

**Powers and Duties of Group 'A' Officers**

**1. Registrar**

As per Statute 13 of the First Statutes of IISERs

**2. Deputy Registrar**

Administrative matters including Legal /Vigilance Matter Public Relations, Recruitments and all other Establishments Matters. Administrative Matters of Academics/Faculty/Student. Handling Administrative Financial Budget/Accounts Estate Management, Stores and Procurement, Grievances, RTI etc.

**3. Assistant Registrar (Administration)**

In-charge of the Administration Section and works with Registrar to look after the Establishment and General Administration of the Institute. Deals with service matters of Non-Teaching staff, including recruitment, training & maintenance of service books and APARs, Legal Cell, manpower planning, correspondence with the MoE/State Govt. and other agencies. He is also the CPIO of the institute under the RTI Act, 2005.

**4. Assistant Registrar (Stores and Purchase)**

Responsible for the procurement of all scientific equipment, computer and peripherals, stationery and other items of the institute through local purchase, GeM, e-procurement etc. He also maintains stores ledger for items purchased and conducts annual stock taking of all items procured by the institute.

**5. Assistant Registrar (Finance and Accounts)**

Responsible for smooth functioning of the Accounts Section including checking and passing of bills and vouchers, dealing with bank transactions and tax matters. He also processes payroll and ensures timely payment of salaries and manages all statutory deductions. Also, responsible for ensuring timely audit of annual accounts, transaction audit.

**6. Assistant Registrar (R&D)**

Responsible for the smooth functioning of the R&D Section by ensuring the timely processing of project proposals by issuing endorsement certificates. Maintaining and managing the project sanctions and funds received from DBT, DST, SERB, ICMR, CSIR and other agencies from time to time. Processing and coordinating the procurement of research consumables and equipment from project funds based on the requirements of the principal investigators. Coordinating with the accounts section for managing the project funds, processing payments, reimbursement of travel, and other expenses from project funds. Also, responsible for recruiting project staff for various projects based on the requirements of research projects. Timely issuing and submission of Utilization Certificates and Statements of Expenditure for all the projects as and when required.

**7. Librarian**

Overall in-charge of Central Library of the Institute. Library automation. Serve students, faculty and other users of the library in getting their required library material and information. Work in the building up of the Library anticipating the use by the students and faculty by adapting latest trends in Library Science and Information Technology. Updation of Library database as and when the new books are purchased and assign appropriate accession numbers to the books. Supervise stock verification and loss of books periodically. Budgeting for purchase of new books, Organizing, collection and acquisition of new library material. Write off and weed out the old books, journals, magazines, newspapers after following standard procedures laid by Gol. Serve the users information about online facilities.

**Powers and Duties of Group 'A' Officers**

**8. Assistant Librarian**

Assist the Librarian on the above tasks. Library automation, serve students, faculty and other users of the library in getting their required library material and information. Work in the building up of the Library anticipating the use by the students and faculty by adapting latest trends in Library Science and Information Technology. Updation of Library database as and when the new books are purchased and assign appropriate accession numbers to the books. Supervise stock verification and loss of books periodically. Budgeting for purchase of new books, Organizing, collection and acquisition of new library material. Write off and weed out the old books, journals, magazines, newspapers after following standard procedures laid by Gol. Serve the users information about online facilities.

**9. Superintending Engineer (Civil)**

Coordination & Supervision of construction and maintenance of Civil works including Public Health. Looks after contract management, tendering, planning, works accounts procedures, byelaws of local bodies, understanding of electrical, AC, telephone, computer networking, etc.

**10. Executive Engineer (Electrical)**

Responsible for monitoring of electrical work and quality assurance of projects being executed through CPWD. Ensures preventive maintenance of all electrical works. planning, estimation and tendering preparation of BOQ as per CPWD manual.

**11. Technical Officer (Computer Centre)**

System administration, software development, fabrication, database management, networking, campus telephony services and support to scientific/technical research.

**12. Medical Officer**

The Medical Officer (MO) is responsible for providing primary healthcare services to students, staff, and faculty of the institute. This includes conducting medical examinations, diagnosing illnesses, and prescribing medications. The MO is also responsible for maintaining accurate medical records of all patients, including medical history, diagnosis, treatment plans, and prescription. The MO conducts health education programs for students, staff, and faculty to promote healthy lifestyle practices and prevent illnesses. Also, all the medical bills, insurance etc. is checked by the Medical Officer.

**13. Scientific Officer**

Operation of Scientific/Technical equipment and support to academic and research work. Handling of sophisticated instrumentation/equipment like NMR, XRD, EPR, etc.

\*\*\*