

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

Assistant Director (Scientist 'H')

- Leading all the Divisions in coordination with the Division Chairs of the NCSCM;
- Establish the team of researchers to achieve the targets of the NCSCM,
- Lead the formulation of 5-year and 2- years program and plans for the NCSCM along with the Division Chairs;
- Assist the Director NCSCM in achieving World-Class status;
- Provide just-in-time advice to Governments through the NCSCM Director.

Deputy Director & Head of Administrative and Human Resources Unit

- Responsible for activities of the NCSCM, in absence of the Director,
- Responsible for entering into MoU and partnership agreement with institutions,
- Lead the HR Unit in coordination with other divisions of the NCSCM;
- Organizational management including staff benefit program,
- Library management, website design and maintenance in coordination with all divisions;
- Publications, public relation and communication of the NCSCM;
- Coordination for training and meetings;
- Human Resource development in NCSCM;
- Annual Plan and annual report preparation.

Division Chairs (Scientist 'G')

- Leading the Division in coordination with other divisions of the NCSCM;
- Establish the team of researchers to achieve the targets of the Division,
- Prepare and contribute to the formulation of 5-year and 2-years program and plans for the Division;
- Ensure that the Division is achieving World-Class status;
- Provide just-in- time advice to Governments through the NCSCM Director.

Head, Finance and Procurement Unit

- Leading the Unit in coordination with other divisions of the NCSCM;
- Financial management of the NCSCM;
- Managing all procurement by the NCSCM including preparation and implementation of annual procurement plans;
- Conduct pre-audit for the high value procurements made by various divisions;
- Prepare annual budget and supply of monthly, quarterly, half-yearly and annual expenditure statements of the NCSCM.

Project Leads (Scientist 'F')

To undertake and lead research teams in accordance with the research program established by the respective Division Chair

Senior Scientist (Scientist 'E')

To undertake and perform high caliber research along with relevant research teams, and to support the Project Leads in accordance with the research program established by the respective Division Chair

Scientist 'D'

To undertake and perform high caliber research as per targets and sequence set by the Project Leads, and support the specific Research Team in the respective thematic Divisions

Scientist 'C'

To undertake and perform research and work as part of specific Research Teams in the respective thematic Divisions

Scientist 'B'

To undertake and support research and work as part of specific Research Teams in the respective thematic Divisions

Senior Manager (Admin/ HR)

Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation

Senior Manager (Finance/ Accounts)

Assist the head of Finance and Procurement Unit for finance management, pre & post audit, reparation of sanctions, preparation of expenditure statement and annual budget preparation

Senior Manager (Procurement)

Assist the head of Finance and Procurement division to prepare the Request for proposals & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan

Senior Protocol Officer

Assist the head of Administration and HR Division for conduction of meetings, trainings and travel and accommodation

Senior Librarian

Assist the head of Administrative and HR Division for library development and management of the NCSCM

Manager (Admin/ HR)

Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation.

Manager (Finance/ Accounts)

Assist the head of Finance and Procurement Unit for finance management, pre & post audit, preparation of sanctions, preparation of expenditure statement and annual budget preparation

Manager (Procurement)

Assist the head of Finance and Procurement division to prepare the Request for proposals & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan

Protocol Officer

Assist the head of Administration and HR Division for conduction of meetings, trainings and travel and accommodation

Librarian

Assist the head of Administrative and HR Division for library development and management of the NCSCM.

Senior Software Engineer

To undertake and perform high caliber research as per targets and sequence set by the Project Leads, and support all the Research divisions of NCSCM

Senior Applications/ Development Engineer

To undertake and perform high caliber research as per targets and sequence set by the Project Leads, and support all the Research divisions of NCSCM

Software Engineer

Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM

Application Engineer

Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM

Junior Software Engineer

Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM

Junior Application Engineer

Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM

System Administrator

Assist the Administration and HR Division to manage the computer and accessories

Accounts Officer (Internal Control Officer)

Assist the head of Finance and Procurement division for NCSCM accounting and internal auditing

PS to Director

Assist the Director NCSCM

Accountant

Assist the head of Finance and Procurement division for account management and sanctions

Senior Technical Assistant

Assist the Deputy Director of NCSCM, Head of Futuristic Research Division, Head of Geospatial Division in the Research & Development activities

Technical Assistant

Assist in all technical activities for various Divisions of NCSCM

Data Entry Operator (Grade D)

Data entry operation

Data Entry Operator (Grade C)

Data entry operation

Senior Laboratory Assistant

Assist the Geospatial Unit in Research & Development activities

Stenographer

Proficiency in drafting letters, type-writing and short-hand

Field Assistant

Assistance all the Divisions as required

Office Assistant Driver

Assistance to all Divisions as required and driving