

JOB CHART FOR THE VARIOUS CADRES IN THE CENTRAL SILK BOARD

I. SCIENTIFIC

A. ON-FARM SIDE

1. DIRECTOR

In Headquarters

- ◆ Monitoring of All Research Institutes including RSRS, RTRS, REC in respect of Research Projects and their budgets, Research MIS.
- ◆ All University Projects.
- ◆ Inter Institute Coordination including with KSSRDI and APSSRDI.
- ◆ All collaborative projects including PAD.
- ◆ RCC, RAC meets.
- ◆ Transfer of Technology, NRDC and Commercialisation of Research work, including chemicals and prophylactics.
- ◆ Consultancy by CSB.
- ◆ Overseas Training and overseas sourcing of consultancy.
- ◆ Research Publications.
- ◆ AICE and Authorization.
- ◆ Silkworm seed exports and imports and quarantine.
- ◆ Central Academic Council.
- ◆ All academic and institute training programmes of CSB.
- ◆ Awards and endowments.
- ◆ Vigilance.
- ◆ All non-mulberry issues (research & non-research)

In Research Institutes

- ◆ Act as the Head of the Institute and sub-units falling under its jurisdiction.
- ◆ Lead the scientist group in research and development programmes demarked as per the mandate.
- ◆ Strategic planning, monitoring and evaluation of research, training and extension activities.
- ◆ Plan development strategies for the sericulture industry through dissemination of technologies, innovations and entrepreneurship development.
- ◆ Organise National and International Scientific Conferences and represent the country at the National/international levels.
- ◆ Identify prospective areas for collaboration with National and International R&D institutions and work out the modalities of execution and implementation of collaborative programmes.
- ◆ Co-ordinate HRD & TOT programmes with State Departments and NGOs.
- ◆ Co-ordination with State Departments for effective transfer of technology and off-farm trials at DOS farms.
- ◆ Annual Action Plan, budget, targets and achievements, etc.

2. SCIENTIST-D

- ◆ Identify front line research areas for R&D programmes based on the mandates of the Main Institute.
- ◆ Conduct of on-farm and off-farm trials assigned by the Main Institutes.
- ◆ Testing of technologies evolved by the Main Institutes at field units of CSB. Transfer of technologies to farmers' field by way of demonstrations.
- ◆ Co-ordination and research extension activities through field units of State Departments and NGOs.
- ◆ Overall co-ordination of R&D and allocation of work from time to time.
- ◆ Interact with State Departments and field functionaries on All India Co-ordinated Experimental trials and Race Authorization programmes; and Post Authorization Demonstration Phase on the newly evolved varieties and hybrids in the States.
- ◆ In-house review of Research and Extension activities of the department/regional stations periodically.
- ◆ Patenting and Commercialization of technologies evolved. .
- ◆ Head the Department/Division/Regional Research Stations and discharge of administrative responsibilities also.

3. SCIENTIST-C

- ◆ Conceive and formulate project proposals based on interaction with field staff and -suggestions made during Workshops/Seminars/Krishi Mela and or field days etc. organized at the Institute and field units from time to time.
- ◆ Monitoring and evaluation of the research findings and to draw inference at the end of each experiments.
- ◆ Review of research projects and also mid term course corrections if required on the recommendations of the Research Review Committees.
- ◆ Analysis and interpretation of data and presentation to review Committees from time to time.
- ◆ On-farm and off-farm trials and fine-tuning of technologies.
- ◆ Patenting and commercialization of technologies evolved.
- ◆ Co-ordinate collaborative projects and interaction with State Departments for extension programmes.
- ◆ Attend to All India coordinated Experiments and Race Authorization Programme for the newly evolved varieties/races from time to time.
- ◆ Monitor schedule of activities of research projects.
- ◆ To attend research and training programmes and other HRD related assignments.

4. SCIENTIST-B

- ◆ Periodical survey of field problems.
- ◆ Formulate project based on the feedback obtained during Krishi Mela/ Workshop//Field Days, etc.
- ◆ Planning and layout of experiments at field level.
- ◆ Maintain project schedules, co-ordinate with other co-investigators on collaborative projects.
- ◆ Monitoring, evaluation and analysis of the data.
- ◆ Execute All India coordinated Experimental Trials and Race Authorization Programme at CSB field units and State Department farms.
- ◆ Involve in Post Authorization and Demonstration phase for newly evolved varieties/races and Transfer of Technology (ToT) to field through State Departments.
- ◆ Assist Senior Scientists in Research and Training Programmes.
- ◆ Impart training and other HRD related assignments.
- ◆ Plan and execute technology transfers through demonstrations and training, etc.

IN FARMS & BSM&TCs

- ◆ Farm Management including basic seed production adhering to the norms and breed characters.
- ◆ Supply of basic silkworm seed to the designated units as per the programme.

IN GRAINAGES

- ◆ To produce quality F1 silkworm seed and supply in time, meeting the quality norms and generate feedback of the quality performance of the silkworm seed.

B. OFF-FARM SIDE

1. DIRECTOR

- ◆ Same as that of Director on the on-farm side except that the research and extension activities relate to post-cocoon sector.

2. SCIENTIST-D [R&S]

- ◆ To monitor R & D work in reeling, NMR Division as well as training and Research & Technical Co-ordination Cell.
- ◆ To monitor the project work as Co-Investigator in reeling, weaving and NMR division.
- ◆ To monitor Stores Purchases as Chairman of the Purchase Committee.
- ◆ Monitor / review of the work of CSTRl sub-units.
- ◆ To co-ordinate meetings of RAC, RC and Annual Action Plan.
- ◆ CDP schemes monitoring.
- ◆ Handle training classes for various training programmes on post cocoon.

3. SCIENTIST-C (R&S)

- ◆ To conduct various reeling project work as Project Investigator as well as Co-Investigator.
- ◆ Co-ordinate the R & D work in Reeling Division.
- ◆ To implement PPPBST project as a counterpart under JICA reeling programme.
- ◆ To monitor the MRM package under IX and X Plan Scheme.
- ◆ Nominated as a Member Convenor in the PDC.
- ◆ Monitor the testing of cocoons for Race Authorisation.
- ◆ Handle training classes on reeling.

4. SCIENTIST-B [R&S]

In Headquarters

Reeling

- ◆ To carry out project work as well as exploratory project work on reeling.
- ◆ To assist in Race authorization programme.
- ◆ Preparation of various reports pertaining to reeling division.
- ◆ To assist in monitoring MRM package under IX and X plan scheme.
- ◆ To assist in monitoring the master reeler assistance under CDP scheme.
- ◆ Handle training classes on reeling.

Weaving

- ◆ To carry out project work as well as exploratory project work on weaving.
- ◆ Product Development work.
- ◆ Monitor master weavers under CDP scheme.
- ◆ Render technical services to various weaving clusters in the country.
- ◆ Handle training classes on weaving.

Research & Technical Coordination Cell

- ◆ Co-ordination of research, technical and extension activities of the institute.
- ◆ Monitoring the activities of CSTRI sub-units.
- ◆ Co-ordination in the conduct of RC and RAC meetings of CSTRI.
- ◆ Finalisation of action plan for CSTRI and its sub-units.
- ◆ Preparation of Annual Report.
- ◆ Co-ordination in various matters pertaining to RCC meetings, RAC meetings of other CSB research institutes, State level Sericulture Co-ordination Committee meetings.
- ◆ Preparation of quarterly, half yearly and yearly progress report.

Testing

- ◆ To carry out research projects.
- ◆ To conduct mechanical, chemical and eco test of various raw silk samples received from private as well as Govt. organization on charge basis.
- ◆ Conduct NABL audit as a Lead assessee.
- ◆ Handle training classes on TTL.

Wet Processing

- ◆ To carry out project work as well as exploratory project work on Wet Processing.
- ◆ Monitoring of CFC under CDP scheme.
- ◆ Render technical services in the field of processing of silk.
- ◆ Degumming of cocoons under Race Authorisation programme.
- ◆ Handle training classes on wet processing.

Non-Mulberry Reeling

- ◆ To carry out project work as well as exploratory project work on Non-mulberry reeling.
- ◆ Render technical services.
- ◆ Monitoring of MRTM and MSM under IX plan & X plan scheme.
- ◆ Handle training classes on non-mulberry reeling.

Design Centre

- ◆ Publication of Peethambar Perceptions – CSTRl quarterly design series.
- ◆ Design services to the industry.

Silk Conditioning and Testing House and Raw Silk Testing Centre

- ◆ Exploratory studies / adaptive research
- ◆ Testing of raw silk, twist silk, water, zari, boil off / degumming and other physical and chemical tests under 'C' grade lab.
- ◆ Demonstration of technology / Transfer of technology
- ◆ Field awareness programmes
- ◆ Exploratory studies
- ◆ Adoption of units
- ◆ Survey

Demonstration cum Technical Service Centre, Z.O and Cocoon Testing Centre

- ◆ Exploratory studies / adaptive research
- ◆ Impart training.
- ◆ Testing of cocoons, silk, water,
- ◆ Commercial services – cocoon drying, reeling, twisting, consultancy
- ◆ Scheme implementation and monitoring.
- ◆ Demonstration of technology / Transfer of technology.
- ◆ Field awareness programmes
- ◆ Exploratory studies.
- ◆ Adoption of units
- ◆ Survey

Textile Testing Laboratory

- ◆ Exploratory studies / adaptive research
- ◆ TTL – physical, chemical, eco testing. Water, zari, boil-off / degumming, twist test.

II. TECHNICAL

1. JOINT SECRETARY [TECH]

In Headquarters

- ◆ Formulation of Central and Centrally sponsored Sericulture development programmes, monitoring and implementation.
- ◆ Co-ordination with State Sericulture Departments on development of silk industry in States.
- ◆ Visit to sericultural areas, review of plan schemes and assistance to private entrepreneurs.

In ROs / RDOs

- ◆ In-charge of the Office.
- ◆ Co-ordination with State Departments falling under his jurisdiction and CSB Units.
- ◆ Convening the State level Sericulture Co-ordination Committee Meetings.
- ◆ Assisting the State Governments in formulation of Schemes / Programmes.
- ◆ Visit to sericultural areas under his jurisdiction both CSB and State Units and assisting the private entrepreneurs.

2. DEPUTY SECRETARY [TECH]

In Headquarters

- ◆ Co-ordinating activities of different Sections
- ◆ Parliament Questions
- ◆ Preparation of Agenda and Explanatory Notes for the Board Meeting and Standing Committee Meeting.
- ◆ Scrutiny of construction proposals received from Outstations.
- ◆ Co-ordinating visits of various Committees including Parliamentary Committees.
- ◆ Implementation of Centrally sponsored Schemes / Projects.

In ROs / RDOs

- ◆ In-charge of the Office.
- ◆ Co-ordination with State Departments falling under his jurisdiction and CSB Units.
- ◆ Convening the State level Sericulture Co-ordination Committee Meetings.
- ◆ Assisting the State Governments in formulation of Schemes / Programmes.
- ◆ Visit to sericultural areas under his jurisdiction both CSB and State Units and assisting the private entrepreneurs.

3. ASSISTANT SECRETARY [TECH]

- ◆ In-charge of Technical Section in Central Office / ROs / RDOs
- ◆ Preparation of Projects / Schemes / Special Projects, Implementation, monitoring and evaluation.
- ◆ Visit to sericultural areas.
- ◆ To represent CSB in the State Programme Approval and Monitoring Group meeting.

4. SUPERINTENDENT [TECH]

- ◆ Supervision of the Section and General Administration matters
- ◆ Keeping record of incoming daks and status of action taken by the Dealing Assistants
- ◆ Monitoring of receipt and distribution of dak and other Inter-Section Notes for its follow up
- ◆ Maintenance of Casual Leave Account of the staff of the Section
- ◆ Annual Budget / Performance Budget of CSB
- ◆ Updating of material in the CSB Website
- ◆ Reply to Parliament Questions,
- ◆ To take follow up action on the various Meetings such as Board Meeting, Standing Committee Meeting, Parliamentary Committee Meeting, State level Co-ordination Committee Meeting, etc.
- ◆ Maintenance of Record Room files
- ◆ Monitoring of implementation of Official Language
- ◆ Monitoring RTI issues
- ◆ In-house Quarterly Report to Ministry
- ◆ Action Taken Report of the Ministry
- ◆ Preparation of general notes on Sericulture sector as and when required by the Member-Secretary, Chairman, Ministry, etc.

5. ASSISTANT SUPERINTENDENT [TECH]

- ◆ Scrutiny of proposals received from States for implementation of Catalytic Development Programmes (CDP)
- ◆ Annual Plan proposals of CSB
- ◆ Preparation of Revised Estimates and Budget Estimates relating to Schemes
- ◆ Five Year Plan Correspondence
- ◆ References relating to Planning Commission
- ◆ Half-yearly Performance Review
- ◆ Projects submitted by NGOs and other agencies

- ◆ Quarterly Review with States by CSB
- ◆ Fund releases to the States under CDP and its monitoring
- ◆ Assisting in Fixing of physical and financial targets for States on a year to year basis
- ◆ Maintenance of Utilization Certificates and its reporting to Ministry and others concerned
- ◆ Evaluation of Central and Centrally sponsored Schemes in the States
- ◆ Mid-term appraisal of the Plan Programme
- ◆ Follow up action on the tour notes submitted by Nodal Officers for various States

6. ASSISTANT [TECH]

- ◆ Updating progresss of raw silk production from various States in coordination with Statistical Section and its compliance
- ◆ Monitoring of Progress Reports from States, Inter-Section Notes and its compliance
- ◆ Preparation of periodical returns for submission to / Head Office / Ministry on physical and financial progress
- ◆ Maintenance of file movement register and other records relating to VIP references, Ministry references, reminder register, etc.
- ◆ Assisting in preparation of replies to Internal Audit queries/notes/reports, etc.
- ◆ Periodical field visits to sericultural areas.
- ◆ Assisting in holding various Meetings convened.
- ◆ Put up files for fund release to States under CDP.

III. FINANCE

1. DIRECTOR [FINANCE]

- ◆ In-charge of Finance Division.
- ◆ Preparation of Budget and finalization of Annual Accounts,
- ◆ Matters relating to Annual Accounts, Auditing of Accounts of all CSB Units by Internal Audit / AG Audit, results of Audit, review of Audit Reports, etc.,
- ◆ Procurement of office consumables, purchases and maintenance of office equipments including computers and vehicles.

2. JOINT DIRECTOR [FINANCE]

- ◆ Preparation of Budget
- ◆ Finalisation of Annual Accounts
- ◆ Computerisation of Accounts and its implementation
- ◆ Accounting of transactions of Central Office
- ◆ Follow up with AG audit in completion of Audit
- ◆ Scrutiny of Monthly / Annual Accounts
- ◆ Opening of LCs and arrangement of foreign exchange
- ◆ Preparation of salary of Central Office Officers and Staff
- ◆ Finalisation of Pension and follow up with Bank and Units
- ◆ Accounting and sanction of advance of GPF of CSB
- ◆ Accounting of GSLIS
- ◆ Settlement of various bills like TA/LTC/Medical, etc. of Central Office
- ◆ Appointment of AMAs for all employees of CSB
- ◆ Tax Deduction at Source
- ◆ Auditing of Accounts of all CSB Units
- ◆ Scrutiny of reference files on various subjects
- ◆ Assisting the AG Audit Team at the time of auditing the Accounts of CSB
- ◆ Review of Audit Reports

3. DEPUTY DIRECTOR (FINANCE)

- ◆ Preparation of Budget
- ◆ Finalisation of Annual Accounts
- ◆ Computerisation of Accounts and its implementation
- ◆ Accounting of transactions
- ◆ Scrutiny of Monthly / Annual Accounts
- ◆ Preparation of salary of Officers and Staff
- ◆ Settlement of various bills like TA/LTC/Medical, etc.
- ◆ Tax Deduction at Source

IV. ADMINISTRATION

1. JOINT DIRECTOR (ADMN.)

In Headquarters

- ◆ In the Central Office, the Joint Director (Admn) looks after the establishment and vigilance matters. The work assigned includes recruitments and promotion, compassionate appointments, maintenance of reservation rosters and Personal Information System, Performance Appraisal Reports, staff deployment, deputation of staff, seniority and confirmation, VIP references relating to service matters, Transfer Policy, disciplinary cases, submission of periodical returns to different authorities and maintenance of immovable property returns.

In Main Institutes

- ◆ The Joint Director (Admn) posted in Institute will be in-charge of Administration, Accounts, Stores and Vigilance. He is responsible for assisting the Director of the Institute on the above issues and for maintenance of Financial Accounting System, apart from the work indicated above.

2. DEPUTY DIRECTOR (ADMN. & ACCOUNTS)

- ◆ Depending upon the Units / Institutes, the duties and responsibilities vary. Deputy Director (A&A) will be in-charge of concerned Sections like Labour & Law and Stores in Central Office and in-charge of entire administration, accounts, stores and vigilance in Institutes.

3. ASSISTANT DIRECTOR (ADMN. & ACCOUNTS)

- ◆ In-charge of concerned Sections like Establishment / Vigilance / Stores / Accounts / Bills / Internal Audit in Central Office and Main Institutes. Depending upon the Section in which the post is deployed, the work varies. The work in Establishment Section includes maintenance of personal files and service registers, grant of all kinds of leave, increment, fixation of pay, processing cases for grant of study leave to employees, counting of past service, deputation of staff, remittance of Leave Salary & Pension Contribution, etc.
- ◆ The work in Vigilance Section includes handling disciplinary cases, Investigation of complaints, periodical returns to Ministry / CVC, liaison with CBI, examining requests for acquisition/disposal of property, grievances of staff and property returns.
- ◆ The work in Stores Section includes maintenance of files relating to procurement of office consumables, equipments and vehicles, periodical reports to respective Sections, examination of proposals received from Outstations for procurement of office consumables, scientific equipments, vehicles, etc.
- ◆ The work in Accounts Section includes assisting in preparation of Budget, finalisation of Annual Accounts, computerisation of Accounts and its implementation, issue of Circulars to Units on improvement of internal control, follow up with Ministry for release of Grants, accounting of transactions of Central Office and submission of Information to Ministry.
- ◆ The work in Bills Section includes preparation of salary of Officers and Staff, accounting and sanction of advance of GPF of CSB, accounting of GSLIS, settlement of various bills like TA/LTC/Medical, etc., * Finalisation of Pension and follow up with Bank and Units, obtaining approvals for loans to all employees of CSB, conveying the approval of competent authority for obtaining medical treatment on emergency cases, appointment of AMAs for all employees of CSB, tax deduction at source, and issue of guidelines to Units on points of clarification.

- ◆ The work in Internal Audit Section relates to undertaking audit of accounts of CSB Units, submission of reports, follow up with AG audit in completion of Audit and compilation and furnishing of replies to audit queries.

4. **SUPERINTENDENT**

- ◆ Supervisory staff of the Section.
- ◆ The work involves distribution of dak among the Dealing Assistants working in the Section, checking of Assistants Diary, scrutiny of the files put up by the Dealing Assistants with reference to Rules and offer comments and coordination of work of all Dealing Assistants working in the Section
- ◆ Disposal of files at his / her level as per delegation of powers
- ◆ Supervise the work of Dealing Assistants and guide them and enforce punctuality and discipline
- ◆ Check whether all facts, statements are correct, point out the mistakes / missing data, draw attention to the statutory or customary procedure and point out the relevant law and rules
- ◆ Furnish other relevant data / information available in the Section, draw attention of any precedents, evaluate relevant data and information and suggest, where possible, alternative course of action for consideration.
- ◆ Maintenance of Casual Leave Account of the staff of the Section
- ◆ Maintenance of Record Room files
- ◆ Monitoring of implementation of Official Language
- ◆ Monitoring RTI issues

5. **ASSISTANT SUPERINTENDENT**

- ◆ Preparation of drafts where necessary and issue the same after approval by the concerned Officers and take further action of despatch and keep records relating to the issue of such communication
- ◆ Follow proper filing system and keep files in an orderly manner for easy reference.
- ◆ Maintenance of reminder diary, etc.
- ◆ To go through the receipts and separate urgent receipts from the rest, enter in the Assistant Diary, deal with urgent receipts first and put up the case to the higher Officers.

6. ASSISTANT

- ◆ Receipt of dak, examine the issue in relation to the Rules governing the subject and suggest appropriate action
- ◆ Maintenance of files relating to the activities of the Section as per work allocation order.
- ◆ Preparation of Notes on the subject dealt in the Section, marking the receipts, preparation of running summary of facts
- ◆ Follow docketing system i.e. keep the files numbers for early references, linking files, etc.
- ◆ Put up earlier references of the case, any precedents in taking a particular decision.

7. UPPER DIVISION CLERK

- ◆ Receipt of dak
- ◆ Maintenance of files
- ◆ Examination and scrutiny of papers received with reference to Rules
- ◆ Submission of files with comments to Section In-charge
- ◆ Other work assigned by the concerned Section Head.

8. LOWER DIVISION CLERK

- ◆ Typing
- ◆ Diarising of papers
- ◆ Despatch of letters
- ◆ PABX Operation
- ◆ Other work assigned by the concerned Section Head.

9. Reporter

- ◆ Taking dictation and transcription apart from typing.
- ◆ Attending important Meetings and preparation of verbatim reports
- ◆ Maintenance of Engagement Diaries
- ◆ Preparation of tour programme
- ◆ Fixing of appointments
- ◆ Attending to phone calls of the concerned Officers.

10. Stenographer

11. Jr. Stenographer

- ◆ Taking dictation and transcription apart from typing.
- ◆ Any other work assigned by the concerned Officer.

V. PUBLICITY

1. JOINT DIRECTOR (PUBLICITY)

- ◆ Printing and supply of all Board's publications such as Annual Reports, Books, Manuals, Booklets, Extension publications, posters, brochures, etc. (excluding Indian Silk).
- ◆ Press and Media relations
- ◆ Audio-visual publicity and conducting multimedia campaigns & advertising through Press and Electronic Media
- ◆ Production of Educational, Instructional and Documentary Video Films on Sericulture / Silk Industry / Central Silk Board
- ◆ Stock and supply of all CSB publications and Sericultural video CDs and VCDs.
- ◆ Publication of Statistical Biennial and CSB Directory
- ◆ Organising Field level Exhibitions and participation in Trade Fairs.

2. DEPUTY DIRECTOR (PUBLICITY)

Same as that of Joint Director (Publicity)

3. ASSISTANT DIRECTOR (PUBLICITY)

- ◆ Publication of Indian Silk
- ◆ Co-ordination, collection and compilation of articles/ information, editing, proof reading, designing, printing and mailing of the publications.
- ◆ Liaison with Printing Press, Authors, Advertisers and Subscribers.
- ◆ Conducting surveys and interviews
- ◆ Convening the meetings of Sub-Group on Indian Silk.

4. SUPERINTENDENT (PUBLICITY)

- ◆ Supervisory staff of the Section.
- ◆ The work involves distribution of dak among the Dealing Assistants working in the Section, checking of Assistants Diary, scrutiny of the files put up by the Dealing Assistants with reference to Rules and offer comments and coordination of work of all Dealing Assistants working in the Section
- ◆ Sub-editing, proof reading of articles for the Board's publications.
- ◆ Writing of articles,
- ◆ Maintenance of Casual Leave Account of the staff of the Section
- ◆ Maintenance of Record Room files
- ◆ Monitoring of implementation of Official Language
- ◆ Monitoring RTI issues

5. ASSISTANT SUPERINTENDENT (PUBLICITY)

- ◆ Assisting in preparation of press notes
- ◆ Proof reading of articles for the Board's publications.
- ◆ Maintenance of Files
- ◆ Follow docketing system i.e. keep the files numbers for early references, linking files, etc.

VI. COMPUTER

1. JOINT DIRECTOR (COMPUTER)

- ◆ Designing and developing Information Systems to improve functional efficiency of the organisation.
- ◆ Identify new areas for computerisation, systems analysis, design, development and implementation.
- ◆ Maintenance and Upgradation of Information Systems in use.
- ◆ Coordinate with various Sections on the usage of Information Technology
- ◆ Purchase of Computer Softwares
- ◆ Conducting periodical training on computer applications to CSB employees
- ◆ Providing E-Mail / Internet facility and establishing LAN.
- ◆ Maintenance of software packages
- ◆ Administration of Servers and Network in CSB Complex, Bangalore
- ◆ Administration of Local Area Network (LAN) and Computer Systems of Central Office
- ◆ Development of portals for sericulture
- ◆ Maintenance of CSB Website

2. DEPUTY DIRECTOR (COMPUTER)

- ◆ Designing and developing Information Systems to improve functional efficiency of the organisation.
- ◆ Identify new areas for computerisation, systems analysis, design, development and implementation.
- ◆ Maintenance and upgradation of Information Systems in use.
- ◆ Coordinate with various Sections on the usage of Information Technology
- ◆ Purchase of Computer accessories
- ◆ Conducting periodical training on computer applications to employees
- ◆ Providing E-Mail / Internet facility and establishing LAN
- ◆ Maintenance of software packages
- ◆ Administration of Servers and Network
- ◆ Administration of Local Area Network (LAN) and Computer Systems

3. ASSISTANT DIRECTOR (COMPUTER)

- ◆ Systems analysis
- ◆ System design
- ◆ Software development
- ◆ Computerization
- ◆ Computer applications
- ◆ Computer maintenance

4. COMPUTER PROGRAMMER

Same as that of Assistant Director (Computer)

VII. STATISTICS & FORECASTING

1. SCIENTIST-D

- ◆ MIS Base, Forecasting & Analysis.
- ◆ Updation of MIS-Kit & Note on Exports, Review of Sericulture
- ◆ Publication of monthly and annual Export & Import review
- ◆ Market Intelligence (Collection of Price data, transactions, forecasting trends, etc.) and publication of the same.
- ◆ Updation of ITC (HS) classification.
- ◆ Silk waste issues.
- ◆ Coordination in updating of all master notes to MoT.
- ◆ Sericulture in States - Status reports & Profile on Sericulture, Compilation of all State level Schemes and Plans, Assistance pattern, Targets and Progress Reports.
- ◆ Coordination in the State level Coordination Committee Meetings with reference to production of raw silk (Mulberry & Vanya).
- ◆ Planning Commission References (Annual & Five Year Plans) – Physical Targets and achievement reports, Employment data updation and Exports.
- ◆ Designing, Analysis & Interpretation of Research Data

2. DEPUTY DIRECTOR (ECONOMICS)

- ◆ Collection, compilation and analysis of data relating to sericulture, field units, surveys and preparation of notes, reviews and Reports.

3. ASSISTANT DIRECTOR (ECONOMICS)

Broadly same as that of Deputy Director (Economics)

4. SUPERINTENDENT (ECONOMICS)

- ◆ Supervisory staff of the Section.
- ◆ The work involves distribution of dak among the Dealing Assistants working in the Section, checking of Assistants Diary, scrutiny of the files put up by the Dealing Assistants and offer comments and coordination of work.
- ◆ Analysis of arrivals of reeling cocoons and raw silk in markets of Karnataka as well as for other States.
- ◆ Work out the seasonal indices using statistical models regarding production and other important parameters with respect to silk at national level.
- ◆ Comparative Analysis between silk and with other food grains, cereals and its productivity index.
- ◆ Monitoring market trends and suggesting corrective steps for stabilization of prices of silk cocoons and raw silk.
- ◆ Compilation of silk export and import statistics and preparation of monthly export and import review of silk items for publication purpose and for users reference.
- ◆ Updating the Annual Report of Central Silk Board
- ◆ Parliament Questions relating to the Section.
- ◆ Maintenance of Casual Leave Account of the staff of the Section
- ◆ Maintenance of Record Room files
- ◆ Monitoring of implementation of Official Language
- ◆ Monitoring RTI issues

5. SENIOR ECONOMIC INVESTIGATOR

- ◆ Collection of production statistics from all States in the Country with reference to sericulture as per designed MIS (Management Information System) formats Quarter wise and also on annual basis.
- ◆ Compilation of the production data on a systematic and structured method using computer based soft ware.
- ◆ Collection of daily prices pertaining to cocoons, raw silk, silkwaste, etc. from DOS, Karnataka, Tamil Nadu and Andhra Pradesh and Silk Exchange, Bangalore and publication of daily price bulletin- "Silk Flash"
- ◆ Assisting in conducting training programmes on the collection and compilation of data based on MIS formats using computers for the benefit of Officers of State Sericulture Department and Technical Officers/Officials of CSB.
- ◆ Updation of Central Silk Board web site in respect of transaction and daily prices of Silk Commodities and Export of Silk goods from the Country.

VIII. TECHNICAL (FIELD)

1. SR. TECHNICAL ASSISTANT (SELECTION GRADE)

- ◆ Microscopic examination of moths in SSPCs
- ◆ Preparation of Technical Reports and compilation of technical data
- ◆ Organising Transfer of technology under IVLP
- ◆ Coordination of pest management
- ◆ Coordination of training programmes of farmers
- ◆ Coordination of commercial Chawki Rearing Centres
- ◆ Labour supervision and management
- ◆ Farm Management
- ◆ Basic stock maintenance at P4, P3 and P2 Farms
- ◆ Responsible for quality seed cocoon generation/ procurement and handling based on target planning,
- ◆ Planning and programming the activities of the Grainage to achieve the target fixed and to produce quality silkworm seed,
- ◆ Monitoring the supply of DFLs to the farmers/other units and feedback from the field,
- ◆ Maintenance of technical files/records pertaining to seed cocoon rearing / SSPCs,
- ◆ Compilation and preparation of monthly, quarterly and annual reports

2. SR. TECHNICAL ASSISTANT

- ◆ Assisting in-charge Officers in organizing Field Days, Group Discussions, Film Shows, etc. with farmers
- ◆ Compilation and forwardal of primary data from the Field
- ◆ Feedback information on various aspects /constraints in sericulture development
- ◆ Assisting scientific personnel, demonstration of package of practices for application of research findings in the field, assisting in conducting training programmes and attending to the extension activities to educate farmers in new technologies.
- ◆ Collection of primary data on farmers, infrastructure status of sericulture, DFLs requirement and other information to plan improvement of sericulture in the given area,
- ◆ Responsible for transfer of technologies identified for the area/supervision of farmers by using the extension tool and providing feedback on technologies, assisting the farmers in improving the production and productivity of mulberry and silkworm by way of application of quality inputs, specific disinfectants, technologies and absorption of relevant farmers.

3. TECHNICAL ASSISTANT

- ◆ Garden management,
- ◆ Monitoring the schedules of cultural operations including input application,
- ◆ Making available the silkworm hybrid DFLs as per the requirements,
- ◆ Supervision of work carried out by the Farm Workers,
- ◆ Rearing of silkworms including harvesting of leaves, feeding, disinfection etc.
- ◆ Data compilation pertaining to the Centre on various activities,
- ◆ Maintenance of technical files/records,
- ◆ Basic Seed Production/Commercial Seed Production which includes, pairing, de-pairing, attending to emergence etc.
- ◆ Assisting farmers in improving production and productivity/crop inspections/ feed back on technology.

4. SR. FIELD ASSISTANT

5. FIELD ASSISTANT

Duties and responsibilities are more or less as prescribed for the post of Technical Assistant

6. TECHNICAL ASSISTANT (REELING & SPINNING)

- ◆ Operation of all types of testing equipments in Textile testing viz. Physical, Chemical and Eco parameters testing and interpretation of test results.
- ◆ Product development, process development and machinery development under the guidance of scientists.
- ◆ Handling of practical classes in training programmes for trainees.
- ◆ Demonstration of technologies developed by CSTRI in the post-cocoon sector.
- ◆ Offering of technical consultancy/technical advisory services to the industry as a part of the Consultancy Team of CSTRI.
- ◆ Conducting of field surveys involving evaluation of performance of industrial units, adoption of technologies and study of status of the industry.
- ◆ Operation of reeling, twisting, weaving and processing machineries in the Pilot Mill as well as in Industrial Units where specific studies are taken to evaluate raw material, process and product.
- ◆ Maintenance of Pilot Mill machineries and equipments.

IX. OFFICIAL LANGUAGE

1. DEPUTY DIRECTOR [OFFICIAL LANGUAGE]

- ◆ Responsible for implementation of the Official Language Policy of the Government both in Central Office and Research Institutes and Extension Units.
- ◆ Inspection of Research Institutes / Extension Units to oversee the implementation of Official Language Policy of the Government
- ◆ Training, vetting of translation, publication of Hindi journals, organising Workshops on Official Language, arranging Meetings & Seminars on Official Language, etc.,
- ◆ Assisting the Member-Secretary on issues connected with implementation of Official Language Policy of the Government.

2. ASSISTANT DIRECTOR [OFFICIAL LANGUAGE]

- ◆ In-charge Officer of Hindi Section
- ◆ Responsible for effective implementation of Official Language Policy of the Government.
- ◆ Supervising the staff of Hindi Section.
- ◆ Vetting of translated reports / material prepared by the Sectional staff.
- ◆ Assisting the in-Charge officers on all issues pertaining to Official Language Policy.
- ◆ Organising Meetings, Workshops, Hindi Classes etc.,

3. SR. TRANSLATOR (HINDI)

- ◆ Supervising the work of Hindi Section staff besides attending to translation work.
- ◆ Assisting the Assistant Director [Official Language] / Officer-in-charge on various issues pertaining to implementation of Official Language Policy of the Government.
- ◆ Organising Meetings//seminars/Workshops.
- ◆ Looking after correspondence work.

4. JR. TRANSLATOR (HINDI)

- ◆ Translation from Hindi to English and vice-versa.
- ◆ Maintenance of files.
- ◆ Assisting the In-charge Officers in day to day official language work including organising Meetings/Seminars/Workshops, etc.

X. INSPECTION

1. DEPUTY DIRECTOR (INSPECTION)

In Headquarters

- ◆ All matters relating to Export inspection
- ◆ Analysis of certification
- ◆ Input Output Norms, Value additions
- ◆ Import Export Policy
- ◆ Correspondence & interaction with Customs, DGFT, Trade Bodies & Embassies
- ◆ Trade enquiries/Trade complaints
- ◆ All matters relating to Silk Mark Organisation of India

In ROs / RDOs / CCs

- ◆ In-charge of Certification Centres, where Deputy Director posts are provided.
- ◆ Coordinating the work of Certification Centre
- ◆ Allotment of daily inspection work to Assistant Directors (Insp)
- ◆ Attending to queries of trade, importers, etc.
- ◆ Surprise Inspection
- ◆ Guidance to exporters
- ◆ Market survey & Membership Drive
- ◆ Registration of Members of Silk mark and Authorised Users & Evaluation
- ◆ Training of Authorised Users
- ◆ Label distribution and periodical checking
- ◆ Preparation & distribution of publicity material
- ◆ Conducting and participating in Fairs & Exhibitions
- ◆ Organising Awareness programme for Manufacturers, Traders & Consumers and Press Conferences, Press Meets, etc.

2. ASSISTANT DIRECTOR (INSP)

- ◆ Undertaking pre-shipment inspection of silk goods tendered by exporters.
- ◆ Guidance to exporters
- ◆ Issue of Inspection Certificates and other various trade certificates
- ◆ Analysis of silk samples
- ◆ Market survey & Membership Drive
- ◆ Registration of Members of Silk mark and Authorised Users & Evaluation
- ◆ Training of Authorised Users
- ◆ Label distribution and periodical checking
- ◆ Preparation & distribution of publicity material
- ◆ Conducting and participating in Fairs & Exhibitions
- ◆ Organising Awareness programme for Manufacturers, Traders & Consumers and Press Conferences, Press Meets, etc.

XI. LIBRARY

- 1. LIBRARY & INFORMATION OFFICER**
- 2. SENIOR LIBRARIAN**
- 3. ASST. LIBRARIAN & INFORMATION OFFICER**
- 4. SR. LIBRARIAN AND INFORMATION ASSISTANT**

- ◆ Regular acquisition, classification and cataloguing of Library Books
- ◆ Regular renewal of subscription of journals
- ◆ Issuing and receiving books
- ◆ Maintenance of files pertaining to Library
- ◆ Inter Library loan work and service to University staff
- ◆ Periodical purchase of books and journals.

XII. ENTERPRISE PROMOTION CELL

- 1. JOINT DIRECTOR [EPC]**

- ◆ Industry Interactions on Industry related schemes and studies.
- ◆ Entrepreneur Development
- ◆ Credit in Sericulture
- ◆ Projects sent by entrepreneurs for comments, scrutinize and recommend on the Industrial/PIB approvals.
- ◆ Post cocoon non-research issues, EOUs, and post cocoon enterprise related studies.
- ◆ In-house training programmes for resource persons under the externally aided projects.
- ◆ Issues related to anti-dumping
- ◆ Issues related to On-line trading & futures market
- ◆ All matters relating to SMOI

XIII. ENGINEERING

- 1. EXECUTIVE ENGINEER**

- ◆ Head of Sericultural Engineering Division.
- ◆ Designing & fabrication of farm machineries and rearing houses.
- ◆ Training to Sericulturists and State Govt. officials.
- ◆ Teaching M.Sc. [Seri-Tech].
- ◆ Arranging Exhibitions,

- 2. ASSISTANT EXECUTIVE ENGINEER**

- ◆ To look after Civil / Electrical / Mechanical / Workshop / Cold Storage
- ◆ Repair and maintenance of residential and non-residential buildings including mulberry plots, roads, water supply and sanitary installations, sewerage and drainage system.
- ◆ Preparation of estimates and execution of works, repair and maintenance of electrical installations, DG sets and water pump sets, cold storages, etc.

XIV. ARTIST

1. **Sr. ARTIST GRADE-I**

- ◆ Visualisation / preparation of art work, designs, layout for all publications and preparation of logos.
- ◆ Liaison with Press during printing of publications.

2. **Sr. ARTIST**

Same as that of Sr. Artist Grade-I

XV. OPERATIONAL

1. **HOSTEL MANAGER**

- ◆ Management of Hostels of the Research Institute and related work assigned by the Director.

2. **SENIOR MECHANIC (SELECTION GRADE)**

- ◆ Maintenance work of machineries / electrical installations
- ◆ Assisting in the erection and commissioning of machineries
- ◆ Assisting in the fabrication of machineries depending upon their trade.

3. **SENIOR MECHANIC**

Same as that of Senior Mechanic (Selection Grade)

4. **STAFF CAR DRIVER (SELECTION GRADE)**

- 5. **STAFF CAR DRIVER (GRADE-I)**
- 6. **STAFF CAR DRIVER (GRADE-II)**
- 7. **STAFF CAR DRIVER (O.G.)**

- ◆ Driving and maintenance of vehicles and Log Books.

8. **COOK**

- ◆ Looking after the catering work in Guest Houses / Hostels.
- ◆ Preparation of food for guests / students.
- ◆ Maintenance of kitchen attached to the Guest Houses / Hostels neatly.

9. **TECHNICIAN**

- ◆ Attending to the work like operating Gestetner Machine, Boilers, Plumbing, operating Pump, Wiring, Carpentry, Mason work, Electrical work, etc. depending upon their trade.

10. **ASSISTANT TECHNICIAN**

- ◆ Attending to the work like operating Gestetner Machine, Carpentry, Mason work, Wiring, Assisting Artist, Plumbing, Reeling / Spinning, Weaving, Rearing, Daftary, Driving Power Tiller, etc. depending upon their trade.

11. **ATTENDER**

- ◆ Identification of files meant for different sections and carryout inter sectional movement of files.
- ◆ Dusting /Cleaning of tables/Chairs of the officers/Staff and other Office equipments like computer, Telephone etc.
- ◆ Assisting the dispatcher for preparation of envelopes. Pasting of postage stamps, affixing address stamps etc.
- ◆ Hand delivery of letters to the local Offices and booking of Air parcels.
- ◆ Booking Registered letters /Speed post/Courier
- ◆ Visiting nearby units for hand delivery of urgent letters/ records etc.
- ◆ Attending of work connected with payment of telephone/water/ Electricity bills.
- ◆ Where necessary, assisting cashier, accompanying cashier to the Bank and collection of DDs/ Pay orders etc from Bank.
- ◆ Screening of visitors coming to meet senior Officers and guide them to the concerned officer after ascertaining the purpose of the visit.
- ◆ Distribution of Dak and official communication to the staff after obtaining their signatures in the register.
- ◆ Display of notices/ Circulars on the Notice Board as also circulation among the staff.
- ◆ Booking of Air/Train /Bus tickets to the Officers and staff for official visits to out stations.
- ◆ Shifting of office furnitures.
- ◆ Serving Coffee/Tea and lunch /Snacks in the meetings.
- ◆ Getting photo copies and set making , stitching of files.
- ◆ Any other duties assigned by the officer-in-charge from time to time.

12. **CHOWKIDAR**

- ◆ Responsible for overall security and safety of the office/ stations and performing watch and ward duties.
- ◆ Safeguarding the properties/ records etc of the office.
- ◆ Restricting the movement of public and visitors to the office premises.
- ◆ Screening of visitors coming to the office premises to meet the Officer/ Staff and guide them after ascertaining the purpose of their visit.
- ◆ To note down the registration numbers of vehicles entering and leaving the office premises including the time of arrival and departure.
- ◆ Checking the items / materials/equipments/Stationary items with reference to Bills/Invoices before entry into the office premises or before they are taken out of the office premises.
- ◆ Issuing gate pass to the outsiders for the purpose of their entry into the office premises and to collect back the same duly signed by the concerned officer visited before allowing the visitor to move out.
- ◆ Reporting promptly to the Officer-in-charge with regard to any untoward incident occurred in the premises while on duty for appropriate action.

- ◆ Attending to Telephone calls before and after office hours/ holidays and pass on important and urgent messages received to the Officer-in-charge/ Senior Officers depending upon requirement.
- ◆ Any other duties assigned by the Officer-in-charge from time to time.

13. **SAFAIWALA**

- ◆ Sweeping and cleaning of entire area of Office premises.
- ◆ Cleaning of bathrooms/ Toilets of the office with disinfectants and maintain cleanliness.
- ◆ Spraying of insecticides so as to prevent cockroaches/Silver fish/white ants etc. from attacking office records / furniture.
- ◆ Cleaning ceiling fans/ Pedestal fans and other fixtures provided in the office premises and maintain cleanliness.
- ◆ Any other duties assigned by the officer –in-charge from time to time.

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