

OFFICE MANAGER (SCALE OF PAY Rs. 28,600- 1,15,000)

Duties and responsibilities:

- a) To organise and control all clerical work in the Section.
- b) To allocate duties of Staff under him and to distribute work among them.
- c) To guide and advise the staff in order to enable them to discharge duties promptly and in accordance with prescribed procedures.
- d) To keep his immediate superior informed of the instructions, if any received by him directly.
- e) To deal with important files and cases including confidential ones personally and to put up notes, reports, drafts etc. to superiors.
- f) To ensure strict compliance with instructions regarding treatment and safeguarding secret and confidential files / papers.

NOTE: The duties listed above are not exhaustive and also depend on the Section on which he is in-charge.

ACCOUNTANT (SCALE OF PAY Rs. 28,600- 1,15,000)

Duties and responsibilities:

- a) To maintain, organise and make necessary accounting entries in the accounting system.
- b) To keep his immediate superior informed of the instructions, if any, received by him directly.
- c) To ensure methodical maintenance of files, records, documents etc. with a view to facilitating easy access and retrieval.
- d) To ensure timely submission of arrears statement and other periodical returns and proper attention to recording, indexing and weeding of files as per instructions.

Note: The duties indicated above are not exhaustive and also depend on the Section on which he is in-charge.

SENIOR ASSISTANT (SCALE OF PAY Rs. 23,000- 92,500)

Duties and Responsibilities:

- a) To perform duties as assigned to him/her by his /her Section -in-charge, such as, examining cases and bills, preparation of statement/ bills etc., maintenance of books of accounts, records and registers, compilation of reports, etc.
- b) To assist his/her superior in disposal of important cases.
- c) To study letters and correspondence and to link connected.
- d) To prepare brief notes, reports or drafts replies quoting Precedents, rules, regulations, and existing orders, if any, and to put them up to his/her superior for consideration.
- e) To be responsible for his/her files.
- f) To maintain Guard files, File Register, and other requisite registers as may be required.
- g) To prepare and compile reports and returns as directed.

Note: The duties listed above are not exhaustive and also depend on the section to which he/she is attached.).

SENIOR INSPECTOR (SCALE OF PAY Rs. 23,000- 92,500)

Duties and Responsibilities :

- a) To assist DPC Manager in various activities of DPC viz. Purchase of raw jute, assortment, grading, baling, storage, transportation, execution of difference Government Schemes etc.
- b) Preparation and timely submission of various reports and returns as may be entrusted to him.
- c) To perform duties as may be assigned to him by his superior.

Note: The duties listed above are not exhaustive and also depend on the nature of job which he is directed to perform).

JUNIOR ASSISTANT (SCALE OF PAY Rs. 21500-86,500)

Duties and Responsibilities:

- a) To attend to duties as assigned to him/her by his/her Section-in-charge, such as, filing of papers, scrutiny, checking, verification of documents, records etc, preparation and checking of bills, maintenance of books of accounts and registers, preparation of statements etc.
- b) To keep papers and files in order and in tidy condition.
- c) To examine and put- up notes and drafts of cases entrusted to him/her promptly after referencing and paging them.
- d) To keep a record of movement of his/her files.
- e) To submit of arrears statement and other periodical returns.

Note: The duties listed above are not exhaustive and also depend on the section to which he/she is attached.

JUNIOR INSPECTOR (SCALE OF PAY Rs. 21,500- 86,500)

Duties and Responsibilities:

- a) To maintain records and register/ DPC as instructed by superior.
- b) To prepare various statements / reports / returns to HO / RO as instructed.
- c) To assist his superior in various activities of DPC viz. purchase of raw jute, assortment, grading, baling, storage, transportation, execution of difference Government Schemes etc.
- d) To perform official duties as may be assigned to him by his superior.

Note: The duties listed above are not exhaustive and also depend on the job assigned to him.