EMPLOYEES JOB PROFILE

JOB PROFILE FOR ABRCs

- The ABRCs will work with each school on a regular basis, and oversees and ensures that the school's academic life is carried out in a well coordinated manner. In large schools, the ABRCs would work to assist the HM. In small schools, the ABRCs would effectively ensure HM-like coordination and oversight of academic matter.
- ABRCs will facilitate the designing or development of the school development plan by school management committee, through discussion with SMC members, teachers, and community before the start of each academic year, based on reviewing the previous year.
- Enable the school head and teachers to finalize the school annual calendar and oversee its regular review, planning and conduct of events therein: include annual events (eg. Bal melas, celebration of important days), monthly events (eg. Teacher planning meetings, assessment units, field trips, use of labs), weekly events (eg. Teacher reflection or administration meetings) and daily activities (eg. Assembly, library, sports & games).
- Coordinate the receipt of various materials and schemes for children. Ensure coordination between block and school.
- Oversee financial requirements and utilization of various funds available for school development.
- Conduct survey regarding out of school children with the help of ILM and maintain the data of such children. Ensure that they are admitted in age appropriate classes and get special training to become at par with their age peer group. Further it will also be ensured that the performance record of these children will also be maintained by the teacher of school under CCE.
- Make arrangements for remedial teaching for the children whose performance is lowest as per CCE grading. It will include children mainstreamed after taking special classes.
- Coordinate between school and block to ensure that teacher vacancies, substitute teacher and report at block level.
- Coordinate with the block and ensure that data is gathered, compiled and analyzed at school level. Ensure the data feeding in UDISE as

per the prescribed formats. Also ensure that all data formats are being filled up on regular interval of time by the ILM at school and analyzed by the MIS coordinators.

- Work with HM and teachers to identify children's learning needs (particularly in the context of equity and ensuring each child learns) and to identify and plan for their additional support requirement.
- work with HM and teachers to identify teachers training needs so that they are able to access appropriate in-service e training.
- Conduct review meetings with teachers and SMC of children's academic performance meetings on a term wise and yearly basis as per CCE.
- Coordinate with the block that training for teachers is scheduled and carried out. The BRP may further coordinate post-training communication between trainers and the teacher.
- The ABRCs would compile a monthly school report based on each visit made and share at the block. An annual report of the school and the teachers would also be compiled.
- They may meet once in a while for a talk or a workshop. But regular planning and review will take place at the school level.
- An ABRC needs the skills for this role are the following:
  - Understanding of school planning and management.
  - Ability to analyze qualitative data
  - Facilitation skills- Help teachers and HM work together.
  - Organization skills- managing school events.
  - Awareness about RTE.
  - Awareness about Policy and Programs.
  - Motivation and enthusiasm to support a process of planning and change.

Draft Job Profile of Account Assistant in Sarva Shiksha Abhiyan

1. To know the decision regarding accounts matter in the meetings of Executive Committee/General Council/District Project Coordinators and other meetings assigned from time to time.
2. To know all provision of Civil Service Rules, PFR and Service Regulations and instructions with respect to accounts of the parishad.
3. To deal with and submit to the cases to higher authorities all files relating to accounts matters.
4. To deal with all cases relating to accounts matter where he/she will be posted.
5. To deal with cases of all kinds of bills and payments etc.
6. To know latest circular/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the parishad.
7. Copies of important rules and orders as noted below are kept in safe custody in the branch for use as and when needed:-
   I. Standing orders.
   II. Agenda items, drafting and minutes and action taken report of minutes of the meetings of GC/EC/DPCs.
   III. Office orders issued by Competent Authority from time to time.
8. Custody of register and confidential files and Cheque Book etc.
9. Any kind of official job/work allotted/given by the Competent Authority.

Duties of Accountant at HQ in Sarva Shiksha Abhiyan

1. To know the decision regarding accounts matter in the meetings of Executive Committee/General Council/District Project Coordinators and other meetings assigned from time to time.
2. To know all provision of Civil Service Rules, PFR and Service Regulations and instructions with respect to accounts of the Parishad.
3. To deal with and submit to the cases to higher authorities all files relating to accounts matters.
4. To deal with all cases relating to accounts matter here he/she will be posted.
5. To deal with cases of all kinds of bills and payments etc.
6. Timely deposit of service tax/ sale tax/ TDS, any other types of taxes liabilities.
7. Maintenance of cash books of schools grant etc, cross checking the cash books, vouchers of schools against the grants released to them time to time.
8. Maintain the accounts in telly -system and update regularly.
9. To know latest circular/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the Parishad.
10. To maintain subject-wise collection of all important decisions and circulars/other communications, relating to various subjects dealt within the branch along with standard drafts, if any.
11. Copies of important rules and orders as noted below are kept in safe custody in the branch for use as and when needed:-

i) Standing orders.
ii) Agenda items and minutes of the meetings of GC/EC/DPCs.
iii) Office orders issued by Competent Authority from time to time.

12. Custody of register and confidential files and Cheque Book etc.
13. Daily updating of cash books and get it counter sighed.
14. Any kind of official job/work allotted/given by the Competent Authority.

Roles & Responsible Assistant Project Coordinators

Sr. No.	Designation	Work Allocation	
		SSA	RMSA
		Planning	Planning
		UDISE	Unified DISE
		Joint review Mission/ Evaluation by ministry or any other external agencies	Evaluation by ministry or any other external agencies
		Research, Action research, Impact study	Research, Action research, Impact study
1.		Up-gradation of schools	Up-gradation of schools
	APC-I	Projection/assessment for civil works in coordination with Junior Engineer/SDE	Projection/assessment for civil works in coordination with Junior Engineer/SDE
		Salary of Teachers/Additional teachers/headmasters	Salary of Teachers/Additional teachers/library-cum-information assistant
		Grants Distribution and utilization	Grants Distribution and utilization
		Teacher Training	Teacher Training
2.	APC-II	Quality monitoring tools and its analysis	Quality monitoring tools and its analysis
		Free text distribution	
		Coordination/organization of teleconferencing as per	Coordination/organization of teleconferencing as per

		schedule DEP/IGNOU	schedule DEP/IGNOU
		Implementation of Learning Enhancement Programme	Enhancement of maths education and science
3.	APC-III	Continuous comprehensive evaluation	Continuous comprehensive evaluation
		Girls Education, KGBV, NPEGEL, SC Children, urban deprived and Minority Children, ECCE	Girls Education, KGBV, SC Children, Minority Children, Guidance & Counseling
			Creative & performing art
			Work Education
		Teaching Learning Equipment Grant	Teaching Learning Equipment Grant
4.	ACP-IV	Out of school Children	Out of school Children
		Household survey	Household survey
		BRC, CRC	BEO
		Liaison with DIET's	Liaison with DIET's
		Computer Aided learning programme	Convergence with ICT programme
		Inclusive Education	
		Community Mobilization, Media Mobilization,	Community Mobilization, Media Mobilization,
		Training of VECs/SMCs	Training of SMCs

1. The APC shall draw a Plan of Action for each of the component/work assignment as per the chart in the first month of the academic year.
2. The APC shall conduct all the activities pertains to their work assignment
3. The APC shall ensure to submit the Monthly Progress and Quarterly Progress of their respective work assignment/component to the DPC, ADC and DLEC.
4. The APC shall prepare their Annual Work Plan for their own work assignment/component on the basis of gaps emerged in schools after consolidating them in priorities from cluster to block and district level.
5. The APC shall ensure that no advances outstand against them within the financial year. The amount sanctioned for the activity shall be utilized for the same purpose as mentioned in the sanction.
6. The APC shall not divert the funds from one component to another without approval of the competent authority.
7. The APC shall abide by the all norms of Sarva Shiksha Abhiyan and State Government to carry out the activities

Draft – JOB PROFILE of ASSOCIATE CONSULTANT - KGBV

- Looking after the operational Kasturba Gandhi Balika Vidyalayas (KGBVs)
- Work to establish more KGBVs as approved by MHRD.
- Providing the girl students with all the facilities in the KGBVs.
- Conducting activities in the KGBVs which are helpful in inculcating skills and confidence in girls.
- Installation the facility of guidance and counseling in each KGBV.
- Coordinate and organizing the health check up of girls enrolled in KGBVs.
- Organizing other regular activities in the schools of KGBVs such as organizing of educational tours, science/math competitions, co- curricular activities.
- Holding monthly meeting with organizations/ in-charge of KGBVs
- Spreading awareness towards girl education through KGBVs.
- Visit alteast all KGBVs once in half year and monitor the activities.
- Coordinate and send reports to MHRD.
- Organizing training for teachers of KGBVs.
- Installation and updating the data base of each girl child and their progress.
- Impart adolescent education and life skills among girls
- Drafting need based annual plan of KGBVs for each block on the basis interaction, demand received from girls enrolled.
- Providing reports/information to the office when demanded.
- Dealing with letters/mails related to KGBV

DRAFT - JOB PROFILE OF Block Resource Persons:-

- The BRP will work as a trainer and mentor to the ABRCs and teachers of the block.
- There will a team of BRPs. They will work together on quality initiatives in their respective blocks.
- BRP is responsible to ensure the teaching learning is taking place adequately and there is progression in the student achievement levels.

- Conduct training at the block. These would be designed and customized to the requirements of different teachers. Split-model training (same trainer-trainee group) will be preferred. Teachers could be called for trainings cluster wise. Training programme will be organized in keeping in view of the availability of number of teachers in a school.
- BRPs shall follow up training and other programmes at the school. Once the trainings are over, the BRP would follow up with individual teachers to support them on problem areas or mentor them on issues.
- He / she will ensure implementation of other activities.
- He would need to spend time observing the classroom sessions and later discussions and reflections on how effective they were.
- He / she will hold regular group meeting with the groups of teachers on common issues and solutions to problems they face. The BRP would be the expert facilitator in such meetings and help build the teachers as a community which could meet frequently to discuss specific educational issued eg. Changes in curriculum, topic for next month and so on.

- It is important that subject experts are regular at such meetings so that teachers can draw upon their experience. Hence, it is duty of the BPRs to create a group of experts to address such needs. He will identify various subject experts so that they themselves form a resource pool at the block level. They could be maintained at the Block Resource Centre.
    - School Profile with teacher information.

- Meeting Reports
- List of resources available in block office, DIET and other places.
- Training schedules.

- They, in turn, can be tapped by any teacher who requires their pedagogic support.
- It is the job of BRPs that a Resource room at the block and smaller version of it at the cluster level be created out of TLM/TLE grant at block and cluster level.
- BRP will monitor the work of the ABRCs, their visit in schools. He will do analysis, identification etc of needs training after taking feedback from teachers, ABRCs etc.
- BRPs will be responsible that all schools of respective block shall follow the formats of CCE and record periodic assessment of each child as per instructions.
- BPRs will ensure that all benefits like text books, work books , bridge course material etc is available for the children in schools. In case, any gap is emerged, the school-wise report be sent to the district / state level.
- A monthly meeting at the block with all ABRCs of all clusters , as well as a yearly review and planning meeting would be necessary to ensure that the school improving remains on track. Such meeting would enable a strong block vision for school improvement to be developed in alignment with the state and communicated regularly to schools through the ABRCs.

Draft Job Profile of Project Coordinator - Science and Mathematics

The following role is defined:

- He has to deal with the problems faced by both the students and the teachers in the Science and Math subject.
- Speciality in making capability based education: it is desired that Science should make students capable to apply its fundamentals in their daily life
- Conceptual Education: prepare the self learning material which clarify basic concept of the topics of Science should be clear in order to clear the base of Science.
- Ability in making Teaching Learning material: Ensure by implementing the strategies to know how to make and use the desired teaching material required for the topic.
- Module Writing should done to convert a complex study material into the simpler one.
- Use of Information, Communication and Technology: She/ he should know how to use Computer and other equipments in order to clear the concepts of Science and maths and also to promote Science and generate the interest among teachers in this regards.
- Area of Interest: It should have a wider Area of Interest and should be familiar to all the fields and not only with Science.
- He should know how to teach the topics with the things available nearby/ around. He will promote learning of Science and Maths at every Step by organising Exhibitions, Workshops, Mobile Buses, Visit to the Technology Parks, Science City etc.
- He will do efforts to make use of Science and maths Labs and to do activities this could increase the interest of both the students and teacher in Science Practicals.

- He will enhance his capacity / learning by attend the workshops or anything related to Science and Maths exercise in order to bring something new in the field of Science and Maths .
- He will develop or device various strategies to make the students familiar with the Science and Maths subjects so that they can use the terms in general and not only as a subject to be passed.

Duties of DEO cum Clerk

1. Any type of data work allotted by him/her by the concerned officers. All mail address of officers/officials, DPCs, ADCs and GOI.
2. To keep the record regarding conduct meetings of Executive Committee/General Council/District Project Coordinators and other meetings etc. assigned from time to time.
3. To submit the cases to concerned authorities.
4. Feed all kind of data and commute it as per need of the office.
5. Maintain the personal files of employees in a branch or office in field , case may be.
6. To submit all cases relating to concerned branch where he/she will be posted.
7. To submit the cases of all kinds of leaves i.e. earned leave, leave on medical ground, extraordinary leave, maternity leave etc.
8. To keep the record latest circular/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the parishad.
9. To keep the record subject-wise collection of all important decisions and circulars/other communications, relating to various subjects dealt within the branch alongwith standard drafts, if any.
10. Copies of important rules and orders as noted below are kept in the branch for use as and when needed:-

i) Standing orders.
ii) Agenda items and minutes of the meetings of GC/EC/DPCs.
iii) Office orders issued by Competent Authority from time to time.

11. Any kind of official job/work allotted/given by the Competent Authority.

DRAFT - JOB PROFILE of Data Entry Operator

1. **A data Entry operator must have the knowledge of MS word which includes:**
   - Typing speed with accuracy. Typing be in Hindi and English is needed.
   - Creating, deleting and renaming of files, folders and shortcuts
   - Opening and closing of different windows
   - Selecting files/directories, copying, moving, deleting files/directories
   - Compressing the files and expanding the compressed files
   - Using Mail merge feature
   - Formatting, printing, editing text document, setting page layout
   - Finding and replacing text, spell checking, creating bold, italic and underlines, aligning text, line spacing
   - Inserting tables, pictures, charts etc
   - Inserting page numbers, header and footer in the document

2. **A data Entry operator must have the knowledge of MS Excel which includes:**
   - Entering the data in desired format with speed and accuracy
   - Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet
   - Creating, updating and changing charts types
   - Formatting (wrap text, merging cells, inserting/deleting rows and columns) the excel sheet
   - Arithmetical computations by inserting formulas for calculations within the same sheet and from other sheets in the same file
   - Data filtering, sorting etc.

3. **A data Entry operator must have the knowledge of MS Powerpoint which includes:**
   - Creating slides, designing slides, background and layout of slides
   - Inserting new slides, making animation effects
   - Viewing the slides
   - Editing text, adding/deleting, aligning text
   - Inserting pictures, chart, tables, videos etc.
   - Inserting slide numbers

4. **A data Entry operator must have the knowledge of Internet which includes:**
   - Knowledge of creating email ID
   - Sending, downloading and searching of emails
   - Sending and receiving attachment
   - Operations, browsing, downloading articles, pictures and other text

5. A data entry Operator must be able to maintain his/her system by keeping it virus free (by updating the anti virus software at regular intervals)

6. A data entry Operator must be able to install the basic necessary softwares from CDs or if required, downloading them from the internet

7. Other miscellaneous work like scanning text, images, photographs etc., burning CDs/DVDs etc.

Besides all the above mentioned tasks, a Data Entry Operator is required to perform/complete other computer related tasks as assigned to him/her by his/her concerned branch head or branch.

8. The correspondence / letters/ information etc. shall be put up on file. The records and file keeping will be done by DEO cum clerk.
9. Maintain the file movement registers and keep all files intact.
10. Visit branches to collect the desired information all three departments.

DRAFT - JOB PROFILE OF ASSISTANT

1. To conduct meetings of Executive Committee/General Council/District Project Coordinators and other meetings assigned from time to time.
2. To know all provision of Civil Service Rules, PFR and Service Regulations and instructions with respect to establishment of the parishad.
3. To deal with and submit to the cases to higher authorities all files relating to appointment, posting, transfers etc. with relevant facts and with comments or proposals.
4. To deal with all cases relating to establishment branch or any other branch where he/she will be posted.
5. To deal with cases of all kinds of leaves i.e. earned leave, leave on medical ground, extraordinary leave, maternity leave etc.
6. To know latest circular/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the parishad.
7. To maintain subject-wise collection of all important decisions and circulars/other communications, relating to various subjects dealt within the branch alongwith standard drafts, if any.
8. Copies of important rules and orders as noted below are kept in safe custody in the branch for use as and when needed:-

i) Standing orders.
ii) Agenda items and minutes of the meetings of GC/EC/DPCs.
iii) Office orders issued by Competent Authority from time to time.

9. Any kind of official job/work allotted/given by the Competent Authority.

DRAFT - JOB PROFILE OF CLERK CUM DATA ENTRY OPERATOR

1. Any type of data work allotted by him/her by the concerned officers.
2. To keep the record regarding conduct meetings of Executive Committee/General Council/District Project Coordinators and other meetings assigned from time to time.
3. To keep copies of all provision of Civil Service Rules, PFR and Service Regulations and instructions with respect to establishment of the parishad.
4. To submit the cases to higher authorities all files relating to appointment, posting, transfers etc. with relevant facts and with comments or proposals.
5. To submit all cases relating to establishment branch or any other branch where he/she will be posted.
6. To submit the cases of all kinds of leaves i.e. earned leave, leave on medical ground, extraordinary leave, maternity leave etc.
7. To keep the record latest circular/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the parishad.
8. To keep the record subject-wise collection of all important decisions and circulars/other communications, relating to various subjects dealt within the branch along with standard drafts, if any.
9. Copies of important rules and orders as noted below are kept in safe custody in the branch for use as and when needed:-

i) Standing orders.
ii) Agenda items and minutes of the meetings of GC/EC/DPCs.
iii) Office orders issued by Competent Authority from time to time.

10. Any kind of official job/work allotted/given by the Competent Authority.

DRAFT - JOB PROFILE OF STENOGRAPHER

She / He is responsible for the following duties/ jobs:

1. To take the dictation given by the officers and type with error free .
2. Must knowledge of both languages –ie Hindi and English for taking dictation notes.
3. To note the proceedings any kind of meetings.
4. To send the mail to all DPCs, ADCs and GOI and receive from them.
5. Keep all the records of notes and dictation prepared by the/ him.
6. To keep and update all the telephone, fax number and also email addresses of all officers/ official of GOI, Districts/ blocks/ clusters.
7. Any kind of official job/work allotted/given by the Competent Authority.
8. Keep the record and files of the branch or given by the officer or the Competent Authority to whom he / she attached.

Duties of a Deputy Superintendent in Sarv Shiksha Abhiyan

1. To conduct meetings of Executive Committee/General Council/District Project Coordinators and other meetings assigned from time to time.
2. To prepare draft Agenda items and minutes etc. for the meetings and to have knowledge of the decisions taken by the E.C. and G.C. of the Parishad in its meetings held from time to time.
3. To know all provisions of Civil Service Rules, PFR and Service Regulations and instructions with respect to establishment of the Parishad.
4. To deal with and submit to the higher authorities all files relating to appointment, posting, transfers etc. with relevant facts and with recommendations or comments or proposals.
5. To deal with all cases relating to establishment branch or any other branch where he/she will be posted.
6. To give recommendations as per rules in cases of all kind of leaves i.e. earned leave, leave on medical ground, extraordinary leave, maternity leave etc.
7. To know latest circulars/instructions and amendments made in CSR & PFR issued by Govt. of Haryana and in Service Regulations of the Parishad.
8. To maintain subject-wise collection of all-important decisions and circulars/other communications, relating to various subjects dealt within the branch along with standard drafts, if any.

9. Copies of important rules and orders as noted below are kept in safe custody in the branch for use as and when needed:-
   I. Standing orders.
   II. Agenda items and minutes of the meetings of GC/EC/DPCs.
   III. Office orders issued by Competent Authority from time to time.
10. Upkeep of list of addresses with telephone numbers of the official working in the branch which is pasted at any easily visible place in the branch.
11. To ensure the expeditious disposal of work.
12. Custody of register and confidential files/documents etc:-
   I. The register of secret/confidential papers should be kept under lock and key by him/her.
   II. Old confidential cases should be kept properly and safely.
13. Any kind of official job/work allotted/given by the Competent Authority.

Draft Job Profile of Machine Operator

1. The Job of Machine operator is to operate the Photostat machine.
2. Maintenance of Photostat machine in timely.
3. To keep the record of Photostat machine reading as per day .
4. Custody of Photostat paper are kept in his/her record.
5. Any kind of official job/work allotted/given by the Competent Authority.

Draft Job Profile of Draftsman

General Duties

- Draftsman duties include drawing detailed prints of all projects to be fabbed, correcting any mistakes on existing drawings, and also redesigning existing drawings to better the project. Mostly they sit in office and draw stuff on the computer in AutoCAD.
- Drafters will collect a variety of technical details before beginning a project, including dimensions, materials and construction procedures. He will be responsible for drawing the visual guidelines that will later be used to construct the object in question. He must understand the object to properly apply various design elements. These might be the parts of a machine, materials used in the construction process or mathematical equations that affect visual or operational aspects of the design.

CADD Drafting

- Many drafters use Computer Aided Design and Drafting (CADD) computer programs or systems. Drawings created on these programs are used either alone or with hand drawn sketches. CADD programs allow a drafter to quickly prepare design variations when requested, store their drawings easily in an computer/laptop and apply their drawings to automatic manufacturing systems.

Specialties

- Architectural drafters draw both architectural and structural aspects of new construction projects. Other specialties include civil drafting, electrical drafting and pipeline drafting.
- There are also tracers. The duties of a tracer include making minor corrections to finished drawings and tracing those drawings onto final papers.
- A draftsman, also called a drafter, is a man or woman who specializes in creating technical drawings. Professionals make both hand drawings and computer-aided design (CAD) blueprints for various structures. A draftsman takes the ideas, sketches, and concepts from designers and turns them into detailed, accurate final plans.

- He is responsible and specialize in creating particular diagrams or blueprints, such as designs of hostels, buildings, bridges -ramps, **industrial equipment, schools, or toilet, waterharvesting diagrams** etc .

- He has to work with engineers and SDE to prepare land maps and sketch blueprints for buildings, any structures etc . It is essential for him to know a great deal about the area in which he is specialized, since drawings and blueprints need to contain even the smallest details.

- He must have knowledge of CAD programs to create highly accurate scale drawings that can easily be modified. A draftsman can be able to implement virtual drawing tools to create perfect geometric shapes and two-dimensional curves CAD's advanced applications allow him to make three-dimensional representations and view a drawing from multiple angles.

Besides the following points will also be the part of job Profile:

- Develop building specifications for construction plans according to the client needs.
- Prepare detailed architechtural instructions and designs for construction project.
- Understand clients requirements and develop preliminary sketch for their approval.
- Interact with project team to provide architectural design and technical solutions.
- Develop and dispatch architectural and working drawings on time.
- Prepare working drawings and sketches, manually or using computer, to show details including elevation, plans, materials, carparking, plumbing, landscaping and layouts.
- Review tender documents according to the company standards.
- Monitor and maintain project programs and schedule.
- Prepare contract documentation and project reports for clients and management.
- Collaborate with other divisions to secure new projects. Assist Architects on construction sites to ensure that
- Architectural specifications are properly followed.
- Calculate the materials needed, manpower, construction cost, and project completion date.
- Interact with local government organizations for permissions and approvals.
- Maintain the project documentations according to company standards and laws.

Draft Job profile of System Analyst

1. **UDISE:-** Overall management of U- DISE data, Designing/customization of U-DISE, DCF as per the need, getting U-DISE DCF printed in adequate quantity to be distributed to districts and making a provision for distribution of DISE DCF checking consistency in data, coordination of workshops at state level and support for district level in coordination with JPs/ CPs of district and field level MIS/ IOLM.

2. Compilation of U DISE data and generation of all types of PMIS reports to be used in annual work plan and budget. Submission on U DISE data to Govt. of India with the approval of W/SPD. Matter related to Post Enumeration Survey of U-DISE by independent agency.

3. Compilation of UDISE data from official website U DISE for previous year (2006-07 to 2009-10) for preparation of Chronological reports.

4. Matching of UDISE code, UDSE code and SEMIS code for unified data source. Synchronization of the U-DISE school codes with the School codes awarded by the School Education department.

5. **SES:-** Unification of UDISE and selected educational indicators and report generation as per the need of Directorate of elementary education under (Selected Educational Indicator)

6. **Procurement of IT Products:-** Procurement, market survey, and issue and stock keeping of IT product such as Digital Camera, Data Cards, Computers Printers, Software etc. Maintaining stock entries in the register of IT products.

7. **CPSMS:** - Coordination of task of initialization of agencies under central plan monitoring scheme by MHRD and providing technical support.

8. **Technical Support:** - Providing technical support to all staff in respect of purchase/ use of IT products, purchase of software and technical support. Provides Technical Supports/ assistance in workshops meetings.

9. **Website:-** Management of Website related issues.

10. **Any other:-** Any other work/ job assigned by competent authority.

Job Profile of the Creative and Performing Art Coordinator

- Coordinate preparation and management of the arts activities and art exhibit budgets.
- Oversee program related expenditures and revenue.
- Produce reports and conduct program evaluations. Provide on-site supervision of events and activities.
- Hire and supervise students/NGOs/individual performing artists for the execution of events.
- Ensure professionally run programs that properly follow policies and procedures, provide the highest quality entertainment and meet the expectations of performers and contractors. Review contracts of performers and service providers.
- The coordinator also develops opportunity for students to experience the performances from a different perspective developmentally through day-of experiences and other volunteer opportunities.
- Administrative work in performing arts or other related fields. Personal experience as an actor, musician, or other theater-related activity.
- Makes decisions within state-adopted guidelines. Able to work with team spirit.
- Should have the leadership quality and able to perform in different environment.
- Good background of Music, knowledge in musical instruments as well as should have the experience of working in Audio studio.
- Able to perform at the stage as per requirement.

JOB PROFILE OF Programmer

1. Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.

2. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.

3. Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.

4. Write, update, and maintain computer programs or software packages to handle specific jobs, such as tracking inventory, storing or retrieving data, or controlling other equipment.

5. Designing module, printing, circulation of U-DISE formats to schools, filling up UDISE , merging, make error-free, and maintain accuracy level in the data.

6. Extend support to the junior programmer or junior programmer at district /block level in developing and maintaining the data base including U-DISE.

7. Consult with managerial, engineering, and technical personnel to clarify program intent, identify problems, and suggest changes and develop various software programme for handling or capturing the data.

8. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

9. Write, analyze the data , review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic. Generate the publications on the U-DISE data base at block and district level functionaries and disseminate it with them.

10. Write or contribute to instructions or manuals to guide end users.

11. Indentify whether networks, workstations, the central processing unit of the system, and/or peripheral equipment are responding to a program's instructions.

12. Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.

13. Installation of hardware& software and LANs, connection systems, internet connectivity, LAN wiring, maintaining these for functioning of the office smooth.

14. Perform systems analysis and programming tasks to maintain and control the use of computer systems software as programmer.

15. **Consult with and provide technical support to computer operators** or system analysts to define and resolve problems in running computer programs.

16. Design training programmes for technical personnel on various software.

17. Maintaining he files and records of all software and carry out the annual physical verification.

18. Collaborate with computer manufacturers and other users to develop new programming methods.

19. Develop and/or teach seminars, workshops, or classes to users or other Programmer/Analysts on the technical aspects or use of computer hardware, software packages or application systems.

20. Prepare/ maintain and update the web site of the Parishad.

21. Any other job assigned by the officer as per need. Any kind of official job/work allotted/given by the competent authority.

JOB PROFILEOF CONSULTANT (IEC)

He / she will be responsible for the following jobs:-

1. To ensure Media Coverage and publicity in electronic and print media
2. To prepare Radio Jingles and Songs and broadcast it on different FM and AIR
3. To prepare TV advertisement from time to time
4. To prepare hoardings and make arrangement for their proper placement. it at main and major places
5. To Prepare banners and make arrangement to fixed it at bus Q-shelters
6. Preparation of publicity material to be displaced at trade fair such as **Suraj kund, Mango mela Pinjore, etc.** Jhanki during Republic day function, Bharat Nirman Public Information campaign of Govt. of India .
7. To prepare various advertisements on various schemes started by HSSPP under SSA /RMSA and placed it in newspapers.
8. **To prepare IEC and Publicity material like wall calendar, table calendar, Pamphlets, Posters, leaflets and brochure**
9. Organizing press conferences from time to time
10. Preparation of Annual reports for SSA and RMSA
11. Draft need based annual plan and submit to the MHRD as part of AWP&B- SSA/RMSA.
12. Prepare achievement/activity notes for Vidhan Sabha Budget Session, and matter for budget speech of Finance Minister and His Excellency Governor of Haryana
13. Maintain liaisoning with media
14. Resorting News Clipping.
15. Compilation of good practices of SSA/RMSA and publish in booklet / book form.
16. Release of Press notes containing various plans and policies of SSA/RMSA
17. Any other assignment assign by the competent authority.

Job Profile of Legal Expert

The following points :

- To deal with the court cases of all the branches / components filed on behalf of Parishad or against the Parishad.

- To give the legal opinion/advice in the files received from all component/all branches after going through the facts and record available on the file.

- Put up the legal notice of all the branches / components received in the office and sent the same to the concerned branch for providing the comments/factual position with the approval of W/SPD.

- To draft/vet the reply to the legal notice after receiving the comments from the concerned branch/component.

- Draft the legal notice of all component/all branches which is to be issued on behalf of the Parishad and also vet the same after going through the record sent by the concerned branch.

- Put up the notice of motion/summon received from Hon'ble High Court and District Court and engage the counsel from the panel of the Parishad with the approval of W/SPD.

- Issue the letter to the engaged counsel alongwith the copy of the writ petition/civil suit etc. with the relevant documents for appearing/defending the case on behalf of Parishad.

- To vet the parawise comments/reply to the writ petition after discussing with the concerned officer/official and on the basis of the record available on the file and send the same to the advocate for preparing the final reply. After

receiving the final reply, make the necessary amendments in the written statement and then put up before W/SPD for signature the same. After signature to send the written statement to the counsel for filing in the Hon'ble High Court.

- To ensure that the counsel may file the reply within the time and does not seek the unnecessary adjournment.

- To give the details and discuss with the counsel regarding the facts of the case and to provide the relevant documents of the record.

- To attend the date of hearing of the case fixed before Hon'ble High Court, District Court or in any other court alongwith the concerned officer/official with record.

- To put up the first appeal filed under RTI Act by the appellant before the First appellate authority cum State Project Director and issue the notice/letter to both the parties intimating the date of hearing of the appeal.

- To attend the hearing of the first appeal filed under RTI Act and as per the directions of First Appellate Authority, draft the order to be passed in the first appeal and after signature of 1st appellate authority, send the copy of the order to all the parties to the appeal.

- Put up the second appeal filed under RTI Act and draft the reply to the second appeal on behalf of First Appellate **Authority cum State Project Director and after signature** of First Appellate Authority, file the same before the State Information Commission, Haryana.

- To attend the hearing of second appeal as the date fixed by the Hon'ble commission and defend the appeal on behalf of First Appellate Authority cum State Project Director.

- To ensure that the SPIO may also attend the hearing of the appeal before the commission and file the reply within time.

- To draft the letters, notices, show cause notices, speaking orders to be issued to the concerned.

- To deal with the fee bill sent by the counsel engaged from the panel of the Parishad and after approval the payment be made to the counsel.

- To examine the issues/proposals given on the file of all component/all branches as per the direction of the W/SPD.

- To vet the terms and conditions of the contract, notices of termination, letters and drafts, agreements and contracts of all branches and the replies, written statements etc. of all component/all branches of the Parishad.

- To file the appeal/execution/arbitration in the matters after discussing with the W/SPD and on the basis of the facts of the case and to ensure that the same may be filed within the limitation period.

- To attend the arbitration cases on behalf of Parishad pending before the arbitrator.

- To draft the agreement/contract to be executed with the NGOs, individuals, any agency etc.

- To vet the terms and conditions of Expression of Interest or tender document before publishing in the newspapers.

- Put up the copy of the order/judgment passed by Hon'ble Court in any case of the parishad and send the same to the concerned branch/component incharge with the

approval of W/SPD for compliance the same in letter and spirit.

- To ensure that the concerned officers/official of all branches/components may comply with the directions issued by the Hon'ble Court in its order or judgment to avoid any further litigation in the court.
- To maintain the register of all the cases of Hon'ble courts and of the appeal filed under RTI Act.
- To provide all the assistance and guidance to the officials regarding court cases and other legal matters.
- To deal with the work or assignment given by W/SPD from time to time.

JOB PROFILE OF RECEPTIONIST

1. To operate the EPABX System.
2. To attend the visitors and reply of all types of queries.
3. To send and receive the mail from all DPCs, ADCs and GOI and send to the concerned after entering in diary.
4. To keep all the telephones, fax numbers and also email addresses.
5. Any kind of official job/work allotted /given by the Competent Authority.

Job Profile of Assistant Architect

An architect works to create new designs and plans for buildings based on the information provided by the clients along with the basic requirements of the infrastructure proposed for the building/project.

In the capacity of an Assistant Architect in a Govt. Department the work profile of the post include the following jobs to be done in co-ordination with various consultants/components involved in the project.

- ***Meeting with the client/person in charge***, regarding the scope of work, understanding the basic requirements and compiling the data for various spaces to be provided in the building.
- ***To examine the actual building location or the site***, where the new proposed building is to be constructed considering the surrounding structures, orientation and environmental conditions.
- ***To design and plan a building***, along with floor plans and elevations as per the requirements given for the project, keeping in mind the building codes/bylaws (if any of them is applicable to the site)
- ***To review proposals and plans for the approval of the plans*** in co-ordination with serious and the clients/project in charge.
- ***Making modifications and revisions as per the plans approved*** and getting the structural designs prepared from the concerned SDE or out sourcing the design to the structural consultant for the structural design.

- ***Plan the layout of the buildings in the site*** and direct/supervise the concerned draftsman for preparing the working drawings acc to structural design/details.
- ***Co-ordinate with person in charge for preparing the detailed estimates***, with regards to the detailed specifications of the building, keeping in mind the financial constraints, if any.
- ***Site-supervision in assistance with XEN Sirs***, during the execution of the project and developing the details as per the site requirements.

Apart from the above mentioned works, the work profile also includes the full jobs for the Architectural jobs assigned to the consultants (Model Schools Multi Purpose Hall at Jhajjar, etc) and other works taken up by the Department.

- ***Checking the drawings submitted by the Consultants*** for the various Model Schools and co-ordinating with them for submission of pending/missing details in the drawings.
- ***Issuance of drawings of Model Schools*** submitted by the consultant to concerned SDE's/Contractors for the respective Model Schools and keeping record for the same.
- ***Discussions with Contractors and SDE's for queries*** related to drawings and troubleshoot the problems as they arise.
- ***Noting put up for the PUC's received*** for the above mentioned works and prepare replies as required.
- ***Checking the details submitted by the Consultants*** and visioning with the concerned officers persons in charge.
- ***Developing the drawings of various civil works for the Annual Plan's*** as per the budget available and

amendments/modifications required in the previous drawings as per new premiums, etc.

- ***Issuance of al drawings for various components of civil works*** under SSA/RMSA to all districts for implementation in the schools.
- ***Monitoring the drawings/details prepared by ADM's*** for various civil works taken by the office (KGBVs, SSA/RMSA works, Residential Hostels etc.)
- ***Preparing plans/layouts for interiors***/Conference Hall/Renovation works in existing building structures.
- ***Landscaping layout and design details*** for existing building structures (Shiksha Sadan, Sector-7, Panchkula)

In addition to the above detailed jobs, miscellaneous works related to computers like receiving and replying the mails of the Consultants, drafting the letters and Amendments in the DNIT's of tenders of Model schools and KGBV's, study of codes and standards for designing and discussions with the Officers/Competent authority are also been undertaken.

कनिष्ठ अभियन्ता की एस.एस.ए. के निर्माण कार्यों में भूमिका एवं कर्तव्य

1. विद्यालय भवन निर्माण समिति (एस.बी.सी) को सक्रिय, योग्य तथा अच्छी किस्म के निर्माण कार्यों को पूरा करने के लिए प्रेरित करेगा।
2. निर्माण कार्यों के लिए विद्यालय भवन निर्माण समिति को तकनीकी जानकारी देगा।
3. कनिष्ठ अभियन्ता प्रत्येक सप्ताह कम से कम दस कार्यस्थलों (जो कि एक दूसरे से भिन्न हों) का निरीक्षण अनिवार्य रुप से करेगा और जिन विद्यालय भवन निर्माण समिति से वह संपर्क करता है, उनके कार्यों को स्कूल में निरीक्षण रजिस्टर में एक आवश्यक टिप्पणी लिखेगा।
4. प्रत्येक कनिष्ठ अभियन्ता एक मास में कम से कम 20 दिन फील्ड में कार्य करेगा तथा उसकी प्रगति ई–मेल के माध्यम से जिला व राज्य मुख्यालय को फोटो के साथ संप्रेषित करेगा।
5. कनिष्ठ अभियन्ता स्कूल भवन समिति को स्वतंत्र रुप से अच्छी किस्म का सामान प्राप्त करने के लिए प्रेरित करेगा और खुद ऐसी खरीदारी के लिए नहीं जायेगा, जब तक कि उसको विशेष रुप से नहीं कहा जाता।
6. कनिष्ठ अभियन्ता इन सब कार्यों को पूरा करने के लिए लोक निर्माण विभाग द्वारा दिया गया मापदण्ड (पी.डब्लू.डी. विनिर्देशन) तथा विद्यालय भवन निर्माण समिति के लिए निर्मित पुस्तिका ध्यान से पढेगा व विद्यालय भवन निर्माण समिति को भी आवश्यकतानुसार पढवायेगा।
7. कनिष्ठ अभियन्ता उस स्थान पर जहां निर्माण कार्य करने का सुझाव दिया गया है, निरीक्षण करेगा और सुनिश्चित करेगा कि वह स्थल तकनीकी रुप से उचित है।

8. कनिष्ठ अभियन्ता कमरों की जगह निर्धारित करते समय पहले से बने हुए कमरों के साथ सीढियों, दफ्तर, स्टोर, किचन इत्यादि के नाम पर खाली जगह नहीं छोडेगा तथा पहले से बने हुए कमरे की दीवार का इस्तेमाल करेगा। अगर पहले बनी हुई दीवार की नींव कमजोर है तो उसे उपमंण्डल अभियन्ता की जानकारी में लायेगा तथा साईट निरीक्षण रजिस्टर में उल्लेख करते हुए थोडा हटकर कमरा बनवाएगा।

9. राज्य परियोजना निदेशालय द्वारा स्वीकृत आरेखन/चित्रांकन और रुपरेखा (ड्राईगस) के अनुसार कनिष्ठ अभियन्ता भवनों का ढांचा तैयार कराएगा और उपमण्डल अभियन्ता के परामर्श से मध्यरेखा और पलिन्थ स्तर को निश्चित करेगा।

10. कनिष्ठ अभियन्ता एस.एस.ए. के डिजाईन अनुसार बने हुए कमरों पर दूसरी मंजिल बनाने से पहले नींव तथा अन्य जरुरी आर0सी0सी0 हिस्सों की एस0एस0ए0 डिजाईन अनुसार जांच करेगा। जांच के दौरान कोई कमी न मिलने पर ही दूसरी मंजिल पर निर्माण की अनुमति देगा।

11. कनिष्ठ अभियन्ता यह सुनिश्चित करेगा कि ईटों द्वारा किया जा रहा भवन निर्माण कार्य ठीक प्रकार से हो रहा है तथा जोड–पटटी लोक निर्माण विभाग द्वारा सुनिश्चित की गई 6.25 एम.एम. से 9.4 एम.एम. की निर्धारित सीमा में है।

12. कनिष्ठ अभियन्ता इस बात को सुनिश्चित करेगा कि सब सामान जैसे स्टील का, लोहे की फिटिंग्स और कण्डयूट पाईप आदि आई.एस.आई द्वारा प्रमाणित किए गए हों।

13. कनिष्ठ अभियन्ता इस बात को सुनिश्चित करेगा कि विद्यालय भवन निर्माण समिति द्वारा खरीदा गया सीमेंट 43 ग्रेड ओ.पी.सी. का हो और मुख्य

उत्पादकों द्वारा जैसे कि विकम सीमेंट, श्री सीमेंट, अंबुजा सीमेंट, जे.के. सीमेंट, जे.पी. सीमेंट,. लक्ष्मी सीमेंट, बीनानी सीमेंट इत्यादि ही खरीदा गया हो।

14. कनिष्ठ अभियन्ता उपयोग प्रमाण–पत्र (युटिलाईजेशन सर्टिफिकेटस) समय पर तैयार करेगा, जिससे कि विद्यालय भवन निर्माण समिति को धन वितरण समय पर हो, ताकि पैसे की कमी के कारण काम न रुके तथा साईट पर पडा मैटेरियल चोरी न हो व लेबर न भाग जाए।

15. उपमण्डल अभियन्ता (एस.डी.ई.) की उपस्थिति में ही आर.सी.सी छत मिक्सर तथा वाईब्रेटर की सहायता से डाली जायेगी। इसके जिए जें.ई./एस.डी.ई. को कम से कम 3 दिन पहले स्कूल भवन समिति सूचित करेगी।

16. कनिष्ठ अभियन्ता मुख्य अध्यापक द्वारा तैयार किए गए एक खाते को समय समय पर जांचेगा और देखेगा कि इसके भाव बाजार के उचित मूल्य है और सामान विद्यालय भवन निर्माण समिति की पुस्तिका में दी गई मांग या आवश्यकता के अनुसार है।

17. कनिष्ठ अभियन्ता सीमेंट की खपत और स्थल आदेश पुस्तक के लिए सार्वजनिक रजिस्टर का रख–रखाव मुख्य अध्यापक से करवायेगा जिसमें सीमेंट कब प्राप्त किया गया और कब प्रयोग किया गया. लिखा जाएगा। इसमें तिथि और किस काम को पूरा करने कि लिए प्रयोग किया गया का विवरण होगा। ट्रैक्टर तथा ट्रक जिसमें सीमेंट लाया गया है, उनकी पंजीकरण संख्या भी रजिस्टर में दर्ज की जाएगी।

18. कनिष्ठ अभियन्ता स्थल पर जब भी और जैसे भी आवश्यकता होगी हिन्दी में हिदायतें देगा और जब भी स्थल पर जायेगा या समुदाय से मेल जोल करेगा तो वह निरीक्षण रजिस्टर में हस्ताक्षर करेगा। यदि स्थल आदेश रजिस्टर पर

हस्ताक्षर नहीं करता तो यह मान लिया जाएगा कि वह स्थल पर गया ही नहीं या विद्यालय भवन निर्माण समिति से मिला हीं नहीं है।

19. डी.पी.सी./एस.डी.ई./बी.आर.सी./डी.ई.ई.ओ. के परामर्श से खण्ड स्तर पर शिविर संगठित या आयोज़ित करेगा।

20. चॉक बोर्ड सीमेंट रंगब्रश (सीमेंट पिगमेंटस) से ऊपरी सतह पर हरा रंग मिलाकर बनाया जाएगा। उपरोक्त तरीका विद्यार्थियों के लिए चॉक बोर्ड बनाने के लिए खिडकी (सिल लेवल) से नीचे लगे हुए प्लास्टर पर प्रयोग किया जाएगा। डस्टर व चाक रखने के लिए बोर्ड के नीचे 12"X 9" का पत्थर लगवायेगा।

21. शटरिंग डालते समय कनिष्ठ अभियन्ता यह देखेगा कि यदि स्टील शटरिंग लगाई गई है तो यह साफ है और इसको शटरिंग तेल लगाया गया है। अन्यथा प्लाईवूड शटरिंग भी प्रयोग की जा सकती है, जिससे कि बाद में आर.सी.सी. पर प्लास्टर न करना पडे।

22. छत डालने से पहले सरिया नक्शे में दिये गये डिजाईन के अनुसार चैक करेगा।

23. कनिष्ठ अभियन्ता फर्श डालते समय यह देखेगा कि शीशे की पटिटयॉ (ग्लास स्ट्रीप्स) लगाई गई है और फर्श भागों या खण्डों में डाला गया है।

24. रंग रोगन तथा सफेदी करवाते समय, कनिष्ठ अभियन्ता यह सुनिश्चित करेगा कि ग्रामीण निर्माण समिति द्वारा आई.एस.आई चिन्ह का बाहरी सिंथेटिक इनेमल रंग रोगन या किसी भी प्रकार का विशेष रंग रोगन, नैरोलेक, ऐशियन पेंट, ब्रजर पेंट, जॉनसन–निकोल्सन, गरवारे और शालीमार ही प्रयोग किया गया हो।

बच्चों को रंगों का ज्ञान देने के लिए तकनीकी संसाधन व्यक्ति स्कूल भवन समिति को लकडी के काम में विभिन्न मुख्य रंगों लाल, पीला, हरा, नीला रंग लगाने के लिए प्रोत्साहित करेगा।

25. काम पूरा होने के उपरान्त देखेगा कि आस पास की जगह साफ है तथा कमरा भी सर्व शिक्षा अभियान द्वारा किये गये नक्शे व डिजाईन के अनुसार पूर्ण रुप से तैयार है।

26. कार्य पूरा होने के बाद स्कूल भवन समिति द्वारा बनवाया गया रिकार्ड चैक करके किस्त/फाइनल (अन्तिम) किस्त जारी करने के लिए उपमण्डल अभियन्ता से सिफारिश करेगा।

कनिष्ठ अभियन्ता सिफारिश करते समय ऐस्टीमेट की सभी आईटम पूरी कर ली गई हैं यह निश्चित करने के लिए संबंधित चैक लिस्ट को भरेगा तथा अगर कोई अन्तर है तो उसे प्रदर्शित करेगा। फाइनल किस्त के समय निर्धारित फार्म को भरेगा।

27. कनिष्ठ अभियन्ता समुदाय द्वारा किए गए अच्छे कार्य के लिए उत्तरदायी है।

28. कनिष्ठ अभियन्ता कम्पयूटर पर कार्य करने में स्वयं को दक्ष बनायेगा। वह इंटरनेट व माइक्रोसॉफ्ट ऑफिस पर कार्य करना सीखेगा ताकि वह जब भी कार्य स्थलों का भ्रमण करे तब जिला व राज्य मुख्यालय को ई–मेल के माध्यम से निर्माण कार्य की प्रगति फोटो के साथ अवश्य रुप से भिजवाये। इस हेतु वह डिजिटल फोटो कैमरा चलाना भी सीखेगा जो उसे विभाग द्वारा आधिकारिक कार्यों हेतु प्रदान किया, जायेगा।

29. कनिष्ठ अभियन्ता यह सुनिश्चित करेगा कि उसके अधिकार क्षेत्र में आने/पडने वाले सभी विद्यालयों में निर्माण कार्यों के लिये जारी होने वाली धनराशि की प्राप्ति के 15 दिन के अंदर–अंदर निर्माण कार्य प्रारंभ हो। प्रारंभ

न होने की स्थिति में वह तुरंत इस बारे में कारण सहित जिला परियोजना समन्वयक को लिखित रुप में पत्र या ई–मेल के माध्यम से अवगत करायेगा।

30. कनिष्ठ अभियन्ता सीधे जिला परियोजना संयोजक व उप–मंडल अभियंता के अंतर्गत व दिशा निर्देश में कार्य करेगा। वह अन्य उच्चाधिकारियों द्वारा प्राप्त दिशा निर्देशों की भी दृढता से पालन करेगा।

Job Profile of MIS Coordinator

1. Collection and Compilation of U-DISE annually as per the schedule given by the state HQ.
2. Compilation of data in Aadhar.
3. On Line entries in All India School Education Survey.
4. Resolving all type software problems at block and cluster level.
5. Communication with cluster, District and Head Office.
6. Organize of workshop at cluster level & Block level.
7. Visit the schools & Collect/check all type data personally.
8. Any kind of official job/work allotted/given by the competent authority.
9. They are responsible for school wise -data compilation on school, teachers and children. The generation of various reports on teacher, students, school's infrastructure will also be done by them.
10. They will be responsible for imparting training programme to the ABRCs and other technical staff deployed at school, cluster and block.
11. They are responsible to provide the technical support to the Information cum Library-cum- Manager on various software and programme if required.
12. They will be responsible to attend the meeting / workshop etc organized form time to time.
13. They will be responsible to dissemination findings of various reports generated from the various data base/ MIS/ U-DISE. They will disseminate the school reports cards to SMCs concerned of their respective blocks.

DRAFT -JOB PROFILE ASSISTANT MANAGER

The following duties will be discharged by the AM:

- Maintaining& devising office systems, including Data Management and Filing.
- Screening phone calls, enquiries and requests and handling them when appropriate.
- Dealing with incoming email, faxes ad post, often corresponding on behalf of the W/SPD.
- Arranging travel and accommodation and occasionally travelling with the W/SPD to take
- Notes or dictation at meetings.
- Arrange local transport when necessary.
- Organizing and maintaining diaries.
- Arranging Appointments.
- Preparing correspondence on the Director's behalf.
- Liaising with staff.
- Making decisions and delegating work to others in consultation with SPD during his journey period.
- Reading, Monitoring and responding to the Director's email.
- Taking Dictation & drafting Minutes meetings chaired by the SPD.
- Fix engagements / dates for Meetings of the SPD as per his directions.
- Preparing files & papers for meetings.
- Updating facebook official page of HSSPP.
- Typing documents in Hindi & English both/Word processing.
- Updating the Daily Engagement.
- Receive the Govt.- Daks.
- Get the urgent matter / matter on file to the notice of the SPD for prompt decision.
- Get the arrangements of boarding lodging made for the guests / delegation/ team visiting the state from other state , ministry , or agency or individual deputed by ministry/ other state.
- Give briefing regarding court cases/ assembly matters etc.
- Updating the contact list of all officers/ officials relates to HSSPP and ADCs and DCs.
- Undertake any other duties as ordered by the SPD.
- The works assigned to AM by the W/PSSE and W/SPD.

Draft Job profile of junior programmer

- Junior programmer role to assist the programmer/System Analyst in writing designing, coding and testing the software if the System Analyst /programmer have developing the software.
- Maintaining the DISE data.
- Generated the DISE data for the entry of next year.
- Testing the DISE Software
- Compiled the DISE Data Entry Status and reported to Programmer/System Analyst.
- Created the procedure how to import and export the DMPs of DISE and send e-mails to districts.
- Identified the errors in the data of districts and sent back to districts Programmers/Data Entry Operators from time to time through e-mails for removing the inconsistencies & for justification/verification of the reports.
- Supported the district Programmer/Data Entry Operators time to time through e-mail/telephone in resolving the problems faced by them while importing, merging and exporting of DISE Data.
- Compiling and merging the data.
- Generated the reports time to time as per the requirements.
- Helped in AWP&B plan
- Uploading the tenders, Employment notices, walk in interview notices and other official's document on official website.
- Work out the various computer related problem in the office faced by HQ officers/officials like window/software related problems. Installed the Softwares like Microsoft office, Antivirus, Acrobat reader, installed Printer etc.

- Prepared Presentations as desired by component Incharges and other meeting presentations from time to time.
- Other routine works likes scanning, checking /sending their E-mails, etc.
- Basically JPs role is to assist programmer but in Parishad Junior programmers are independently handling the tasks but it should be only for assistance.

Draft JOB PROFILE OF CONSULTANT (PEDAGOGY)

As Consultant (Pedagogy) on one hand, guided the faculty of Academic Authority in academic Policy and Educational Planning by .

- Identify and Design the guidelines for optimum utilization of school grant in environment building of school. The on the other hand, he provided technical expertise to all the districts as per their needs in the areas of envisioning for quality education.
- Provide guidance to the Academic Authority or facilitate curriculum/ textbook development, teacher training, teaching learning material development, effective classroom processes through active pedagogy, child – friendly learning assessment,
- effective use of educational technology, community participation, and academic support to schools, educational research and quality management.
- Get design or develop the training material of modules for BRC/ ABRCs .
- Provide support to the BPRs and help them in constituting the expert group in each block.
- Do efforts for popularizing the use of teach teaching learning material among teachers.
- Seek support from the experts group of ministry and design the annual plan on the areas concerned.
- Identify the material and course for Assistant Block Resource Coordinators and Block Resource Persons to build their capacity to implement the quality interventions.
- Setting up resource group in academic authority and its functioning.

- Prepare progmemme – in-service and induction programmes in consultation with academic authority and board for the assistant block resource coordinators and block resource persons.
- Coordinate preparation and management of capacity building/ exhibition competitions on TLM activities.
- Oversee program related expenditures and revenue.
- Produce reports and conduct program evaluations. Provide on-site supervision of events and activities.
- Ensure professionally run programs that properly follow policies and procedures, provide the highest quality entertainment.
- Administrative work in pedagogy branch. Personal experience enhancement regarding new development in this areas.
- Makes decisions within state-adopted guidelines. Able to work with team spirit.
- Should have the leadership quality and able to perform in different environment.

JOB PROFILE of Research Manager

The Research Manager manages a portfolio of 4-6 research projects within the research unit and will:

- Be responsible for a broad research portfolio within the education sector
- Shall help to initiate and supervises multiple projects relating to improving the education sector in the state, which involves designing research projects, preparing research proposals, and designing program interventions with technical partners collaborating on the project. As part of this task, the Research Manager will be responsible for managing a dynamic team of Research Associates working on these projects.
- Be responsible for dissemination and policy outreach of findings within the state and taking findings to policy makers.
- The Research Manager is responsible for ensuring that research results are effectively translated into practice and policy decisions. This involves conducting workshops, producing innovative dissemination material and actively engaging with practitioners, policy makers, and organizations involved in the sector.
- The Research Manager will work closely with the Team Leader on overall management and strategic visioning for the Research Unit. S/he will participate in developing potential research ideas and liaising with technical partners.
- The Research Manager is expected to participate in management functions such as interviewing potential employees and the training of new staff, regularly update accounts, and maintain clear lines of communication with Principle investigators, the Team Leader, and our partner organizations. S/he is also responsible for ensuring the research associates on projects in his/her portfolio follow proper research procedures, maintain accurate accounts, and clearly monitor and report all project activities.
- Contribute to the Research unit in overall strategic visioning.

DRAFT JOB PROFILE OF Resource Teacher (Special Teacher)

1. The resource teacher will work with all of the teaching staff to assure that children with special needs are identified, referred, evaluated, receive appropriate follow-up service, and are appropriately included in all of the day-to-day activities of the classroom.
2. The supervision and evaluation of the resource teacher will be done by the concerned DPCs in close coordination with BEO and APC concerned of the district.
3. To sensitize the teachers of general schools/teacher educators/pupil teachers in teacher training at the district level to deal effectively with children's with disabilities and as per the needs of the children.
4. To develop individual education programme to diagnose the need of CWSN, plan their learning activities and monitor their progress in closed association with general teachers, which would help in facilitation teaching and learning.
5. To review evaluation reports and IEP of children with diagnosed disabilities and share this information with appropriate staff in a way that it can benefit the child.
6. To train CWSN special skills plus curricular skills such as Braille, use of mathematical equipment, use of individual or group hearing aids, teaching of total communication and other techniques to children with disabilities as the resource teacher visit schools.
7. To coordinate with teaching staff and interacting with staff and CWSN in the classrooms to assure that CWSNs special needs are appropriately met. Participate in home visits as and when needed.
8. To assure the participation of children with special needs in as many regular activities as possible to the fullest extent possible including in the Science Lab, Math Lab, Computer Lab, Library and Gym/sports ground including field trips excursions and meal times etc.
9. To monitor children at mealtime, assist children with special feeding needs, and encourage participation with the peer group.
10. To share information regarding children's needs, strengths and limitations with parents and staff and encourage participation in the process of developing a plan relating to these needs.

11. To interact with CWSN individually and in small groups to support progress on individual goals and child assessment process.
12. To regulate monitoring Medical Assessment Camps, Identification Camps, and Parents Awareness Camps in close association with the Doctors concerned, DPCs, APCs, IE volunteers, Red Cross Society and other Stake holders.
13. To carry out the assessment and to have a clear cut standard bench mark and further the APCs and the special educators in convergence with general teachers, NGOs, Doctors should see that appropriate assessment material, standardized diagnostic and Psychological tests are available for testing hearing, sight and learning disabilities.
14. The special educators should mainstream the children with low vision and mild to moderate hearing impairment and mild learning difficulties with the support of assistive technologies in association with Doctors, child psychologists, pediatricians, speech and language therapists and other stakeholders working in this field.
15. To develop public awareness for inclusive education, placement of children in general schools and implementation of Right to Education Act, this would promote positive attitude towards CWSN.
16. To develop recommendations in the districts to promote and support inclusion with the particular emphasis on action and changes required to improve the quality of education for inclusive education.
17. The special educators along with the IE volunteers should monitor the schools regularly in which CWSN are enrolled and further they should monitor the proper utilization of resource room and the use of equipment/facilities including effective use of aids, appliances and equipment are being carried out effectively and should be utilized for inclusive education. If a child with special needs drops out the resource teacher should look into the reasons for the same.
18. The special education teachers should work as per the schedule mentioned below:-

Day	Time	Palce of Visit	Schedule
Monday			School visits & CWSN Home visit/

			Parents of CWSN visit
Tuesday			School visits & CWSN Home visit/ Parents of CWSN visit
Wednesday			To monitor Resource Rooms/Block Resource Centres (BRC)
Thursday			School visits & Home-based education
Friday	Office work related to organizing various activities		

19. The resource teacher along with the IE volunteers should provide a brief of each and every activity being carried out at the block level with the copy of it to the APCs which would further consolidate the block level information into a district level progress report on the following guidelines:-

i. No. of CWSN (Boys and Girls separately) identified
ii. No. of CWSN enrolled in schools (Boys and Girls separately)
iii. No. of CWSN covered through home-based education.
iv. No. of CWSN covered through school readiness programme (Boys and Girls separately)
v. No. of CWSN provided aids and appliances through ALIMCO
vi. No. of CWSN provided aids and appliances from other sources
vii. Staffing pattern for IE
viii. Class wise requirement of Braille books separately for primary for upper primary level showing class wise break up of no. of books required.
ix. Information about adopted curriculum, evaluation and assessment guidelines.
x. Percentage of school made barrier free
xi. No. of disabled friendly toilets in the block/district.
xii. Any other material developed for the CWSN at the block level
xiii. Information to be given as and when received from MHRD Govt. of India.

The DPCs are required that the above information be circulated to the Block Education Officers for information and further necessary action and also to circulate it to the resource teachers (Special Teachers) at block level for effective implementation and execution of IE activities at the block and district level respectively.

JOB PROFILE OF Research Associate

Research Associates will work closely with academic researchers and other field staff to perform a variety tasks including, but not limited to, the following:-

Communication activities

- Maintaining regular communication between academic researchers and field based terms.
- Maintaining regular communication with partner organization and technical research partners.
- Preparing monthly, quarterly and annual reports on project status.
- Disseminating evaluation findings for use by staff and management to share with communities and donors.
- Conducting meetings with local and state government officials, community leaders and other stakeholders.

Management of data collection

- Designing and modifying questionnaires according to the guidelines set out by academic investigators.
- Joining field teams during pre-testing of questionnaires and other pilot activities.
- Participating in training of filed enumerators.
- Coordinating the progress of data collection in conjunction with the project manager and monitoring its quality.
- Liaising with the intervention implementation team and technical research partner to ensure coordination in activities

Training

- Regular training of staff member in data analysis procedures and quality controls.
- Assisting in the orientation of new staff members and training them in conducting surveys.

DRAFT JOB PROFILE OF RESEARCH HEAD

- Represent REAP at a senior level, provide leadership and engage with researchers and policy makers and bridge the divide between research and action.
- Lead a team of researcher and staff within our collaborative partners.
- Initiate and supervise multiple projects relating to improving the education sector in the state, which involves designing researches projects, preparing research proposals, and designing programme interventions with technical partners collaborating on the project.
- Be responsible for dissemination and policy outreach of findings within the state and taking findings to policy makers, including giving presentation on research findings emerging out of REAP.
- Draft and Evaluate research proposals independently.

DRAFT JOB PROFILE OF Resource Teacher (Special Teacher)

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2. The supervision and evaluation of the resource teacher will be done by the concerned DPCs in close coordination with BEO and APC concerned of the district.
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5. To review evaluation reports and IEP of children with diagnosed disabilities and share this information with appropriate staff in a way that it can benefit the child.
6. To train CWSN special skills plus curricular skills such as Braille, use of mathematical equipment, use of individual or group hearing aids, teaching of total communication and other techniques to children with disabilities as the resource teacher visit schools.
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9. To monitor children at mealtime, assist children with special feeding needs, and encourage participation with the peer group.
10. To share information regarding children's needs, strengths and limitations with parents and staff and encourage participation in the process of developing a plan relating to these needs.

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The DPCs are required that the above information be circulated to the Block Education Officers for information and further necessary action and also to circulate it to the resource teachers (Special Teachers) at block level for effective implementation and execution of IE activities at the block and district level respectively.

Data

- Performing basic data analysis as suggested by the principal investigators
- Generating quarterly tabulations of the data collected.