

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES
DERIVED AND EXERCISED

Assistant Director (Scientist ‘H’)

- Leading all the Divisions in co-ordination 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 the 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 calibre 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 calibre 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, preparation of sanctions, preparation of expenditure statement and annual budget preparation.

Senior Manager (Procurement)

- Assist the Head of Finance and Procurement division to prepare the Requests for proposal & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan.

Senior Protocol Officer

- Assist the Head of Administration and HR Division for conducting meetings, trainings, travel and accommodation.

Senior Librarian

- Assist the Head of Administrative and HR Division for library development and management in 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 conducting meetings, trainings and travel and accommodation.

Librarian

- Assist the Head of Administrative and HR Division for library development and management in NCSCM.

Senior Software Engineer

- To undertake and perform high calibre 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 calibre 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 in all technical activities for various Divisions of NCSCM

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 all the Divisions relating to laboratory work.

Stenographer

- Assist the officials in drafting letters, type-writing and correspondence.

Field Assistant

- Assist all the Divisions relating to field work

Office Assistant cum Driver

- Assist all Divisions as required and driving