

**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