

JOB CHART OF NON-TEACHING EMPLOYEES OF DR YSR HORTICULTURAL UNIVERSITY, VENKATARAMANGUDEM	
1	<u>Joint Registrar</u> Over all supervision of all the administration activities in the University and any other duties assigned by the higher authorities.
2	<u>Deputy Registrar</u> Supervision of all the administrative matters, Recruitments, Appointments, Promotions, Transfers and all court cases. Any other duties assigned by the higher authority.
3	<u>Deputy Comptroller</u> He is accountable for the work of the Assistant Comptrollers working under him and maintaining integrity and coordination with the administration. He will act as a member of Purchase/Tender/Works committee. He is in charge of all the account section. He will also assist the comptroller in getting the funds from the Government. Any other duties assigned by the higher authority.
4	<u>Assistant Registrar</u> Supervise the Sections under his / her control and complete the day to day work within the stipulated time. He/She should attend the meetings with Secretariat people and ascertain the position as and when required with the permission of Registrar. He/ She has to guide the Sub-ordinate staff those who are working under his / her control and cooperate in the official correspondence and assist the Officials while taking decisions to run the administration. Any other duties assigned by the higher authority.
5	<u>Administrative Officer</u> Drawing and disbursing of the salaries, contingencies and other funds of the colleges. Supervise and direct all the ministerial staff and attend to other correspondence, check and sign all the cash books, service registers and stock registers etc. Assist the Associate Dean in all the matters of the college and any other duties assigned to him by the higher authority.
6	<u>Assistant Comptroller</u> Ensure speedy disposal of pay bills and other contingent bills after Pre-Audit. He will obtain replies to audit objections for dropping, maintain cash books and prepare monthly accounts and attend reconciliation and compilations of accounts. He also assist in preparation of annual budget. Any other duties assigned by the higher authority.
7	<u>PS to Vice Chancellor</u> Act as personal secretary to Vice Chancellor, maintain confidential reports pertaining to University Officers and Committee enquiry reports. Any other duties assigned by the vice Chancellor. Maintain strict confidentiality pertaining to important administrative matters of the University. Any other duties assigned to him by higher authority.
8	<u>Agricultural Officer</u> Supervision of all farm operations, Cultivation of Crops, Preparation of the land required for by various departments and maintenance of crop cafeteria in the farm. Assist in maintenance of stock registers and stores and supervise the works of Agril.Extension Officers. Assist in maintenance of machinery, electrical motor pump sets. Attend to all works relating to muster, distribution of labour, preparation of labour wage bills and maintenance of aquittances. Any other duties assigned to him by higher authority.
9	<u>Superintendent</u> Distribution of tappals among the section, preparation of para-wise remarks of court cases and issue orders based on the approval of the higher authorities. Maintain office records, disposal of closed files to record room and periodical destruction of the records, Supervision of records, registers & Personal Registers maintained by the section assistants and over all supervision of the section work. Any other duties assigned by the higher authority.
10	<u>Public Relations Officer</u> He should act as a Liaison Officer between the University and Public/Farming community. He should also maintain good relations with print and electronic media.. He will also expose the University in media about day to day activities and ensure to maintain the good will of the Institute. He should also take active part while conducting Seminars/Trainings/Farmer training/Programmes/Kisan melas in the University. He has to collect feed back reports, success stories, news letters, feature articles every month. He has to assist the University authorities dring VVIP and VIP visits.Any other duties assigned by the higher authority.
11	<u>Senior Assistant</u> Receiving currents from section superintendent and putup files with rule positions pertaining to the allotted works, which he/she is attending He/She should acquaint with the administration, accounts including maintaining Service Registers, cash books, pensions, disciplinary cases, leave rules and issue orders based on the approval of the higher authorities. Any other duties assigned by the higher authorities.

12	<u>U.D.Steno</u> Act as personal Assistant to the Officer and maintain confidential Records. He will record minutes of different meetings and maintain the concerned files. Any other duties assigned by the higher authority.
13	<u>Senior Technical Assistant (Administration/Finance)</u> Receiving currents from section superintendent and to putup files pertaining to the allotted works which he/she is attending with rule positions. He/She should acquaint with the administration, accounts including maintaining Service Registers, cash books, pensions, disciplinary cases, leave rules and issue orders based on the approval of the higher authorities, computerization of all accounts and administrative matters of the Colleges/University. Any other duties assigned by the higher authority.
14	<u>Junior Assistant Cum Typist</u> Attend typing /Computer work assigned to him/her by the Superintendent/Senior Assistant of the section, maintain subject files, cash books, Service Registers wherever there is no senior assistant and to look after other works as directed by the section superintendent/Senior Assistant/Head. Any other duties assigned by the higher authority.
15	<u>Junior Library Assistant</u> Maintenance of library in colleges, look after ordering, classification and cataloguing of all books. In charge of text books, reference books, abstracts. Periodicals, renewals and subscriptions of the library. Supervise all the library staff & assign duties. Preparation of annual statement of books & verification of stocks. Look after computerization and net working in libraries. Any other duties assigned by the higher authority.
16	<u>Agricultural Extension Officer</u> He has to look after and supervise all the field works, assist scientists in conducting experiments, collection of experimental and weather data, writing DMS, forecast. He has to perform the muster duty wherever necessary and any other duties assigned by the scientists as well as Head.
17	<u>Record Assistant</u> Closing office disposals, keeping the records in the record room and stitching of file disposals etc. Maintenance of attendance, leave account of staff, sending of circular letters to other stations & attend to dispatch work and maintaining the postal stamp Account. Any other duties assigned by the higher authority.
18	<u>Field Supervisor</u> Supervise field operations and issue farm implements and tools to labour. Maintenance of Farm Machinery, Bullocks drawn implements and carts. Any other duties assigned by the higher authority.
19	<u>Field Assistant</u> To assist the Scientist & Technical Staff on the field in conducting field experiments and preparation of fields for sowing, irrigation, weeding, harvesting and other agricultural operations when required by the authority. Any other duties assigned by the higher authority.
20	<u>Attender (Office Sub-ordinate)</u> Carrying of files from one section to another section and attend the works assigned to him by his/her Superior Officers and keeping the office building & premises neat and clean. Any other duties assigned by the higher authority.
21	<u>Mali</u> Perform the duties of mali such as preparation, maintenance and beautification of the gardens in the office premises and corridors etc. Any other duties assigned by the higher authority.
22	<u>Watchman</u> Watch and ward duty during day & night for safeguarding the University property wherever they are working (movable and immovable). Any other duties assigned by the higher authority.
23	<u>Driver</u> Proper maintenance and Driving all the University vehicles i.e. Jeep , Car and heavy vehicles and Tractor as per the instructions of the higher authorities/immediate officer. Writing and maintenance of Log books of all the vehicles. Any other duties assigned by the higher authority.
24	<u>Jeep Driver</u> Proper maintenance and Driving all vehicles like Jeep , Car and Tractor as per the instructions of the higher authorities/immediate officer writing and maintenance of Log books of all the vehicles. Any other duties assigned by the higher authority.
25	<u>Tractor Driver</u> Maintenance and operating Tractors with trailers and Tractor drawn implements, operation of power triller and its maintenance. Any other duties assigned by the higher authority.
26	<u>Cleaner</u> To keep and make ready for operating the vehicles of the University and also to assist the Driver wherever necessary. Any other duties assigned by the higher authority.
27	<u>Agricultural Work Man</u> To assist the Scientist & Technical Staff on the field in conducting field experiments and preparation of field for operations like sowing, irrigation, weeding and harvesting. Any other duties assigned by the higher authority.

28	<u>Cashier</u> Drawing and disbursing of cash with respect to salaries and other contingencies maintain relevant records and different cash books, cash remittances in the bank including bank transactions. Any other duties assigned by the higher authority.
29	<u>Electrician</u> Maintenance, repairs and replacement of electrical items. Responsible for the proper and efficient working of workshops and concerning electrical works. Any other duties assigned by the higher authority.
30	<u>Lab Assistant</u> Proper maintenance and upkeep the laboratory equipment and assisting the Scientists/Teachers in conducting of practicals and practical exams. Any other duties assigned by the higher authority
31	<u>Lab Attendent</u> To maintain cleanliness of all the lab equipment including lab building, assisting in conducting practicals and practical exams. Any other duties assigned by the higher authority.
32	<u>Store Keeper</u> Maintain stores and stocks of the sections and also maintain all the relevant records. He is also responsible for the lapses occurred in maintaining the stocks and stores during his tenure. Any other duties assigned by the higher authority.
33	<u>Care Taker</u> Maintain all the relevant records of the college hostels including cash books. Collection of mess and other miscellaneous payments pertaining to hostel. Maintenance of stocks and stores of college hostel. Assist Hostel wardens in supervising the mess. Any other duties assigned by the higher authority.
34	<u>Lab Technician</u> He has to look after and supervise all the field works, assist scientists in conducting experiments, collection of experimental and weather data, writing of DMS and forecast. He should also assist in conducting the practicals and practical classes in colleges. He has to perform the muster duties wherever necessary and any other duties assigned by the scientists as well as the Head.
35	<u>Draughtsman</u> Planning, designing and preparation of estimates of different works in the University. Any other duties assigned by the higher authority.
36	<u>Work inspector</u> Supervision of all the engineering works pertaining to the University. Maintenance of Measurement books individually for each work. Any other duties assigned by the higher authority.
37	<u>Executive Engineer (Civil)</u> He is responsible for all the accounts of his division pertaining to different works carried out under his control. He is responsible to inspect each and every work at least twice a year and submit his reports to the higher authority. He is also responsible in the use and up keep of measurement books and frequently inspect the works. He is responsible for proper arrangement for proper custody of the University properties. He has to excise his subordinators in discharging their duties. He is also responsible to achieve coordination with the Electrical staff concerned in execution of all the works.
38	<u>Deputy Executive Engineer</u> He will look after all the construction works including repairs in the University. He is also incharge of according sanctions for all the petty works. Any other duties assigned by the higher authority.
39	<u>Deputy Executive Engineer(Elect.)</u> He will look after all the construction works including repairs pertaining to electrical works in the University. He is also incharge of according sanctions for all the petty works. Any other duties assigned by the higher authority.
40	<u>Assistant Executive Engineer (Civil)</u> He is responsible to the Executive Engineer for management and execution of works. To arrange and supervise the actual calculation of all works in accordance with sanction and estimates, specifications and drawings. To take timely action as and when necessary on the state of repairs done in the University. He is responsible for proper working of his subordinates on the works in which they are engaged. He should report immediately to Executive Engineer on any of the serious incidents occurred at the construction site. He has to keep a vigilant control over the expenditure and report the progress of work periodically to the higher authority. He personally examine all the standard measurement books of the works under his jurisdiction. He will personally check all the stores and stocks twice a year and record the report in the measurement book. He has to excise proper care over the safety of University Property. Any other duties assigned by the higher authority.

41	<p><u>Assistant Engineer (Civil)</u> He is responsible to the Executive Engineer for management and execution of works. To arrange and supervise the actual calculation of all works in accordance with sanction and estimates, specifications and drawings. To take timely action as and when necessary on the state of repairs done in the University. He is responsible for proper working of his subordinates on the works in which they are engaged. He should report immediately to Executive Engineer on any of the serious incidents occurred at the construction site. He has to keep a vigilant control over the expenditure and report the progress of work periodically to the higher authority. He personally examine all the standard measurement books of the works under his jurisdiction. He will personally check all the stores and stocks twice a year and record the report in the measurement book. He has to exercise proper care over the safety of University Property. Any other duties assigned by the higher authority.</p>
42	<p><u>Assistant Engineer /Supervisor</u> He is responsible for preparation of petty works and preparation of plans and estimates for repairs, additions and alteration of works. He has to carry out survey and levelling when required. He has to supervise the actual execution of all the works and repairs in accordance with the plans and specifications approved by the competent authority, to make arrangements for adequate strength of labour at economical rate within the same amount for the works done by departmentally. To maintain all the accounts of all the staff, receipts and issues and maintenance of register pertaining to it. To record the measurement of works carried out to prepare running bills of all works and submit to the higher authorities. To put up the Measurement books regularly to his officer for payment. To prepare, maintain and submit all the rolls of works charged establishment to his subsequent officer. Any other duties assigned by the higher authority.</p>
43	<p><u>Senior Technical Assistant</u> He has to look after and supervise all the field works, assist scientists in conducting experiments, collection of experimental and weather data, writing of DMS and forecast. He should also assist in conducting the practicals and practical classes in colleges. He was to perform the muster duties wherever necessary any other duties assigned by the scientists as well as the head. Any other duties assigned by the higher authority.</p>
44	<p><u>Junior Technical Assistant</u> He has to look after and supervise all the field works, assist scientists in conducting experiments, collection of experimental and weather data, writing of DMS and forecast. He should also assist in conducting the practicals and practical classes in colleges. He was to perform the muster duties wherever necessary any other duties assigned by the scientists as well as the head. Any other duties assigned by the higher authority.</p>
45	<p><u>Technical Assistant</u> He has to look after and supervise all the field works, assist scientists in conducting experiments, collection of experimental and weather data, writing of DMS and forecast. He should also assist in conducting the practicals and practical classes in colleges. He was to perform the muster duties wherever necessary any other duties assigned by the scientists as well as the head. Any other duties assigned by the higher authority.</p>
46	<p><u>Security Officer</u> He is responsible for the safe guard of University properties. He is responsible for any of the lapses happened in safe guarding the University properties. He has to periodically check and supervise works pertaining to the watch and ward/security personnel in the University. Any other duties assigned by the higher authority</p>
47	<p><u>Grafter</u> He is responsible for multiplication of plant material of different crops through different vegetative propagation of methods. Any other duties assigned by the higher authority</p>
48	<p><u>Junior Lab Assistant</u> Proper maintenance and upkeep of the laboratory equipment and assisting the Scientists/Teachers in conducting of practicals and practical exams. Any other duties assigned by the higher authority</p>
49	<p><u>Programme Assistant (Technical)</u> Assisting in collection of samples and analysis and writing reports for the soil samples done by the soil scientist. Technical support to the Scientist in maintaining demonstration units at KVK. Maintaining records and reports of technical works of the Scientists like OFT/FLD input supply and results data. Up keeping of soil and testing equipments any other lab equipment and resources available with KVK. Any other duties assigned by the Senior Scientist and head KVK from time to time.</p>
50	<p><u>Programme Assistant (Computers)</u> Preparation of technical reports and presentations. Computerization of letters, reports and correspondence. Regular updating email correspondence. Usage of ICT tools for information dissemination. Sending messages to farmers on Kisan portal. Supporting technical presentations of scientists for training programme. Photo & Video documentation of regular mandated activities. Preparation of Audit Visual Aids for effective TOT. Data base maintenance of farmers/trainees visiting KVK. Supporting Publications made by the scientific staff in local language from time to time. Any other duties assigned by the Senior Scientist and head, KVK from time to time.</p>

51	<p><u>Farm Manager/T-4</u> Maintenance register & records of farm inputs, yield and price registers as per the guidance of farm incharge.Regular Irrigation and human resource management required for farm activities. Maintenance of demonstration units as per the guidelines given by the concerned scientists. Maintenance of farm muster and preparation of bills for paying from wages.Regular up keeping of farm.Any other duties assigned by the Senior Scientist and Head, KVK from time to time</p>
52	<p><u>Assistant</u> Maintenance of Regular Office records & registers.Maintenance of Attendance, Leaves, Service Registers & related registers.Maintenance of cash books, ledger vouchers and correspondence related to financial matters.Maintenance of office assets and up keeping of office buildings. Preparation of bills, AUCs and related activities pertaining to KVK.Office correspondence and dispatch activities.Procurement, indent and supply of Stationary and other office equipment. Any other duties assigned by the Senior Scientist and Head, KVK from time to time.</p>
53	<p><u>Stenographer Grade –III</u> Act as personal Assistant to the Officer and maintain confidential Records. He will record minutes of different meetings and maintain the concerned files. Any other duties assigned by the higher authority. Computerization of regular office correspondence and bills. Preparation of TA bills and tour reports of the Head and other Scientists. Any other duties assigned by the Senior Scientist and Head, KVK from time to time.</p>
54	<p><u>Driver T-1</u> Proper maintenance and Driving all the vehicles i.e. Jeep , Car and heavy vehicles and Tractor as per the instructions of the higher authorities/immediate officer. Writing and maintenance of Log books of all the vehicles. Any other duties assigned by the higher authority.</p>
55	<p><u>Supporting Staff Grade-I</u> Carrying of files from one section to another section and attend the works assigned to him by his/her Superior Officers and keeping the office building & and premises neat and clean. Any other duties assigned by the higher authority.</p>

B.SRINIVASULU
REGISTRAR