift, Office Lift hand pumps primary basis</li> <li>Panel MCCB, Heat convector, Geezer and short circuit tracing etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cooperative</li> <li>Politeness</li> <li>Perfection</li> <li>Work with honesty</li> </ul>

**Mohd. Saleem Saifi**  
**Junior Carpenter, Maintenance Section**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
Junior Carpenter	Maintenance Department	<ul style="list-style-type: none"> <li>• Carpentry Maintenance in the Office Building, Hostel, H-II (Staff Quarters), D-II, C-II &amp; Director General Residence (included all Campus Work).</li> <li>○ Repairing work</li> <li>○ Construction of wooden</li> <li>○ Changing Glass of the windows and Door repairing</li> <li>○ Repair of door Closer and stopper etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Completing all work on time assigned to me by my in charge.</li> <li>• The Work of repairing of wooden items and Windows</li> <li>• of Glasses and repairing of</li> <li>• Door Closer and Stopper etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Knowledge of My Work.</li> <li>• Preparing the list of items of Door Closer, Stopper, Glass and other item use of Carpentry work.</li> <li>• Check all doors and window and ensure that they work properly and report to my Maintenance In charge.</li> <li>• Maintaining Diary of Carpenter and mention all work done and Submit to Maintenance In-Charge after Completing the assigned work.</li> </ul>	<ul style="list-style-type: none"> <li>• Promptness in execution</li> <li>• Perfection and</li> <li>• Politeness</li> </ul>



## Shri Bhudev Singh

### Gardener

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Gardener</b>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Trimming green spaces time to time</li> <li>• Performs miscellaneous job-related duties as assigned.</li> <li>• Prune and trim trees and bushes</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>			Nature Lover

## Shri Prem Shankar

### Gardener

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Gardener</b>	<ul style="list-style-type: none"> <li>• Deputed at DG resident</li> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference and VVIP's visits</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	Knowledge of Gardening		<ul style="list-style-type: none"> <li>• Cooperate with the guest, faculty and staff</li> <li>• Politeness</li> <li>• Cleanliness</li> <li>• Promptness</li> </ul>

## Ram Jagat

### Gardener

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Gardener</b>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference and VVIP's visits</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	Knowledge of Gardening		<ul style="list-style-type: none"> <li>• Cooperate with the guest, faculty and staff</li> <li>• Politeness</li> <li>• Cleanliness</li> <li>• Promptness</li> </ul>

## Shri Parshu Ram

### Gardener

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Gardener</b>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Trimming green spaces time to time</li> <li>• Performs miscellaneous job-related duties as assigned.</li> <li>• Prune and trim trees and bushes</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Cleanliness and maintaining lawns and other green spaces</li> <li>• Install and maintain seasonal plants</li> <li>• Trimming green spaces time to time</li> <li>• Prune and trim trees and bushes</li> <li>• Maintaining gardening tools and machinery, like mowers, trimmers and leaf blowers</li> <li>• Monitoring, ensuring and maintaining the health of plants</li> <li>• Knowledge of regional plant life, local pests and how to eliminate them</li> <li>• The ability to lift heavy objects</li> <li>• Arrangements plants/flowers during the office meetings, Seminars, Workshops like EC, AGM, Members' Conference</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>			Nature Lover

## Shri H.C. Yadav

### Acting Librarian

#### Stage- I: Actually Doing

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Acting Librarian</b>	Administrator: Organization and management of Library, its resources and services.	<ul style="list-style-type: none"> <li>• Organization and management of Library, its activities and collection and services.</li> <li>• Supervision of work of library staff.</li> <li>• Modernisation of Library and its services including application of new technology for improvement of library services and functions.</li> <li>• Collection development.</li> <li>• Library budget preparation and utilization.</li> <li>• Proper maintenance of Library records files etc.</li> <li>• Library policy planning and implementation</li> <li>• Offering orientation session to participants of various training programs including APPPA.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Library and Information Science,</li> <li>• Master's Degree in Economics</li> <li>• 30 years of experience</li> <li>• Expertise in application of ICT to library activities</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Library personnel, collection and its activities.</li> <li>• Organisation of Library collection.</li> <li>• Providing library services to users.</li> <li>• Maintenance of Library and its collections</li> <li>• Application of new technology.</li> <li>• Library policy planning and implementation.</li> <li>• Supervise the work of Library staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Cordial relations with higher authorities, Faculty, colleagues, staff and users.</li> <li>• Soft spoken.</li> <li>• Follow Library appropriate behavior.</li> <li>• user friendly.</li> <li>• Users first attitude.</li> </ul>

		<ul style="list-style-type: none"> <li>• Providing remote library services to users.</li> <li>• Provide state of the art library facilities to members, Faculty, staff and training participants.</li> <li>• Physical verification of Library collection.</li> <li>• Compliance of Audit observations.</li> <li>• Providing information related to library activities for Annual Report</li> <li>• Renovation of Library</li> <li>• Reorganization of Library collection for better retrieval of documents</li> <li>• Ensuring regular dusting and cleaning of documents and racks etc.</li> <li>• Digitization of rare books.</li> <li>• Creation of special T.N Chaturvedi collection in the Library.</li> </ul>		<ul style="list-style-type: none"> <li>• Provide state of the art library facilities to members, Faculty, staff and training participants.</li> </ul>	
	Joint Editor: Documentation in Public Administration (DPA):	<ul style="list-style-type: none"> <li>• Timely publication of DPA</li> <li>• Editing of text as well as keywords assigned to each article for retrieval.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Library of Congress Subject Heading List used for</li> </ul>	<ul style="list-style-type: none"> <li>• Editing of DPA manuscript</li> <li>• Checking of keywords and subject headings used in DPA</li> </ul>	<ul style="list-style-type: none"> <li>• Smooth coordination with Publication section for publication of DPA. Motivate staff to carry out huge typing work.</li> </ul>

	a Quarterly indexing and abstracting journal.	<ul style="list-style-type: none"> <li>• Editing of book notes and book review included in DPA</li> <li>• Creation, maintenance and up gradation of article database</li> <li>• Supply of soft copy of DPA to Life members.</li> <li>• Getting 11 Sage journal costing around Rs. 15 lakhs per year free of cost for including their contents in DPA.</li> </ul>	<p>assigning International standard key words to each article for searching</p> <ul style="list-style-type: none"> <li>• Knowledge of UNESCO thesaurus for assigning subject headings</li> </ul>	<ul style="list-style-type: none"> <li>• Regular publication of DPA</li> <li>• Supervision of entire work related to DPA.</li> </ul>	
	Knowledge Manager: Creation and management of Institutional Repository and other digital and physical knowledge sources	<ul style="list-style-type: none"> <li>• Creation, maintenance and up gradation of searchable Institutional Knowledge repository of IIPA publications, lectures, research reports, thematic papers, APPPA thesis etc.) .</li> <li>• Supervision of uploading of materials on repository.</li> <li>• Digitization: Around 1.5 TB of data (scanned)</li> <li>• Acquisition of Digital database (JSTOR. ABI Inform Complete, EPW Full Text)</li> <li>• Creation of in house data base of books (136090) and</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Dspace software for creating Institutional Repository.</li> <li>• Knowledge of acquisition and maintenance and up gradation of digital resourced.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation, maintenance and up gradation of Institutional repository.</li> <li>• Acquisition of digital resources.</li> <li>• Operation of KOHA: Library Management software for creating in house database of books and articles.</li> <li>• Application of new technology in Library</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiating skills for acquiring digital resources at the lowest prices.</li> </ul>

		<p>articles(122360)</p> <ul style="list-style-type: none"> <li>• Web OPAC</li> <li>• Provide remote access to IIPA digital resources anywhere, any time around the globe.</li> <li>• Acquisition of URKUND (Anti plagiarism software) and checking of Faculty papers, IIPA, Nagarlok articles, Essays and APPPA thesis for plagiarism.</li> </ul>			
	IT Manager: Modernization, digitization and up gradation of IT infrastructure of Library	<ul style="list-style-type: none"> <li>• Acquisition of IT equipments required for computerization of the Library services and functions.</li> <li>• Proper maintenance of IT equipments installed in the Library.</li> <li>• Continuous up gradation of IT equipment in the Library.</li> <li>• Application of new technology in providing library services such as remote access facility etc</li> <li>• Web OPAC,</li> <li>• Updating Library Web page</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in ICT application in Library activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Up gradation of IT infrastructure of the Library.</li> <li>• Acquisition of state of the art equipment for the Library.</li> <li>• Acquisition and maintenance of latest software required for moving from physical to digital resources and services</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiating skills for acquiring state of the art equipment at the lowest possible prices.</li> </ul>



		<ul style="list-style-type: none"> <li>• Using social media for dissemination of information to users</li> <li>• Installation and maintenance of Web OPAC terminals in the Library</li> </ul>			
	Information Officer	<ul style="list-style-type: none"> <li>• Discovery of resources from physical and digital resources for users.</li> <li>• Facilitating personalized information services for resources discovery and domain specific research resources on demand. <ul style="list-style-type: none"> <li>○ Value Added Alerting services</li> <li>○ News Alert (Weekly)</li> <li>○ Book Alert (Weekly)</li> <li>○ Current Contents (Weekly)</li> <li>○ Article Alert (Monthly)</li> </ul> </li> <li>• Providing hands on training to training participants including APPPA participants in discovery of resources from online sources subscribed by the Library as well as open source resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of digital and physical resources.</li> <li>• Expertise in discovery of resources.</li> <li>• Networking of Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing reference service to users.</li> <li>• Training participants to access available online resources.</li> <li>• Proactive dissemination of information in the form of alerting services.</li> <li>• Using social media for dissemination of information.</li> <li>• Inter Library cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• User friendly</li> <li>• Patient listener</li> <li>• Soft spoken</li> <li>• Helpful</li> <li>• Save time of the users</li> </ul>

		<ul style="list-style-type: none"> <li>• Active member of DELNET, a network of around 7000 libraries for sharing resources.</li> <li>• Compilation of subject bibliographies on demand for users.</li> <li>• Compilation of bibliography for IJPA</li> <li>• Compilation of Faculty publications</li> <li>• Compilation of annotated research reports completed by the Institute.</li> <li>• Compilation of IIPA landmarks.</li> </ul>			
	Any other	<ul style="list-style-type: none"> <li>• Convener, Physical verification Committee</li> <li>• Member of various committees constituted by the Institute from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Financial and service rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation of meeting and drafting minutes of the meetings of the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination and cooperation with other committee members</li> </ul>

## Stage- II: As Originally Envisaged

Position	Role	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioral (Implicit)
<b>Acting Librarian)</b>	Organization and management of Library, its resources and services.	<ul style="list-style-type: none"> <li>• Overall supervision of various sections of the Library.</li> <li>• Providing Library services to users.</li> <li>• Supervision and management of staff working in the Library.</li> <li>• Proper maintenance of the Library and documents available in the Library.</li> <li>• Collection development.</li> <li>• Dissemination for information.</li> <li>• Application of IT in Library services and functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Library Science/Information Science/Documentation along with a degree in social science</li> <li>• Specialization in an area of IT/Library computerisation.</li> <li>• Seven years experience</li> <li>• Evidence of innovating library services and organization of published work</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of Library staff and their work.</li> <li>• Organisation of published works</li> <li>• Provide Library services to users.</li> <li>• Collection development</li> <li>• ICT application in Library activities and services</li> <li>• Maintenance of Library and Library resources.</li> </ul>	<ul style="list-style-type: none"> <li>• user friendly.</li> <li>• Soft spoken</li> <li>• patient listener</li> <li>• Helpful attitude</li> </ul>

### Stage- III: Competencies Gap

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Acting Librarian</b>	Organization and management of Library and its resources and services.				

## Meena Mishra

### Professional Assistant Senior Scale

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioral
Professional Assistant	Library Professional-Periodical Section	<ul style="list-style-type: none"> <li>Subscription of Journal</li> <li>Processing of journals bills</li> <li>Generation of reminders for non-receipt of journals</li> <li>Updation of list of subscribed journals</li> <li>Generating labels for bound volumes and binding of complete sets of journals</li> <li>Entry into the Kardex, as well as in the database</li> <li>Subscription of online data bases</li> <li>Bringing out weekly current contents</li> <li>Acquisition and processing of bills</li> </ul>	<ul style="list-style-type: none"> <li>Master degree in Political Science</li> <li>Master degree in Library Science</li> <li>Knowledge of software:</li> <li>KOHA</li> <li>LIBSYS</li> <li>URKUND</li> <li>CDS-ISIS</li> <li>23 years of Experience</li> </ul>	Library Periodical section- work done by me	<ul style="list-style-type: none"> <li>Helpful to others</li> <li>Patient listener</li> </ul>
	Reference and Circulation Section	<ul style="list-style-type: none"> <li>Provide Reference Services to users including Data Base searches</li> <li>Preparation of Subject Author and Title Bibliography for members, faculty, APPA and staff.</li> </ul>	<ul style="list-style-type: none"> <li>Discover resources Physical as well as Digital</li> </ul>	<ul style="list-style-type: none"> <li>Provide reference service to user online as well as offline</li> </ul>	

		<ul style="list-style-type: none"> <li>• Compilation of Bibliography for Indian Journal of Public Administration</li> <li>• Compilation of bibliography for Lok-Prasashan</li> <li>• Perform routine duty on Reference and Circulation sections</li> </ul>		<ul style="list-style-type: none"> <li>• Compilation of bibliographies</li> </ul>	
	Administration	<ul style="list-style-type: none"> <li>• Allocation of duties of staff during holidays and Saturdays or evening shifts</li> <li>• Collection of data for Annual Report</li> <li>• Maintain and Supervision of up-keeping of Library</li> <li>• Physical verification of books</li> <li>• Disposal of Newspapers raddi</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of E-office</li> <li>• URKUND Software</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out to day to day work of library administration</li> </ul>	
	Library Technical Section	<ul style="list-style-type: none"> <li>• Processing of books of T.N.Chaturvedi collection:</li> <li>• Data entry books in KOHA</li> <li>• Classification of books</li> <li>• Assigning Subject Headings</li> <li>• Printing of Spine Labels, etc</li> </ul>			
	Plagiarism	<ul style="list-style-type: none"> <li>• Purchase and Maintainance of URKUND software</li> <li>• Checking Plagiarism APPPA Thesis, Faculty publications,etc</li> <li>• Submitting the URKUND report to concerned users</li> </ul>			

## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioral (Implicit)
<b>Professional Assistant (senior scale)</b>	Library Professional (periodical section)	<ul style="list-style-type: none"> <li>• Subscription of Journal</li> <li>• Processing of journals bills</li> <li>• Generation of reminders for non-receipt of journals</li> <li>• Updation of list of subscribed journals</li> <li>• Generating labels for bound volumes and binding of complete sets of journals</li> <li>• Entry into the Kardex, as well as in the database</li> <li>• Subscription of online data bases</li> <li>• Bringing out weekly current contents</li> <li>• Acquisition and processing of bills</li> </ul>	<ul style="list-style-type: none"> <li>• M.A.(Soc.Sc.)</li> <li>• M.Lib.</li> <li>• Proficiency in computer application in library functioning</li> <li>• Minimum 2 year experience in Library operation</li> </ul>	<ul style="list-style-type: none"> <li>• Library Periodical section</li> <li>• Reference and circulation section</li> </ul>	<ul style="list-style-type: none"> <li>• Helpful to others</li> <li>• Patient listener</li> </ul>

## Hemant Khare

### Professional Assistant

#### Stage- I: Actually doing

Position	Roles	Activities	Competencies		
			Domain Knowledge	Functional Skills	Behavioral Attributes
<b>Professional Assistant: Sr. Scale (Library)</b>	Assistant Editor, DPA (IIPA Quarterly Journal)	<ul style="list-style-type: none"> <li>Entry of the articles in KOHA Software for the publication of DPA and Article Alert/ Indexing and Abstracting /preparation of book-notes, index to book reviews of those journals and books which are received in the library/Selected articles are provided abstract with key words which help in generating a detail subject term index and in turn it helps in speedy information retrieval system.</li> <li>Supervise the activities of section.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Library &amp; Information Science, Indexing and Abstracting Techniques.</li> <li>Working knowledge of Library KOHA Software.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Library Softwares, different Library tools and techniques.</li> <li>The service requires expertise, regular interaction and supervision.</li> <li>Ability to work independently and in a team environment.</li> <li>Basic analytical experience and Multitasking.</li> <li>Accuracy and consistency.</li> <li>Service requires Experience:</li> <li>I have many years of experience in Library &amp; Information Centres. Like IIPA</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Integrity</li> <li>Lifelong learner</li> </ul>



				Library, National Institute of Science Communication and Information Resources (NISCAIR), Defence Scientific Information and Documentation Centre (DESIDOC). I have also worked in NIDM (Min. of Home Affaires) as Librarian and setup a New Library.	
	Library Professional: Reference & Circulation	<ul style="list-style-type: none"> <li>• Library Reference Service</li> <li>• Circulation Service</li> <li>• Literature searching</li> <li>• Internet Searching</li> <li>• Preparation and compilation of Bibliographies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Information Sources and Services,</li> <li>• Knowledge of Library Softwares.</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of Library Softwares like Libsys, CDS/ISIS, KOHA etc.</li> <li>• The ability to deal with the back-end of the OPAC (Online Public Access Catalog)</li> <li>• Try to observe user needs and try to provide their desired information on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Strongly believe that every library user has the right to read, the right to privacy, and the right to access information</li> </ul>
	Library Professional: Maint. of IT equipments	<ul style="list-style-type: none"> <li>• #Maintenance of IT related equipments in Library.</li> <li>• #Attend correspondence relating to the section.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of IT equipments of Library.</li> </ul>	<ul style="list-style-type: none"> <li>• Functional knowledge of IT equipments of Library.</li> <li>• Supervision of Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving attitude</li> </ul>

	Library Professional: Technical	Processing and exposing the documents with the help of standard library tools for assigning the book no., class no., subject headings, keywords etc. I am also performing brain storming activities like preparing of catalogue entries in various forms for quick retrieval of documents in the computer.	<ul style="list-style-type: none"> <li>• Knowledge of different Library tools and techniques.</li> <li>• Knowledge of different Library Softwares</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills and the ability to adapt to new technology.</li> <li>• Good knowledge of cataloging &amp; Classification tools like</li> <li>• A library Classification for Public Administration Materials: American Library Association</li> <li>• Anglo-American Cataloging Rules, 2nd edition (AACR2)</li> <li>• Dewey Decimal Classification (DDC)</li> <li>• Library of Congress Subject Headings (LCSH)</li> <li>• Flexible to adopt new Technologies: Working in new KOHA Software which is more economic then the previously used Libsys</li> </ul>	<ul style="list-style-type: none"> <li>• Hard working</li> </ul>
	Any Other	<ul style="list-style-type: none"> <li>• Library orientation to APPPA Participants and other Library Users</li> <li>• Also actively associated in the stock verification programme of the library which helped me</li> </ul>			

		<p>to gain the experience of strength and weakness of the library holdings.</p> <p>#Any other job related task as determined by the Higher Authority like AGM duty, Holiday duties, involvement in Institute's committees etc.</p>		
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## Stage- II: Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioral (Implicit)
<b>Professional Assistant</b>	Library Professional: Circulation & Reference	Responsible for Library Reference & Circulation Service.	<ul style="list-style-type: none"> <li>Master's Degree in Library Science</li> <li>M.L.I.Sc. Master's degree in any other subject M.A. (Maths) and with working experience of Computer Application to Library work.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of computers, the internet, and library softwares (CDS/ISIS and Libsys)</li> <li>Pursuing Ph. D. in Library Science.</li> </ul>	<ul style="list-style-type: none"> <li>Polite, Soft spoken and ready to help to Library users.</li> <li>Interest and commitment to the profession.</li> </ul>
	Library Professional: Documentation	<ul style="list-style-type: none"> <li>Newspaper Clipping Service</li> <li>Scanning of English dailies, received by the IIPA Library on daily basis, Indexing of Newspaper Clippings which includes- Selection of</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Library and Information Science, Indexing and Abstracting Techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Expert knowledge in the content of information resources and ability to</li> </ul>	

		<p>Articles, News and Book Reviews, Assigning them the Broad Subject Headings UNESCO Thesaurus and Key words from Library of Congress Subject Headings.</p> <ul style="list-style-type: none"> <li>• DPA (IIPA Quarterly Journal)</li> <li>• Preparing the Index Cards for Newspapers Articles and Book Reviews for DPA</li> <li>• Any other duties assigned from time to time.</li> </ul>		critically evaluate and filter them.	
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**Mrs. Shakti Chauhan**  
Professional Assistant (Sr. Scale)

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Professional Assistant (Sr. Scale)</b>	Library Professional:  Reference and Circulation Section	<ul style="list-style-type: none"> <li>Library borrowing tickets and consultation tickets for different categories of members i.e. life members, annual members, student members/corporate members, faculty members and staff</li> <li>Users booklets/entering the data in the computers</li> <li>Annual statements of overdue books for all categories of users</li> <li>Generating reminders for overdue books for different categories of members</li> <li>Issue and return of documents and maintain its statistics</li> <li>Checking of records for no dues certificate</li> <li>Maintaining of files and records</li> <li>Renewal of membership of annual student and associate members</li> </ul>	<ul style="list-style-type: none"> <li>20 years experience of working in library</li> <li>Master in Library and Information Science</li> <li>Post doctoral degree</li> <li>Automation of Reference and Circulation Section using KOHA software</li> <li>Compilation of subject bibliographies including annotated bibliography</li> <li>Discovery of resources from Digital as well as physical resources</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Koha software</li> <li>Providing reference service to users</li> <li>Searching document from online as well as physical sources</li> <li>Automation of Circulation activities which include generation of member cards, issue/return books, interlibrary loan,</li> <li>Accessing Delnet databases, accessing online databases and also open sources</li> <li>Classification of books with special scheme adopted by</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Soft spoken</li> <li>Patience Listener</li> <li>Ready to help users</li> <li>User friendly</li> </ul>

		<ul style="list-style-type: none"> <li>• Checking and availability of documents from the library database for the APPPA syllabus</li> <li>• Maintaining record of casual members including collection and depositing the casual membership fee in the accounts section</li> <li>• Collection of late fee against the late return of documents and depositing the same in the accounts section</li> <li>• Loss of Library Books <ul style="list-style-type: none"> <li>○ Calculating the cost of library documents as per the library procedures</li> <li>○ for striking off these records and entering the records in the withdrawal register</li> <li>○ clearance of such losses for maintaining active library collection</li> </ul> </li> <li>• Provide assistance to the walk-in users in locating the documents using the library database and other databases and networks</li> <li>• Downloading the information from the net</li> <li>• Document procurement on interlibrary loan</li> </ul>	<ul style="list-style-type: none"> <li>• Processing of library books</li> <li>• Organization and management of public documents</li> </ul>	<p>IIPA Library</p> <ul style="list-style-type: none"> <li>• Cataloguing of books</li> <li>• Data entry of Books in Koha</li> <li>• Assigning subject heading using Library of Congress Subject heading scheme</li> <li>• Acquisition and Processing of Public documents</li> <li>• Organization and maintenance of Public Documents</li> <li>• Bringing out Book Alert of Public Document</li> <li>• Preservation of Public Documents</li> </ul>	
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	Technical Section	<ul style="list-style-type: none"> <li>• All the Professional Staff performs Evening, holiday and weekend duties on rotation basis as per the roaster duty.</li> <li>• Facilitate reference desk service, including database searching and preparation of bibliography for users, research Scholars, IIPA members, faculty, Staff and training participants as and when required.</li> <li>• Perform internet browsing regarding the books and other queries from time to time for the users.</li> <li>• Processing of Public documents and special collection which includes classification, cataloguing assigning subject headings, etc</li> <li>• Processing of T.N. Chaturvedi collection which includes classification, cataloguing assigning subject headings, printing spine labels etc</li> <li>• Arrangement of Public document</li> <li>• Purchase of public documents</li> <li>• Processing of Public Documents</li> </ul>			
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	Public Document Section	<ul style="list-style-type: none"> <li>• Classification of Public Documents</li> <li>• Assigning subject heading of Public Documents</li> <li>• Accessioning of Public Documents</li> <li>• Data entry in Koha software</li> <li>• Bringing out Public document Book Alert</li> <li>• Binding of Public Documents</li> </ul>			
	Any Other	<ul style="list-style-type: none"> <li>• Library physical verification of library books for documents</li> <li>• Identification of documents for physical verification</li> <li>• Allocation of documents for physical verification of library documents</li> <li>• Preparation of stock verification, report to higher authorities for approval</li> </ul>		<ul style="list-style-type: none"> <li>• Library physical verification of library books for documents</li> <li>• Identification of documents for physical verification</li> <li>• Allocation of documents for physical verification of library documents</li> <li>• Preparation of stock verification, report to higher authorities for approval</li> </ul>	



## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Professional Assistant (Sr. Scale)</b>	<ul style="list-style-type: none"> <li>Library Professional</li> <li>Reference and Circulation</li> <li>Public Document Section</li> </ul>	<ul style="list-style-type: none"> <li>Providing Reference and Information Services</li> <li>Stock Verification</li> <li>Organizing Public Document Section</li> </ul>	<ul style="list-style-type: none"> <li>Master in library and Information Science</li> <li>IT Application in Library and Information Science</li> <li>2 years experience in working library</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for Reference and Circulation</li> <li>Public Document Section</li> <li>Technical Section</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Soft spoken</li> <li>Patience Listener</li> <li>Ready to help users</li> <li>User friendly</li> </ul>

**Shri Narendra Kumar**  
**Professional Assistant (Sr. Scale)-**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Professional Assistant (Sr. Scale)</b>	Library Professional: Reference and Circulation	<ul style="list-style-type: none"> <li>Preparing Library borrowing tickets and consultation tickets for different categories of library members i.e. life members, annual members, student, faculty members and staff</li> <li>Entering the data in the computers</li> <li>Preparing the annual statements of overdue books for all categories of users</li> <li>Generating reminders for overdue books</li> <li>Issue and return of the books</li> <li>Providing no dues certificate for APPPA and other library users</li> <li>Maintaining of the files and records of the users</li> <li>Renewal of membership of annual and student members</li> <li>Find out the documents availability from the library database for the APPPA Syllabus</li> <li>Maintaining records of casual members and providing required services by the users</li> </ul>	<ul style="list-style-type: none"> <li>More than 23 years experience in library (20 years in IIPA)</li> <li>Automation of Reference and Circulation Section using KOHA software</li> <li>Compilation of bibliographies</li> <li>Discovery of resources Digital as well as physical resources</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for Reference and Circulation Section</li> <li>Automation of Circulation system using KOHA software</li> <li>Providing reference service to users</li> <li>Issue and return of documents.</li> <li>Organization of documents in second floor of the library.</li> <li>Maintenance of records related to Reference and circulation division</li> <li>Library</li> <li>Orientation of APPPA Participants</li> </ul>	<ul style="list-style-type: none"> <li>Soft spoken</li> <li>Ready to help users</li> <li>User friendly</li> </ul>

		<ul style="list-style-type: none"> <li>● Loss of Library books : <ul style="list-style-type: none"> <li>○ Using the library procedures , informed the users about full details of lost documents and calculating the price</li> <li>○ Deposit the lost documents price in account section by users and producing the receiving , for striking off the records in the Accession register</li> </ul> </li> <li>● Inter-library loan services provide to users and procurement of documents from other libraries, if documents are not available in our library.</li> <li>● Providing ready reference services for the APPPA participants</li> <li>● Preparation of bibliographies for different library users and downloading the information from the Internet</li> <li>● Taking approval from Authorities for inviting Benders for tendering of Binding of Old Journals</li> <li>● Managing and Organising the Committee for Binding</li> <li>● Managing and preparation of list of Old journals for binding</li> <li>● Checking and correcting of Spelling and other details of bounded journals</li> <li>● Processing and sending of Bills to Account section for payments to the binders</li> </ul>			
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	Library Professional: Newspaper Clippings	<b><u>News Alert:</u></b> <ul style="list-style-type: none"> <li>• Scanning the newspapers on the net</li> <li>• Identify news items and articles related to IIPA subject area</li> <li>• Downloading the clippings from online edition of newspapers</li> <li>• Assigning subject heading for easy retrieval of clippings</li> <li>• Inputing bibliographic details for reference</li> <li>• Arranging the clippings subject wise</li> <li>• Formatting the clippings in word and printing in book form for circulation to members</li> <li>• Preparation of cumulative volume and special issue</li> <li>• Organizing Old Bound Journals Section</li> </ul>		<ul style="list-style-type: none"> <li>• Responsible for Bring out weekly News Alert</li> </ul>	
	Any other		<ul style="list-style-type: none"> <li>• Library physical verification of library books and documents</li> </ul>		

## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Professional Assistant (Sr. Scale)</b>	Library Professional Reference and Circulation	Providing different services of the library i.e. Reference and Information  Bring out weekly News Alert service.	Master in Science  Master in Library and Information Science  IT application in Library and Information Science  2 years experience	Responsible for Reference and Circulation  Organizing Old Bound Journal Section and proper maintaining	Polite  Soft spoken and ready to users help  User friendly

**Mrs. Sunita Gautam**  
**Professional Assistant (Sr. Scale)**

**Stage-I: Actually Doing**

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Professional Assistant (Sr. Scale)</b>	Library Professional:  Acquisition Section	<ul style="list-style-type: none"> <li>Purchasing of books recommended by various faculty members/APPPA participants/</li> <li>Receive books from various vendors on approval basis on different subjects</li> <li>Send books to concerned faculty members according to their subjects</li> <li>Prepare list of books required for APPPA course on the basis of syllabus send by faculty members to the library</li> <li>Accessioning of documents in Accession register as well as in database after getting DG's sanction</li> <li>Receive the bills from vendors of approved books</li> <li>Process the bills and send them to Accounts Section through e-office for payment</li> </ul>	<ul style="list-style-type: none"> <li>20 years of experience in working in library</li> <li>Master degree in Library &amp; Information Science</li> <li>Knowledge of acquisition of documents</li> <li>Knowledge of Koha Software</li> <li>Searching and retrieval of physical documents as well as digital documents</li> <li>Organization Acquisition Section</li> </ul>	<ul style="list-style-type: none"> <li>Put up files for getting approval and financial sanction for purchase of the books</li> <li>Responsible for all activities including Acquisition Section</li> <li>Audit related files of the library</li> </ul>	<ul style="list-style-type: none"> <li>User friendly</li> <li>Soft spoken</li> <li>Polite</li> <li>Ready to help users</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintain the record of processed bills in Bill forwarding register</li> <li>• Received books on gratis basis from different sources and accessioning of these documents in the Accession register as well as in Database</li> <li>• Besides the Main Fund also maintain other budgets such as APPPA Funds/B.R. Ambedkar Chair Funds/Centre for Consumer Affairs/Various Projects etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Section</li> </ul>		
	<p>Library Professional:</p> <p>Technical Section</p>	<ul style="list-style-type: none"> <li>• Classification and cataloguing of new books received in the library</li> <li>• Processing and finalizing the documents with the help of standard library tools &amp; techniques</li> <li>• Assign class numbers to books based on the contents of the books using special</li> <li>• classification scheme being used by IIPA Library</li> <li>• Assigning Library of Congress Subject Headings based on the contents of book</li> <li>• Entering the document details in the database for permanent record</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific library classification scheme for public administration materials for classify documents</li> <li>• Cataloguing of documents and assigning subject headings using International Library of Congress Subject Headings</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all activities including Technical Section</li> </ul>	

		<ul style="list-style-type: none"> <li>• Print out of the spine labels and document slips for all books entered in database</li> <li>• Display of the recent additions of the books received in library in particular period</li> <li>• Book Alert: bringing out current awareness service as Book Alerts (List of acquired documents by library in a specific period) which includes subject index, Key words.</li> <li>• New arrival of books are being made available on-line in IIPA website for use</li> </ul>			
	Reference and Circulation Section	<ul style="list-style-type: none"> <li>• Facilitate reference desk service, including database searching and preparation of bibliographies for users/ Faculty members/training participants</li> <li>• Download various information from the internet demanded by library members</li> <li>• Beside it perform all routine duties of Reference and circulation section</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of searching and retrieval of physical documents as well as digital documents</li> </ul>	<ul style="list-style-type: none"> <li>• Library orientation of APPPA participants</li> </ul>	
	Any other	<ul style="list-style-type: none"> <li>• Supervision of Xerox section of the library</li> </ul>		<ul style="list-style-type: none"> <li>• Preparation of photocopy monthly statement of the library</li> </ul>	



				<ul style="list-style-type: none"> <li>• Deposit the amount to A/c section received for photocopy charges by machine operator</li> </ul>	
		Audit related work of Library		<ul style="list-style-type: none"> <li>• Compilation of files for auditing purpose</li> </ul>	

## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
Professional Assistant (Sr. Scale)	<ul style="list-style-type: none"> <li>• Library Professional</li> <li>• Acquisition Section</li> <li>• Technical Section</li> <li>• Reference and Circulation section</li> <li>• Supervision of xerox section</li> <li>• Audit related works</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing of books for the library</li> <li>• Organizing Acquisition section as well as Technical section</li> <li>• Perform Reference and circulation routine duties</li> </ul>	<ul style="list-style-type: none"> <li>• Master in Library and Information Science</li> <li>• Master degree in Commerce</li> <li>• IT Application in Library and Information Science</li> <li>• 2 years experience in Library work</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for Acquisition Section</li> <li>• Technical Section</li> <li>• Supervision of Xerox Section</li> </ul>	<ul style="list-style-type: none"> <li>• Soft spoken</li> <li>• Polite</li> <li>• Ready to help users</li> <li>• User friendly</li> </ul>

## Shri Dharamvir Singh

### LIBRARY CLERK

#### Stage-1: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Library Clerk</b>	Library Clerk: Periodical Section	<ul style="list-style-type: none"> <li>• Display of Current Journals in Periodicals Reading Room.</li> <li>• Display of Newspapers in News paper reading room</li> <li>• Preparing Weekly Current Contents sets for display and distribution.</li> <li>• Collation of journals for binding</li> <li>• Preparing journals list for binding and handing over and taking over journals for binding purpose from binder</li> <li>• Retrieval of journals for users</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of arrangement of collection in a classified manner</li> </ul>	<ul style="list-style-type: none"> <li>• Besides perform duty on Periodical Section, I also perform duty on other section in the absence of staff- Public Document and Reference and Circulation Section</li> </ul>	<ul style="list-style-type: none"> <li>• User friendly</li> <li>• Polite</li> <li>• Ready to help users</li> <li>• Soft Spoken</li> </ul>

## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Library Clerk</b>	Library Clerk: Periodical Section	<ul style="list-style-type: none"> <li>• Attending simple queries of users.</li> <li>• Filing of retrieval of documents work</li> <li>• Display of current retrievals of documents.</li> <li>• Attending simple queries of users.</li> <li>• Perform duty of holiday and Saturday and evening shift.</li> <li>• Stock verification of books and tracing of books during stock verification.</li> </ul>	<ul style="list-style-type: none"> <li>• Matriculation</li> <li>• Knowledge of arrangement of collection in a classified manner</li> </ul>	<ul style="list-style-type: none"> <li>• Assist for duty at the Circulation counter as and when required and also attend morning duty on rotation basis</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Spoken</li> <li>• User friendly</li> <li>• Ready to help users</li> </ul>

## Shri Rishi Pal

### Library clerk

#### Stage-1: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Library Clerk</b>	Library Clerk: Reference & Circulation	<ul style="list-style-type: none"> <li>Filing and retrieval of books/ documents of the entire library as well as publications of the CUS, APPPA and world bank collection</li> <li>Tooling of documents before binding of the Collection</li> <li>Identifying the books for binding</li> <li>Identifying the books for digitization and filing back after digitization.</li> <li>Take out the books for the training programmes of the Institute.</li> <li>Shifting of collection for accommodating new arrivals</li> <li>Self rectification for smooth retrieval of books</li> <li>Retrieving documents for users, staff digitization, display during training programs and compiling bibliographies etc.</li> <li>Systematic arrangement and tooling of APPPA collection for APPPA programme</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of arrangement of collection in a classified manner</li> <li>Knowledge of KOHA</li> </ul>	<ul style="list-style-type: none"> <li>Besides perform duty on Reference and Circulation, I also perform duty on other section in the absence of staff-</li> <li>Public Document</li> <li>Periodical Section</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Ready to help users</li> <li>User friendly</li> <li>Soft Spoken</li> </ul>

		<ul style="list-style-type: none"> <li>• Tooling of books and newspapers</li> <li>• Assist users in retrieving books and periodicals</li> </ul>			
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## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Library Clerk</b>	Library Clerk: Reference & Circulation	<ul style="list-style-type: none"> <li>• Filing of retrieval of documents work</li> <li>• Display of current retrievals of documents.</li> <li>• Attending simple queries of users.</li> <li>• Perform duty of holiday and Saturday and evening shift.</li> <li>• Stock verification of books and tracing of books during stock verification.</li> <li>• Due to scarcity of space, there is lot of work of shifting of documents on regular intervals (round 1,00,000 documents are there in the section)</li> </ul>	<ul style="list-style-type: none"> <li>• Matriculation</li> <li>• Knowledge of Libsys</li> <li>• Knowledge of arrangement of collection in a classified manner</li> </ul>	<ul style="list-style-type: none"> <li>• Assist for duty at the Circulation counter as and when required and also attend morning duty on rotation basis</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Spoken</li> <li>• User friendly</li> <li>• Ready to help users</li> </ul>

## Medni Dhar Upreti

### Library Clerk (Sr. Scale )

#### Stage-1: Actually Doing

Posiition	Roles	Activities	Competences		
			Domain	Functional	Behavioral
Library Clerk	Library Clerk Public Documents	<ul style="list-style-type: none"> <li>Tooling of documents before binding of the Public Documents section</li> <li>Identifying the books for digitization and filing back after digitization</li> <li>Shafting of collection for accommodating new arrivals</li> <li>Retrieving documents for users, staff digitization, display during training programs and compiling bibliographies, etc</li> <li>Assist users in retrieving books and periodicals</li> <li>Performa duty of holiday and Saturday and in evening shift.</li> <li>Stock verification of books and tracing of books during stock verification</li> <li>Retrieving books for binding and rebinding.</li> <li>Identification and preparation of documents for binding</li> <li>Assist for duty at the Circulation counter as and when required and also attend morning duty on rotation basis</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of MS Office,</li> <li>Koha and Carry out the necessary typing work of DIPA as and when required</li> </ul>	<ul style="list-style-type: none"> <li>Besides perform duty on ground floor in the absence of other staff</li> <li>Besides perform duty on 2<sup>nd</sup> floor in the absence of other staff</li> <li>Besides perform duty on reference and Circulation, Public Document, Periodicals collections, ground floor current periodicals absence of other staff</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Ready to help users</li> <li>User friendly</li> <li>Soft Spoken</li> </ul>

## Stage – II As originally envisaged

ORIGINALLY ENVISAGED					
Position	Roles	Activities	Competences		
			Domain	Functional	Behavioral
<b>Library Clerk</b>	Library Clerk	<ul style="list-style-type: none"> <li>Filing of retrieval of document and typing work</li> </ul>	<ul style="list-style-type: none"> <li>Typing knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Assist for duty at the Circulation counter as and when required and also attend morning duty on rotation basis</li> </ul>	<ul style="list-style-type: none"> <li>Polite</li> <li>Ready to help users</li> <li>User friendly</li> <li>Soft Spoken</li> </ul>

## Meghna Chukkath

APO, Publication Section

### Stage I – Actually Doing

Position	Roles	Activities	Competences		
			Domain	Functional	Behavioral
Assistant Publication Officer	<ul style="list-style-type: none"> <li>Supervision of Publication Section and Team Management</li> </ul>	<ul style="list-style-type: none"> <li>Assigning the work to team members</li> <li>Supervising the assigned work</li> <li>Ensuring quality output</li> <li>Assessing the performance of the team and guidance</li> <li>Keeping a track of team members leaves record and behaviour</li> <li>Managing timely production of journals</li> <li>Convening Editorial Meetings of the advisory board for the journals.</li> <li>Supervising sales, subscription and book royalties related matters</li> <li>Processing publications for prints</li> <li>Assisting and guiding faculty members in bringing out print editions of publications/documents.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in team management and execution of work</li> <li>Communication skills</li> <li>Organization skills</li> <li>Basic understanding of management theories studied during Bachelor's and Master's degree.</li> <li>Documented letters of appreciation from former organizations/employers' for excellence in performance during the tenure.</li> <li>Good understanding of printing process</li> </ul>	<ul style="list-style-type: none"> <li>Coordination with the reporting authorities, faculty and the team members</li> <li>e-office and file management</li> <li>Training the team for basic tech softwares and keeping them updated</li> <li>Assessing and signing authority of subscription letters sent to subscribers.</li> <li>Taking stock of books and journals every quarter after stock verification by team.</li> <li>Supervising sales, subscription, royalties of journals and books</li> </ul>	<ul style="list-style-type: none"> <li>Motivating the team</li> <li>empathizing and resolving work-related problems harmoniously</li> <li>Keeping team in high spirits and united</li> <li>Communicating goals clearly with team</li> <li>Keeping in check the mental health status of the team</li> <li>Keeping the work environment cordial and open for everyone to enhance performance.</li> </ul>



		<ul style="list-style-type: none"> <li>• Taking care of Collaborations and licensing</li> <li>• Promotion of IIPA publications</li> </ul>		<ul style="list-style-type: none"> <li>• Maintaining records</li> <li>• Assisting the selection committee for choosing the best article published in IJPA under Shri TN Chaturvedi Award</li> <li>• Assisting faculty members and staff for printing documents/books/other items</li> <li>• Seeking cost estimate from printers</li> <li>• Obtaining necessary approvals from authorities for prints</li> <li>• Giving print orders to printer and tracking</li> <li>• Assisting authorities while release of publications during events.</li> <li>• Creating and ideating content and layout for promotional activities like flyers/brochures/leaflets, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving skills</li> <li>• Ability to multi-task</li> <li>• Self motivated</li> <li>• Reliable and responsible</li> <li>• Sincere</li> </ul>
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				<ul style="list-style-type: none"> <li>• Promoting IIPA content through various channels like e-mailers, twitter, press releases, etc.</li> <li>• Updating content of IIPA publications on the website via CMS and also preparing other web contents related to branches of IIPA.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Assisting the Editor's in the production and dissemination of IIPA journals</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision</li> <li>• Team Management</li> <li>• Ensuring timely production of all publications</li> <li>• Internal communication with the team and reporting authorities</li> <li>• External communication with authors, editors, reviewers, editorial members, etc, of IIPA</li> <li>• Coordination with the printing press and designers, etc.</li> <li>• Correspondence with publisher.</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in Journalism and Mass Communication post graduate degree.</li> <li>• Understanding of print and publication</li> <li>• Skilled in Copy writing and Editing</li> <li>• Communication skills</li> <li>• Organizing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ms Office Suite</li> <li>• E-office and e-filing</li> <li>• Basic knowledge of Desktop Publishing</li> <li>• Working on Ouriginal/Urkund software for Plagiarism check</li> <li>• Working on CMS for website for uploading the articles of all journals.</li> <li>• Manuscript management and record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Impartiality towards the team</li> <li>• Unbiased approach while dealing with the manuscripts and authors.</li> <li>• Always available to resolve author's query</li> <li>• Integrity and Ethical</li> <li>• Sincerity towards work</li> <li>• Believes in making progress</li> </ul>

		<ul style="list-style-type: none"> <li>• Tracking progress of journals</li> <li>• Convening Editorial Meetings for the advisory board for IJPA.</li> </ul>		<ul style="list-style-type: none"> <li>• Preliminary assessment of IJPA journal articles</li> <li>• Constant correspondence with the publisher, reviewers, editors, and authors of IJPA at every stage of production.</li> <li>• Maintaining record of IJPA authors detail</li> <li>• Preparing Honorarium list of reviewers of IJPA</li> <li>• Ensuring smooth payment of honorarium to reviewer, printers, publisher, etc.</li> <li>• Coordination for UGC CARE, Scopus and other indexing of the journals.</li> <li>• Updating editorial board members of IJPA about progress and publishing report</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining calm in crisis situation - Possess soft skills.</li> <li>• Patient and polite while dealing with various stakeholders</li> </ul>
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				<ul style="list-style-type: none"> <li>• Coordinating editorial meetings</li> <li>• Preparing minutes of the meeting post the editorial board discussion</li> <li>• Promoting articles all journals via email marketing</li> </ul>	
	<ul style="list-style-type: none"> <li>• Preparing monthly IIPA Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Drafting a monthly e-newsletter of IIPA</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in news writing, copy editing and envisioning a design idea</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating with the faculty, staff, photographer for information and photographs of various events.</li> <li>• Preparing draft of the Newsletter</li> <li>• Seeking necessary approvals from the authorities</li> <li>• Coordinating with the designer for layout</li> <li>• Dissemination</li> </ul>	

	<ul style="list-style-type: none"> <li>• Producing IIPA Digest</li> </ul>	<ul style="list-style-type: none"> <li>• Managing production of the quarterly magazine</li> <li>• Creating pool of articles</li> <li>• Editing</li> <li>• Writing</li> <li>• Coordination</li> <li>• Promotion and dissemination</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of news sourcing and article management</li> <li>• Ability to write articles/report/features</li> <li>• Ability to edit manuscripts</li> <li>• Production/post-production assignment of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Soliciting articles/features for the Digest</li> <li>• Constant communication with the authors</li> <li>• Ghost writing</li> <li>• Writing features/news items</li> <li>• Assigning tasks to proofreader and designer</li> <li>• Visualizing the layout and structure of the magazine</li> <li>• Coordination with the designer and printer</li> <li>• Post production dissemination and promotion of published articles</li> <li>• Uploading content on web via CMS</li> <li>• Promoting articles via email marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skill to converse with various stakeholders</li> <li>• Soft skills to accommodate feasible requests of the authors</li> <li>• Comprehending concepts desired by the Editor in Chief</li> <li>• Clarity of thoughts</li> </ul>
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	<ul style="list-style-type: none"> <li>• Content Creation and Presentation of IIPA News This Week</li> </ul>	<ul style="list-style-type: none"> <li>• Research and Scripting</li> <li>• Content creation and production</li> <li>• Presentation</li> <li>• Post production</li> <li>• Dissemination and promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Script Writing</li> <li>• Voiceover</li> <li>• Hands on experience of pre and post production activities.</li> <li>• Creativity and visualization</li> <li>• Knowledge of news writing</li> <li>• Understanding of public policies, politics, government and governance, etc.</li> <li>• Directing sense</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Ability to research and write a compelling script</li> <li>• Ability to visualize ahead</li> <li>• Presenting</li> <li>• Assisting the video editor with post production</li> <li>• Dissemination</li> </ul>	<ul style="list-style-type: none"> <li>• Unbiased and ethical reporting</li> <li>• Honest and informative storytelling</li> <li>• Soft skills</li> <li>• Creative thinker</li> </ul>
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## Stage-2: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Assistant Publication Officer</b>	Assist the Editor's in the production and dissemination of IIPA journals	<ul style="list-style-type: none"> <li>• Supervision</li> <li>• Team Management</li> <li>• Ensuring timely production of all publications</li> <li>• Internal communication with the team and reporting authorities</li> <li>• External communication with authors, editors, reviewers, editorial members, etc, of IIPA</li> <li>• Coordination with the printing press and designers, etc.</li> <li>• Correspondence with publisher.</li> <li>• Tracking progress of journals</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in Journalism and Mass Communication post graduate degree.</li> <li>• Understanding of print and publication</li> <li>• Skilled in Copy writing and Editing</li> <li>• Communication skills</li> <li>• Organizing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Manuscript management and record keeping</li> <li>• Constant correspondence with the publisher, reviewers, editors, and authors of IIPA at every stage of production.</li> <li>• Maintaining record of IIPA authors detail</li> </ul>	<ul style="list-style-type: none"> <li>• Motivating the team</li> <li>• Communicating goals clearly with team</li> <li>• Keeping the work environment cordial and open for everyone to enhance performance.</li> <li>• Problem solving skills</li> <li>• Ability to multi-task</li> <li>• Self motivated</li> <li>• Reliable and responsible</li> <li>• Quick learner</li> </ul>

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
	Preparing Monthly Newsletter	<ul style="list-style-type: none"> <li>Drafting a monthly e-newsletter of IIPA</li> </ul>	<ul style="list-style-type: none"> <li>Experience in news writing, copy editing and envisioning a design</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating with the faculty, staff, photographer for information and photographs of various events.</li> <li>Preparing draft of the Newsletter</li> <li>Seeking necessary approvals from the authorities</li> <li>Coordinating with the designer for layout</li> <li>Dissemination</li> </ul>	



### Stage-3: Competencies Gap

Position	Roles	Activities	Competencies (Gap)		
			Domain	Functional	Behavioural
Assistant Publication Officer			<ul style="list-style-type: none"> <li>Lack operating knowledge of designing softwares like indesign, illustrator, etc, since no course has been undertaken.</li> <li>Lack indept knowledge of digital marketing since no course has been undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>Lack knowledge of legal compliance</li> <li>Lack knowledge on several official rules and regulations</li> <li>Lacks fluency in Hindi language therefore cannot micro-manage hindi documents and lok prashasan journal.</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty in handling several projects at one time</li> <li>Time management problem while handling several projects</li> <li>Unable to focus due to multi-tasking</li> <li>Self-doubt and loses confidence easily</li> <li>Requires time to work on creative projects</li> <li>Fidgety and finds it difficult to sit at one place for long hours like meetings and events.</li> <li>Over thinker and stressed</li> <li>Fear of quality getting compromised.</li> <li>Mostly works alone in order to save time while completing the task.</li> <li>At times have trust issues while assigning the task to the team.</li> <li>Constant urge to supervise and micro manage every activity of the section.</li> <li>Social phobia especially where I have no work related role</li> <li>Ambivert</li> <li>Self critical</li> </ul>

**Mrs. SNEHLATA**  
(Copy Holder) Publication Section

**Stage I – Actually Doing**

Position	Roles	Activities	Competences		
			Domain	Functional	Behavioral
<b>Copy Holder (NHS)</b>	<ul style="list-style-type: none"> <li>• Proof Reading</li> <li>• Proof Revision</li> <li>• Copy Editing</li> <li>• Editorial Writing</li> <li>• (Lok Prashasan journal)</li> </ul>	<ul style="list-style-type: none"> <li>• Proof Reading</li> <li>• Copy Editing &amp; Proof Revision</li> <li>• Article Handling from start till Printing of Lok Prashasan</li> <li>• Corresponding and handling Authors regarding Lok Prashasan</li> <li>• Coordinating with the Editor</li> <li>• Assisting APO with Editorial board meeting of Lok Prashasan</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in Hindi reading</li> <li>• BSc Botany Hons. (Delhi University)</li> <li>• B.Ed.</li> </ul>	<ul style="list-style-type: none"> <li>• Pursuing authors over mail for articles for Lok Prashasan.</li> <li>• Corresponding and coordinating among press, editors, and authors.</li> <li>• Collection and acknowledgement.</li> <li>• Sending articles to editor for selection.</li> <li>• Proofreading the selected articles and sending draft to press for correction.</li> <li>• Revising the corrected errors and copy editing the articles.</li> <li>• Writing Editorial for Lok Prashasan.</li> <li>• Seeking approval from the Editor</li> <li>• Finalizing cover page and key pages like contributors list, content, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated</li> <li>• Positive attitude towards work.</li> <li>• Motivated and Lively personality.</li> <li>• Good people skills.</li> <li>• Adaptability to work.</li> <li>• Work well under deadlines.</li> <li>• Good peer relations and collegiality.</li> </ul>

				<ul style="list-style-type: none"> <li>• Completing printing procedures and print approvals.</li> <li>• Proof Reading and copy holding of hand-written HINDI Annual Report.</li> <li>• Pursuing press for timely completion</li> <li>• Preparing Hindi minutes of the meeting note post the editorial board meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>• Proof Reading of Hindi Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Copy holding the handwritten manuscripts</li> <li>• Revising and proof reading</li> <li>• Pursuing Press for timely execution</li> </ul>			
	Any Other	<ul style="list-style-type: none"> <li>• Proofreading any other documents published in Hindi like memorandums, hindi minutes of editorial board meeting, hindi articles in IJPA Digest, etc.</li> </ul>			

### Stage-2: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Copy Holder</b>	<ul style="list-style-type: none"> <li>Reading manuscripts</li> <li>Proofreader for article correction</li> </ul>	<ul style="list-style-type: none"> <li>Reading manuscripts for Proofreader to correct the proof of NagarLok, Indian Journal of Public Administration, Newsletter, Proceedings, Theme Paper, Brochures of training programs and APPPA in visiting and invitation cards.</li> </ul>	<ul style="list-style-type: none"> <li>Publication Domain</li> </ul>	<ul style="list-style-type: none"> <li>Good pronunciation</li> <li>Copy holding and reviving of articles published in IJPA, Annual report, Newsletter and NagarLok</li> <li>Sending the published copies of IJPA, NagarLok to the contributors.</li> <li>Maintaining Job and Stock Register of publications</li> <li>Voice clarity</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated Attitude towards work.</li> <li>Motivated and Lively personality.</li> <li>Good people skills.</li> <li>Adaptability to work.</li> </ul>

### Stage-3: Competencies Gap

Position	Roles	Activities	Competencies (Gap)		
			Domain	Functional	Behavioural
			<ul style="list-style-type: none"> <li>Lack advance knowledge of MS Office.</li> </ul>	<ul style="list-style-type: none"> <li>Lacking Hindi typing skill</li> <li>Not very good at proofreading English proofs</li> </ul>	<ul style="list-style-type: none"> <li>Lack time management and punctuality</li> </ul>

## Usha Jha

### Reviser-cum-Proofreader, Publication Section

#### Stage I – Actually Doing

Position	Roles	Activities	Competences		
			Domain	Functional	Behavioral
<b>Reviser-cum-Copyholder</b>	Proof reading and copy editing for IJPA	<ul style="list-style-type: none"> <li>Working on the task assigned by the APO</li> <li>Proofreading manuscripts of Indian Journal of Public Administration which consists of articles, book reviews, notes, documents, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Copy editing skill</li> <li>proofreading skill</li> <li>Good command over English language</li> <li>Carrying out corrections from hardcopy to the software</li> <li>Skilled to use Adobe pdf editing software</li> <li>Have 30 years of experience in proofreading</li> <li>BA English (Hons)</li> <li>Diploma in Journalism</li> </ul>	<ul style="list-style-type: none"> <li>Can proofread copies efficiently</li> <li>Timely execution of tasks</li> <li>Carrying out all the corrections marked in the manuscripts and those marked by the Co- Editor during the process of internal evaluation.</li> <li>Reading the manuscripts of all the items before sending them to SAGE.</li> <li>Once we receive the articles and other items in their usual PDF format, the final reading is done both by myself and the Co- Editor.</li> <li>Lastly, my job is to carry out all the corrections in the final PDF proofs and mail them back to SAGE for printing.</li> <li>A quick and thorough glance is given at the Binder Proof of the entire issue by us (me, APO and the Co-Editor)</li> </ul>	<ul style="list-style-type: none"> <li>Sincerity and dedication towards my job</li> <li>Passionate about learning new things</li> <li>Interest in languages</li> <li>Can work very well in a team</li> <li>Can handle complex task</li> <li>Can follow orders</li> <li>Helping colleagues to resolve difficult tasks</li> <li>Easily motivated and hardworking</li> </ul>

	Copy Editor of Nagarlok	<ul style="list-style-type: none"> <li>• Copyediting all the articles/book reviews right from the manuscript stage to the final proofs of Nagarlok</li> <li>• Coordination with the Joint Editor and the Authors.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy editing skills</li> <li>• Proofreading skills</li> <li>• Good command over English language</li> <li>• Carrying out corrections from hardcopy to the software</li> <li>• Skilled to use Adobe pdf editing software</li> </ul>	<ul style="list-style-type: none"> <li>• Can proofread copies efficiently</li> <li>• Regular correspondence with the authors via e mail regarding the acknowledgment of the receipt of their articles, informing them about the acceptance or rejection on the basis of urkund/ouriginal report(A software for plagiarism)</li> <li>• Careful and thorough reading of articles/book reviews, right from first proofs to final proofs before the issue goes to print.</li> <li>• Final proofs are sent again to the authors for their approval.</li> <li>• Sending all the printed copies to the authors through speed post by the Dispatch Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft skill to communicate with authors</li> <li>• Patient, polite and sincere</li> <li>• Responsible</li> <li>• Self motivated</li> </ul>
	Copy Editor of IIPA Digest	Copy-editing and proofreading articles of IIPA Digest	<ul style="list-style-type: none"> <li>• Copy editing skill</li> <li>• Proof reading skill</li> <li>• Good command over English language</li> <li>• carrying out corrections from hardcopy to the software</li> <li>• Skilled to use Adobe pdf editing software</li> </ul>	<ul style="list-style-type: none"> <li>• Reading of manuscripts as handed out by the APO and mark the changes/corrections/queries (if any) in track change mode</li> <li>• Reading of the first, second proofs and the final pdf Binder proof as well.</li> </ul>	<ul style="list-style-type: none"> <li>• Try to accomplish whatever tasks entrusted upon me by the APO in time</li> <li>• Have no qualms in learning</li> </ul>

	Proof reading of DPA	<ul style="list-style-type: none"> <li>• Proofreading the proofs of DPA</li> </ul>	<ul style="list-style-type: none"> <li>• Can point out the spelling mistakes and errors easily and rather quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Reading the proofs of DPA after it is formatted and once again checking it before it goes to the press</li> </ul>	<ul style="list-style-type: none"> <li>• Polite and communicative</li> </ul>
	Proofreading Of other IIPA documents and publications	<ul style="list-style-type: none"> <li>• Proof Reading</li> </ul>	<ul style="list-style-type: none"> <li>• A good command over the language</li> </ul>	<ul style="list-style-type: none"> <li>• -Reading the proofs of Annual Report, Proceedings of previous year AGM, Theme Paper, Citations of Paul Appleby Award</li> <li>• -Reading the proofs of APPPA Brochure, and Memorial Lectures in the Booklet-forms and other related items.</li> <li>• At times proofreading reports and books shared as requested by the faculty members.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### Stage-2: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Reviser-cum-copy holder</b>	Revising and Copy Holding	<ul style="list-style-type: none"> <li>• Proof-reading</li> <li>• Copy editing</li> </ul>	<ul style="list-style-type: none"> <li>• Timely execution of all the tasks entrusted to me by my seniors with the best of my abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Proof-reading of articles published in the Indian Journal of Public Administration, Nagarlok, Documentation in Public Administration, brochures of all training programmes conducted in IIPA</li> <li>• Copy-holding and reading of proofs of Annual Report, Proceedings of previous year AGM, Theme Paper and memorial lectures.</li> <li>• Reading of proofs of visiting cards of all faculty and senior administrative staff and proofs of invitation cards.</li> <li>• Sending the published copies of IJPA, Nagarlok to the contributors by writing their names on the brown envelopes which were then sent to Dispatch Section.-Sending the Reprints of published articles to each and every author via Dispatch Section.</li> </ul>	<ul style="list-style-type: none"> <li>• As a new learner, was enthusiastic to learn from my seniors</li> </ul>

### Stage-3: Competencies Gap

Position	Roles	Activities	Competencies (Gap)		
			Domain	Functional	Behavioural
			<ul style="list-style-type: none"> <li>• Lack advance knowledge of MS Suite software</li> </ul>	<ul style="list-style-type: none"> <li>• Not very good at reading and correcting the Hindi proofs of Lok Prashasan</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of time management and punctuality</li> <li>• Impulsive and unable to take a stand for myself</li> <li>• Lack confidence on the face of a challenging job</li> </ul>



## Ms. Taruna Rani

### Professional Assistant

#### Stage-I: Actually Doing

Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Professional Assistant</b>	Library Professional: Institutional Repository	<ul style="list-style-type: none"> <li>• Dspace- Digital Knowledge Repository-</li> <li>• Creating new Communities, Sub communities and Collection for uploading</li> <li>• Uploading of Videos, PPTs, Reading Material, Quiz of APPPA Lectures</li> <li>• Uploading of E-books</li> <li>• Uploading of Rare Books</li> <li>• Updating of Faculty Publications</li> <li>• Uploading of full Text APPPA top ten dissertations</li> <li>• Scanning and Uploading of Annual Report and Special Reports</li> <li>• Scanning and Uploading of Research Reports</li> </ul>	<ul style="list-style-type: none"> <li>• 12 years of experience in automation and digitization of Library collection and services</li> <li>• Knowledge of Dspace-Digital Knowledge Repository</li> <li>• Knowledge of Koha and Libsys Library Software</li> <li>• Knowledge of Urkund Software</li> <li>• Discovery of resources Digital as well as physical resources</li> <li>• 12 years of experience in automation and digitization of Library collection and services</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and update Dspace for Digital Knowledge Repository</li> <li>• Uploading videos and other reading material in Dspace</li> <li>• Dspace Editing and Backup</li> <li>• Using Urkund software for Plagiarism of Research papers of faculty and Dissertation of APPPA participants</li> <li>• Reference and Circulation Section- Users query, Issue- Return, Inter Library Loan, Prepare Library Tickets</li> <li>• Compilation of bibliographies</li> <li>• Library</li> <li>• Orientation of APPPA Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Polite</li> <li>• User friendly</li> <li>• Positive Attitude</li> <li>• Good Listener and Soft spoken</li> </ul>

## Stage II: As Originally Envisaged

Position	Roles	Activities	Competencies		
			Domain	Functional (Implicit)	Behavioural (Implicit)
<b>Professiona l Assistant</b>	Library	<ul style="list-style-type: none"> <li>• Dspace-</li> <li>• Uploading of APPPA Lectures</li> <li>• Uploading of Rare Books</li> <li>• Uploading of E-books</li> <li>• Updating of Faculty Publications</li> <li>• Uploading of full Text APPPA top ten dissertations</li> <li>• Scanning and Uploading Remaining Annual Report and Special Reports</li> <li>• Scanning and Uploading Research Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Master degree in Library and Information Science</li> <li>• And 2 years experience in Automated Library</li> <li>• One year certificate in Computers</li> </ul>	<ul style="list-style-type: none"> <li>• Uploading videos and other reading material in Dspace</li> <li>• Maintain and update Dspace for Digital Knowledge Repository</li> <li>• Reference and Circulation Section</li> <li>• Users query, Issue-Return, Inter Library Loan, Prepare Library Tickets</li> </ul>	<ul style="list-style-type: none"> <li>• Polite behavior</li> <li>• User friendly</li> <li>• Positive Attitude</li> <li>• Good Listener and Soft spoken</li> </ul>

**Mrs. Chanchal**  
**Professional Assistant**

**Stage-I: Actually Doing**

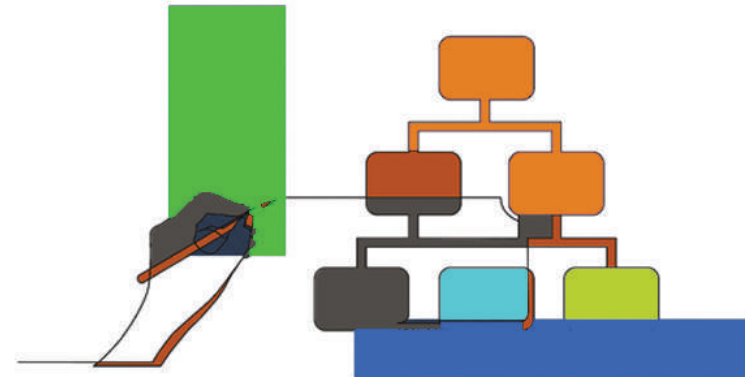
Position	Roles	Activities	Competencies		
			Domain	Functional	Behavioural
<b>Financial Data Analyst</b>	Assistant	<ul style="list-style-type: none"> <li>Bank Reconciliation</li> <li>GST</li> <li>Audit work</li> <li>Annual Accounts</li> <li>Correspondence</li> <li>NCH Project work</li> <li>Co-ordination with bank</li> <li>Any other work assign by the Seniors (OIC/DR(F) and Registrar)</li> </ul>	<ul style="list-style-type: none"> <li>Graduate in any stream with 5 years' experience of working in accounts</li> <li>Experience in accounting package (Tally)/ Email/Ms-Office</li> <li>Working knowledge of E-office/Tally/ Ms-Office</li> </ul>	<ul style="list-style-type: none"> <li>Reconcile Bank accounts and its balances for IIPA Main account.</li> <li>Perform reconciliation of banking transactions with statements</li> <li>Making entries for accrual in accounts for finalization every year</li> <li>Fully Assisting in preparation of annual accounts of IIPA and annual budget</li> <li>Co-ordination in annual audit of IIPA/NCH in dependably</li> <li>Preparing almost correspondence with DoPT with co-ordination of DR(F)/Registrar</li> <li>Correction and reconciliation of GST entries in Tally along with Preparation of GST 3 B data and GST R1 Data for auditors</li> </ul>	<ul style="list-style-type: none"> <li>Positive Attitude</li> <li>Problem Solving</li> <li>Integrity</li> <li>Work alcoholic and Interest.</li> <li>Ability to manage deadlines.</li> <li>Team-work ability.</li> <li>Communication and interpersonal skills.</li> </ul>

				<ul style="list-style-type: none"> <li>• Making correspondence with bank/others related to account section.</li> <li>• Co-ordination with Bank for various transaction and NEFT</li> <li>• Prepare various financial statements and records periodically as per requirement by Consumer Affairs and DoPT</li> <li>• PFMS entries of CCS/NCH</li> <li>• All Work related to ICGRS-NCH</li> <li>• Preparation of Salary of NCH</li> <li>• All Audit work of NCH/CCS</li> <li>• Preparation of correspondence with Consumer Affairs related to accounts and draft audit reply for NCH and CCS.</li> <li>• Maintaining files related to DoPT Correspondence/MoU/NCH</li> <li>• Maintaining digital and physical records</li> <li>• Cross-checking invoices with payments and expenses to ensure accuracy</li> <li>• Any other work assign by Seniors (OIC/DR(F) and Registrar)</li> </ul>	
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**Stage-I: Originally Envisaged**

Position	Role	Activities	Competencies		
			Domain	Functional	Behavioral
<b>Messenger</b>	Messenger duty in Director Office Accessing files  To clean up  Take out files and put in cupboards	<ul style="list-style-type: none"> <li>• Messenger Duty in Director Office</li> <li>• Accessing office Files.</li> <li>• Take out files and put in cupboards.</li> <li>• To maintain cleanliness.</li> <li>• To ensure available of drinking water to Director Office.</li> <li>• Stacking file in chronological order.</li> <li>• Movements of files from all concerned section and bringing it back.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of 13 years as messenger.</li> </ul>	<ul style="list-style-type: none"> <li>• Messenger Duty in Director Office</li> <li>• Accessing office Files.</li> <li>• Take out files and put in cupboards.</li> <li>• To maintain cleanliness.</li> <li>• To ensure available of drinking water to Director Office.</li> <li>• Stacking file in chronological order.</li> <li>• Movements of files from all concerned section and bringing it back.</li> </ul>	<ul style="list-style-type: none"> <li>• Promptness in execution</li> <li>• Respect all seniors.</li> <li>• Perfection and politeness.</li> <li>• Completing office duty</li> <li>• Interment.</li> </ul>

# **F**ramework of **R**oles **A**ctivities and **C**ompetencies







**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION**

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