

# **POWERS AND DUTIES**

## **Powers of Director**

Director is the Head of Department under FR II(10) as well as for purposes of Delegation of Financial Power Rules. Director exercises all powers of Head of Department under Fundamental and Supplementary Rules, Delegation of Financial Powers Rules 1958 and other Rules / Orders issued by Govt. of India from time to time.

## **Elaborated sphere of work and duties of the posts of CIFNET for better clarity and understanding**

### **DUTIES AND FUNCTIONS OF GROUP 'A', 'B', 'C' POSTS**

#### **GROUP 'A' POSTS:**

##### **1. Director**

The Director is the Head of Department of the Institute with Headquarters at Kochi and its Units one at Chennai and the other at Visakhapatnam. Overall administration of the Institute on both technical and administrative sides. The Director's duties include planning various training programmes and coordination of its implementation, formulation of policies, and devising developmental programmes, direct control over all the training divisions and its faculties, imparting training in various training programmes in fisheries and allied subjects, liaisoning with the Fishery Industry, Fisheries Department of the State Government and Union Territories, the Director General of Shipping, the Indian Coast Guard, Agriculture Universities of the country, other Research Institutes, the National Remote Sensing Agency, the Space Application Centre and various foreign countries etc. Contacting with international bodies like the United Nations Development Programmes, Food and Agriculture Organisation, Commonwealth Secretariat etc., providing consultancy services in fisheries and allied matters to various other fisheries organisations etc., preparation of study materials for the various training programmes, bringing out various publications of the Institute. Controlling Officer for all gazetted and non-gazetted officials of the Institute. The statutory duties of Head of Department under FR/SR/DFPR/GFR/CCS(CCA) Rules.

##### **2. Chief Instructor (Seamanship & Navigation)**

To lead and organise the activities of Seamanship & Navigation Division and to engage classes in Seamanship and Navigation subjects both theoretical and practical of various training programmes, preparation of various study materials on the subject. Impart training in safety seamanship and watchkeeping, Practical Navigation, Chart Work, Elementary Seamanship and viva-voce etc. To conduct various short term courses in Seamanship and Navigation. Undertake fishing cruise as shore officer participant for imparting practical sea training, to attend the works related to the fishing training vessels, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities, **any other duties assigned by the superiors as per the requirements of the Institute.**

##### **3. Chief Instructor (Marine Engineering)**

To lead and organise the activities of the Marine Engineering Division, Workshop, Technical Labs (as assigned), works related to Fishing Vessel, Engaging class in Marine Engineering subject and refrigeration etc, of the training programmes, both theoretical, demonstrative and practical. Preparation of various study materials on the subject, undertake fishing cruise as shore officer participant alongwith the trainees for imparting practical sea training, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities, **any other duties assigned by the superiors as per the requirements of the Institute.**

##### **6. Chief Instructor (Fishing Technology)**

To lead and organise the activities of the Fishing Technology Division. Overall supervision of fishing gear fabrication/repair works in the division/scientific labs. Engaging classes in Fishing Technology and fish capture techniques, both theoretical and practical in the various training programmes. Designing fabrications and repairs of fishing nets and other accessories for vessel operation. Preparation of study materials on the subject. Undertake fishing cruise as shore officer

participant for imparting practical training, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **7. Mechanical Marine Engineer**

To lead and organise the activities of the Marine Engineering Workshop, Division, Technical Labs (as assigned), works related Fishing Vessel. Engaging classes in Marine Engineering subject and refrigeration etc, of the training programmes, both theoretical, demonstrative and practical. Preparation of various study materials on the subject, undertake fishing cruise as shore officer participant alongwith the trainees for imparting practical sea training, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities, **any other duties assigned by the superiors as per the requirements of the Institute.**

## **8. Senior Instructor (Oceanography & Marine Meteorology)**

Faculty member for teaching Oceanography & Marine Meteorology subjects of various training programmes. Liaison with the National Remote Sensing Agency (NRSA) and Space application Centre (SAC) with relation to fishing. Undertake fishing cruise as shore officer participant for imparting practical training. To assist Chief Instructor in discharge of his duties/fishing vessel related works, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **9. Senior Instructor (Electronics)**

Officer in charge of the Electronic Section/Lab of the Institute. Faculty member for theoretical and practical training in Electronics/Electrical and related subjects to the trainees of various training programmes. Maintenance of electronic equipments in the electronic lab and on board the vessel. To assist the Chief Instructor/MME in discharge of his duties/vessel related works/training and maintenance of electronic/electrical equipments and wireless communication systems. Undertake fishing cruise to impart practical training to the trainees, arranging seminars and workshops and guidance of Project work etc., represent various committees, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **10. Senior Instructor (Marine Engineering)**

Teaching faculty for marine engineering and allied subject of the various courses/training programmes. Function as officer in charge of the marine engineering workshop. Assist the Mechanical Marine Engineer/Chief Instructor for their duties in training in Marine engineering subjects of the various training programmes/class in Engg. drawing and in the functioning of marine engineering workshop/Technical Labs/ fishing vessel works. Undertake fishing cruise as shore officer participant for imparting practical training, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **11. Senior Instructor (Seamanship & Navigation)**

Teaching faculty in Seamanship & Navigation to the trainees of the various training programmes, both theoretical and practical, Assist the Chief Instructor for carrying out their duties. Impart training in safety seamanship and watchkeeping, Practical Navigation, Chart Work, Elementary Seamanship and viva-voce etc. To conduct various short term courses in Seamanship and Navigation. Undertake fishing cruise as shore officer participant for imparting practical training, assist in works of fishing training vessel, arranging seminars and workshops and guidance of Project work etc., represent in various committees, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **12. Senior Instructor (Training)**

To lead and organise the activities of the training section. Assisting the Chief Instructor/MME in planning, co-ordination and implementation of the training programmes. Arrangement for the conduct of entrance, terminal/semester and final examinations of the main and ancillary courses/training programmes. Look after the academic, leave, stipend matters, study tour matters, hostel accommodation, mess, sports activities of the trainees, liaisoning with parents and guardians.

Function as faculty in Maths/English/Computer application. Liaisoning with DGET/CUSAT/DG Shipping/FSI/other organization on training matters. Monitoring the post institutional training of the trainees to acquire sea service and providing placement assistance. Undertake fishing cruise as shore officer participant for imparting practical training, represent in various committees. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **13. Senior Instructor (Fishery Biology)**

Teaching Faculty for fishery biology, fish handling, fishery resources, Fishing Technology, Fish processing, fish culture etc. to regular and short term course trainees. Undertake fishing cruise as shore officer participant for imparting practical training, organise seminars and workshops. To assist Chief Instructor (FT) in discharge of his duties, assist in vessel related works, represent in various committees, maintain Scientific Labs, hatcheries, arranging seminars and workshops and guidance of Project work etc., associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **14. Senior Instructor (Naval Architecture)**

To lead and organise the activities of the Craft Technology section. Teaching faculty in boat building technology/ Naval Architecture/Marine Engineering/Ship stability, both theoretical and practical. Preparation of study materials for various training programmes. Undertake fishing cruise as shore officer participant for imparting practical training. To assist Chief Instructor (ME)/Mechanical Marine Engineer in discharge of their duties and vessel related works/construction & procurement of fishing vessels, represent in various committees, maintain Scientific Labs, arranging seminars and workshops and guidance of Project work etc., associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **15. Senior Instructor (Fishing Technology)**

Teaching faculty in fishing gear technology and fish capture techniques, Fishery Biology, etc. both theoretical and practical to trainees. Assisting the Chief Instructor (FT) in discharge of their duties and vessel operation works. Undertake fishing cruise as shore officer participant for imparting practical training, represent in various committees, maintain Scientific Labs, hatcheries, arranging seminars and workshops and guidance of Project work etc., and associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **16. Senior Instructor (Electrical)**

To lead and organise the activities of the Electrical section. Teaching faculty in electrical technology and related subjects and supervision of the electrical/electronic work and staff of the electrical section. Preparation of study materials on the subject. Assisting the Chief Instructor/Mechanical Marine Engineer for maintenance of electrical/electronic equipments of the training vessel. Look after the electrical works of the Institute building/Hostel/quarters, liaisoning with CPWD/Electricity Boards etc., undertake fishing cruise as shore officer participant for imparting practical training, represent in various committees, maintain Technical Labs, arranging seminars and workshops and guidance of Project work etc., associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **17. Senior Administrative Officer**

Function as Head of Office with the Administrative, Financial and Statutory powers as laid in CCS (CCA) Rules, DFPR and GFRs and controlling officer of non-gazetted establishment of the Institute. Assisting the Director in the Administrative/Financial Management including preparation of Annual Budget of the Institute. Co-ordinating and Supervising of all Administrative, Stores and Accounts and Watch & Ward Section. Administrative functions include recruitment, promotion, posting, pay fixations, seniority, service/leave matters, legal matters etc. Appointing Authority and Disciplinary Authority of Group C employees. Responsible for attending to cases with Central Administrative Tribunal, High Court, Labour Commissioner etc. Drawing and Disbursing Officer. Consolidation of various reports in Accounts. Member-Secretary of the Departmental Promotion Committee. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **18. Assistant Director (O L)**

Over all supervision of all the works in the Official Language Section. Vetting of all the translated material, calendar, annual report etc. in the OL Section. To acquaint officers and staff of institute and units with the Official Language Act, Rules and other important orders relating to the

implementation of Official Language and to assist and help them in the implementation of the same. To ensure proper compliance of the provisions of the official language act and the orders pertaining to Hindi Teaching Scheme and official language policy in the Institute headquarters and units. Handle classes for the employees and officers in the Hindi Karyasala in the Institute and also other Central government establishments as and when required. To conduct inspection in the various sections on the progressive use of Official Language. Liaison Officer for Official Language Implementation. Holding duties as Secretary of the Official Language Implementation committee of the Institute. Prepare action plans in accordance with the annual programme for the implementation of official language and to achieve the targets in implementation of Official language. Supervise the functioning of Hindi Library. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **19. Administrative Officer**

Overall charge and complete supervision and coordination of Administration Section, Accounts Section, Stores Section and Watch and Ward Section of the Unit. Assisting the Director and Sr.Administrative Officer/Head of Office at Units in all administrative/financial matters. Preparation of budget requirements for stores and building/maintenance etc. Monitoring of allocation of funds in various heads of accounts. Responsible for the preparation of budget estimates for RE/BE, expenditure control. Reconciliation of expenditure/receipts with Pay and Accounts Office. Checking of Cash books, salary bills, schedules, Medical claims, CBs, HSA, OTA, TA, LTC, CEA, GPF etc. Checking of income tax calculation statements and retirement benefits etc and filing of quarterly eTDS returns. Function as drawing and disbursing officer. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **20. Skipper**

To function as Officer-in-charge of the departmental fishing vessels and to control all the floating staff members and mess activities on board the fishing vessel. Responsible for upkeep of the equipments and licenses/records/repairs, timely intimations of the requirements for the operation, maintenance and safety of the vessel in consultation with the Chief Engineer including dry docking repairs. Ensure proper co-ordination with the Shipyard/Surveyor on dry docking works. Ensure safety of the vessel and crew, conduct safety training onboard, timely contacts to the office. Keeping the vessel ready for survey and inspections and all aspects. Loading, preservation and unloading of catch. Conduct fishing cruises for imparting training to the institutional, post institutional trainees and short term course, under the directives of the Operation section. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **21. Chief Engineer Grade-I**

In charge of the engine room of the fishing vessel, control all the engine side staff/ co-ordinate with the Skipper of the vessel. Keeping the vessel ready for survey and inspections and all aspects. Operation, maintenance, safety and upkeep of all the machineries/records onboard the fishing vessels. Ensure timely projection of repairs/maintenances of the machineries/dry docking works including co-ordination with Shipyard. Impart training to the institutional and post institutional trainees, under the directives of the Operation section. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **22. Chief Engineer Grade-II**

Report to Chief Engineer Gr.I/ In case independent charge, function as in-charge of the engine room of the fishing vessel, control all the engine side staff/ co-ordinate with the Skipper of the vessel . Keeping the vessel ready for survey and inspections and all aspects. Operation, maintenance, safety and upkeep of all the machineries/records onboard the fishing vessels. Ensure timely projection of repairs/maintenances of the machineries/dry docking. Impart training to the institutional and post institutional trainees, under the directives of the Operation section. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **23. Mate**

Assist the Skipper in the sailing, navigation&watchkeeping, safety, Operation and maintenance of all Navigational, LSA&FFA equipments and fishing operation, onboard training programmes and in the duties of the Skipper of the fishing vessel. Keeping the vessel ready for survey and inspections and all aspects. Impart on board practical training to the institutional and post-institutional trainees of various training programmes. Supervising the work of the deckside staff during operation of the fishing

vessel, Vessel maintenance, maintenance of fishing gears, loading, preservation and unloading of catch, upkeep of navigation records, mess activities, arranging day & night watch duty on board the fishing vessel. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **24. Instructor (Fishing Technology)**

Teaching faculty in Fishing Technology, Fishery Biology, etc. both theory and practical of related subjects. Supervision of fishing gear fabrication/repair works being done by net makers to meet the requirements of gear for fishing vessel operations and maintenance of record of such fabrications. To assist the Senior Instructor/ Chief Instructor/Officer-in-charge (operation) in their duties. Undertake fishing cruise as shore officer participant for imparting practical training, associate with the training activities, arranging seminars and workshops and guidance of Project work etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **25. Instructor (Marine Engineering)**

Teaching faculty in various training programme in Marine Engineering and related subjects. Assisting the Chief Instructor(Marine Engineering), Mechanical Marine Engineer, Senior Instructor (Marine Engineering/ Senior Instructor (Naval Architecture) in imparting training and in the functioning of Marine Engineering workshop and vessel maintenance. Undertake fishing cruise as shore officer participant for imparting practical training, associate with the training activities, arranging seminars and workshops and guidance of Project work etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **26. Instructor (Drawing)**

Teaching faculty in various training programme in Engineering drawing and marine engineering subjects. Assisting the Chief Instructor(ME), Mechanical Marine Engineer, Senior Instructor (Marine Engineering)/ Senior Instructor (Naval Architecture) in imparting training and in the functioning of Marine Engineering workshop, and vessel maintenance. Preparing engineering drawing for various requirements of the Institute. Undertake fishing cruise as shore officer participant for imparting practical training, arranging seminars and workshops and guidance of Project work etc, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **27. Instructor (Seamanship & Navigation)**

Teaching faculty in Seamanship & Navigation subjects of the various training programmes of the Institute. Attending all other works connected to Seamanship and Navigation Section and its upkeep. Impart training in safety seamanship and watchkeeping, Practical Navigation, Chart Work, Elementary Seamanship and viva-voce etc. To conduct various short term courses in Seamanship and Navigation. To assist Chief Instructor/Senior Instructor(S&N) in imparting training and assisting them for the duties allotted. Undertake fishing cruise as shore officer participant for imparting practical training, associate with the training activities, arranging seminars and workshops and guidance of Project work etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **28. Instructor (Electronics)**

Teaching faculty in Electronics and allied subjects of the various training programmes. Teaching includes imparting training on the electronic equipments such as fish finding equipments, radars, GPS, Navtex, AIS, RT/VHF etc. Engaging classes for short term Courses, RT contact with vessel during sailing and to maintain RT contact in the absence of Wireless Supervisor. Maintenance of Electronic equipment/supervising installation work and repairs of electronic equipments on board the vessel and the electronic lab. To assist Chief Instructor/Senior Instructor for carrying out their duties. Project timely renewal of licenses of electronic equipments. Undertake fishing cruise as shore officer participant for imparting practical training, arranging seminars and workshops and guidance of Project work etc, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **29. Instructor (Workshop)**

Supervision of Marine Engineering workshop and its upkeep. Imparting practical training in various engines, machines and equipments in the workshop to the institutional/post institutional

trainees. Maintenance of workshop equipments. Repairs and maintenance of equipments on board the fishing vessel. Assist the CI(ME)/MME/Senior Instructor (Marine Engineering) in imparting training/theory classes if required. Undertake fishing cruise as shore officer participant for imparting practical training, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **30. Instructor(Electrical)**

Repair and maintenance of electrical equipments/machinery fitted on board the Institute vessels, marine work shop, trainees hostel and office. Imparting practical classes in electrical technology. Control and supervision of Electrical Supervisor and Electricians. Imparting theoretical and practical classes in Electrical Technology and Elements of Refrigeration subjects. To assist the Chief Instructor/Senior Instructor (Electrical) for maintenance of electrical installations shore/vessel and assist in their duties. Undertake fishing cruise as shore officer participant for imparting practical training, arranging seminars and workshops and guidance of Project work etc associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **31. Instructor (Training)**

Assisting Chief Instructor/ Senior Instructor (Training)/officer-in-charge(Training) in all matters pertaining to academic/stipend matters/study tour matters/hostel accommodation in co-ordination with deputy warden/liaisoning with parents and guardians to training programme and their duties and to attend to the correspondences thereon. Liaisoning with DGET/CUSAT/DG Shipping/FSI/other organization on training matters. Teaching faculty in English/Maths etc. to the trainees. Preparation of time table and monitoring the conduct of classes, conduct of entrance examination, terminal/semester, model, final examination etc. of all the main and ancillary courses. Organising various short and long term courses. Preparation of study tour programmes for all main and ancillary courses to visit various places of educational and fisheries institutions. Supervising the dealing assistant in dealing all the files pertaining to the training matters. Posting of ex trainees for post-institutional training in the workshop and on board the vessels. Undertake fishing cruise as shore officer participant for imparting practical training, arranging seminars and workshops, associate with the training activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **32. Instructor (Computer)**

Faculty in computer subjects for training programmes and staff training in computer. Upkeep of computer systems, Computer Lab, AMC for computers and peripherals of the Institute. Website updation and uploading works of Institute. Developing software to meet the institutional requirements. All works related to electronic data processing and computer. Assisting to training section in connection with Admission, designing training and related works. Assist the faculty members in preparing study materials for various training programmes. Assist the Information and Publication section in bringing out various publications of the Institute. **Any other duties assigned by the superiors as per the requirements of the Institute.**

### **33. Office Superintendent**

Section Head of the Administration/Accounts/Stores section. Supervision of works of dealing assistants in the respective sections. Assist the Administrative Officer and Senior Administrative Officer to supervise and coordinate the Administration work dealing with recruitment, promotion, posting, pay fixation, seniority, leave matters, monitoring roster register and filing of reply statements to the various courts cases etc. Preparation of budget requirements for stores and building/maintenance etc. Monitoring of allocation of funds in various heads of accounts. Responsible for the preparation of budget estimates for RE/BE, expenditure control. Reconciliation of expenditure/receipts with Pay and Accounts Office. Checking of Cash books, salary bills, schedules, Medical claims, CBs, HSA, OTA, TA, LTC, CEA, GPF etc. Checking of income tax calculation statements and retirement benefits etc and filing of quarterly eTDS returns. Holding physical custody of central stores, receipt and issue of store items and disposal of unserviceable store items maintenance of store registers and other records, to assist the officer in charge (Stores) in procurement of stores and related correspondences, maintaining inventory control of all sections, in addition to supervise the files related to purchase of HSD, Fresh Water, Budget preparation etc. Recording and weeding out of files in the section. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **34. Senior Translator**

Dealing with the files regarding the correspondence of official Language and issue of official documents under section 3(3) of O.L Act 1963. To assist Assistant Director (OL) in connection with the implementation of O.L Act and Rules and chalkout programmes and suggestions for the achievement of progress in the progressive use of official language. Assist the Assistant Director (OL) in organising Hindi Karyasala and inspections on the implementation of Official Language. Organising and handling Hindi classes in the Hindi karyasalas. Assist Assistant Director (OL) to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language. To conduct various competitions in Hindi under Kendriya Sachivalaya Hindi Parishad as per the directives from Ministry. Preparation of reference and help literature for providing the same to the officials. Translation of training materials, annual report, calendar and technical terminology used in the various sections of the Institute. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **35. Bosun (Certified)**

Functioning as deck officer on board the fishing vessel. Assisting Skipper/Mate of the vessel in the sailing, fishing operation, Navigation & watchkeeping, Maintenance of all LSA & FFA equipments and onboard training of various training programmes. Supervising the work of the deckside staff during operation of the fishing vessel, Vessel maintenance, maintenance of fishing gears, loading, preservation and unloading of catch, upkeep of navigation records, mess activities, arranging day & night watch duty on board the fishing vessel. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **36. Library & Information Assistant**

Upkeep and maintenance of all the books and documents in the Library. Procurement of books as per requirement. Maintain proper records by computerisation of all the documents, books and technical references. Look after the issuing of books to main and ancillary courses trainees and post-institutional trainees. Reference and referral services to all the library users. Extension of library services to general visitors and visitors from various Institutions. Assisting Officer-in-charge(I&P)/Library in their duties. Preparation of Annual Report, Annual Plan, Bulletin, RFD, Periodical reports, Organising periodical review meetings, Correspondences of exhibition programmes. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **37. Junior Translator**

Opening and recording of all the files pertaining to the Official Language Section of the Institute. Translation work from English to Hindi and Vice-versa of the various letters, orders, help literature etc. Preparation and maintenance of schedule pertaining to the Hindi Training of the employees/Officers of the Institute. Maintaining translation file for translation of all the official documents to be issued from the Institute under section 3(3) of the O.L Act 1963 pertaining to the different sections of the Institute. To extend all sort of secretarial assistance in the Official Language Section. Assist Assistant Director (OL) to deal in correspondence with other central Government institutes under Cochin Town Official Language implementation Committee and in other activities under TOLIC and arranging of Hindi Karyasala organised in regular intervals and for smooth conduct of Hindi day/Hindi fortnight/Hindi week etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **38. Wireless Supervisor**

Maintenance and upkeep of wireless equipments in the electronic section. Maintaining regular R/T contacts with the fishing vessel while on fishing voyages and logging. Engaging class in the related subjects of the various training programmes. Participating in the fishing voyage as shore officer. Assisting the Instructor (Electronics) in the repair/maintenance of electronic equipments in electronic lab and the fishing vessel. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **39. Electrical Supervisor**

Servicing, repairing and maintenance of L.T, H.T electrical accessories and equipments, control switches and panels on indoor, sub station, Institute building, marine workshop, departmental vessel, trainees hostel, and staff quarters. Supervision of the work of the electrician. Assisting to

superior officers for conduct of practical classes for various training programmes. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **40. Mechanical Supervisor**

Supervision of the works of staff in the repairs and maintenance work of fishing vessel and mechanical works in the mechanical marine workshop for the above purpose. Assisting MME/CIME/SI(ME)/I(ME)/I(Worksop) in imparting practical training in the marine workshop and ensuring availability of materials for training job, tools etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **41. Artist-Cum-Photographer**

Preparation of visual aids for the training purpose. Assisting the Information and Publication section in preparation of bulletin, annual report and other periodicals. Preparation of visual aids for exhibition purpose etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **42. Physical Training Instructor-cum-Deputy Warden**

Conducting physical training class to the trainees. Function as Deputy Warden of the trainees hostel and maintain discipline amongst the inmates of the trainees hostel by residing in the hostel campus. Report to the hostel warden/office-in-charge. Assisting Training section regarding training matters. Look after the welfare of the trainees and conduct extra curricular activities and arranging medical facilities to the trainees. Supervising the work of the trainees mess staff. Coaching the trainees for major games. Conduct theory classes in physical education, health education and general knowledge. Conduct boat rowing and swimming practices. Co-ordinate the students extra curricular activities. Conduct annual sports meet for trainees and staff. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **43. Engine Driver Class - I**

Functioning as engine Driver in the engine room of the fishing vessel. Assisting Chief Engineer in the operational maintenance & watchkeeping and the running of machinery and engines of fishing vessel including oil bunkering, maintaining spares in stock of the engine and equipments, preparation & attending dry docking works, keeping vessel ready for surveys and inspections. Regular watch on main engine and auxiliary engines. Practical training to the trainees on board the vessel. Maintain logbooks, manuals, etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **44. Engine Driver Class - II**

Functioning as engine Driver in the engine room of the fishing vessel. Assisting Engineer Grade-I/Chief Engineer Grade-II/ Engine Driver Class - I in the operational maintenance & watchkeeping and the running of machinery and engines of fishing vessel including oil bunkering, maintaining spares in stock of the engine and equipments, preparation & attending dry docking works, keeping vessel ready for surveys and inspections. Regular watch on main engine and auxiliary engines. Practical training to the trainees on board the vessel. Maintain logbooks, manuals, etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **45. Upper Division Clerk**

Dealing Assistant in the section in which he/she is posted Viz. Administration, Accounts, Stores, and Training Section. Assist the Office superintendent/Administrative officer/Senior Administrative Officer in respect of works related with administration, Accounts, Stores and Training matters. Maintenance and dealing of all the connected files and registers in the respective section ie the files connected with the recruitment, promotion, amendment/framing of recruitment rules, training, court matters, training matters, preparation of budget, reconciliation of expenditure/ receipts, cash books, salary bills, Medical claims, CBs, HSA,OTA,TA,LTC,CEA, GPF, maintenance of store registers and other records to assist the officer in charge (Stores) in procurement of stores and related correspondences etc. Drafting of communications/proposals/letters etc. Recording and weeding of files. All connected typing works. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **46. Stenographer Gr.I**

Function as Personal Assistant to the Director. Provide all secretarial assistance to the Director. Taking dictations given by the Director and typing out letters. Custodian of confidential reports of officers and its maintenance. Attending to the work of sending fax messages, emails etc., Provide necessary assistance to the visitors of the Institute. Any other work assigned by the Officer for smooth functioning of the administration. Make all arrangements for the official tours/visits of the Director etc. Assist in Administrative and Establishment work. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **47. Stenographer Grade II**

Taking dictation given by the Head of Office / Head of Department and typing out letters. Custodian of CRs/APARs. Typing work given by technical officers of various sections on training programmes etc. Secretarial assistance in preparation of study materials for various training programmes. Typing works of Information and Publication section. Assist in Administrative and Establishment work. Typing the teaching materials of different disciplines. Attending to the work of sending fax messages, e mails. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **48. Storekeeper**

Custodian of all central stores items, maintaining the stock registers and records. Assisting the Office Superintendent and Stores Officer and purchase committee in the matter of stores purchase. Dealing with the work on stores purchase, receipt and issue of stores, transportation. Assisting the Office Superintendent in all the store matters. Dealing with the files on tender/quotations and passing of vouchers/party bills. Dealing with matters relating to purchase of stores/goods/equipments/services for various sections/Divisions of the Institute. Attending to the files relating to Store and related sections, attend to annual audit, inspections and physical verifications etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **49. Senior Deckhand**

Assisting the Bosun, Mate and Skipper in the day to day activities/operation of fishing vessel. Deck maintenance and operation of fishing gear/net including repairing of nets and accessories. Day and night Watch duty on deck side. Handling the catch, sorting fish catch and loading in the fish hold. Imparting training in practical fishing to the trainees. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **50. Cook Grade-I**

Arranging provisions and vegetables on board the vessel for sailing and preparation of food as per instructions of deck officers and supplying to officers and crew. Attending to other connected work in the galley. Attending other deck works also as per the instructions of deck officer. **Any other duties assigned by the superiors as per the requirements of the Institute.**

#### **51. Lower Division Clerk**

Dealing of files in the concerned sections viz. Administration, Accounts, Stores and Training Sections, and attending day to day correspondence. Drafting of various letters, statements, proposals and other official communications etc. Maintenance and dealing with files on service matters, personnel files, court case/disciplinary cases, pay fixation, accounts, etc. Maintenance of all connected registers. Assisting the Section head in preparation of budget proposals and various related works of the section concerned. Preparation of various bills, pension papers, DPC proposals etc. Calculation of income tax. Assist the Section head in maintenance of stores registers and other records and assist the officer in charge (Stores) in procurement of stores and related correspondences . Assist the OIC (Training) in the training matters. Physical custodian of cash. Encashment of cheques from bank and its disbursement. Forwarding of parties cheques. Maintenance of cash books and connected registers. Preparation of acquaintance rolls and P.A bills. Remittances to Govt. account through challans. Maintenance of Current Account and connected registers. Effecting various recoveries from salary of employees. Disbursement of party cheques and DDs to the concerned. Preparation of PA recoupment bills etc. All connected typing works. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **52. Hindi Typist (Lower Division Clerk )**

Typing work of all the correspondence pertaining to the Official Language Section in Hindi and English. Accepting and diarising of all the letters pertaining to Official Language Section . Operation of bilingual computer installed in the Official Language Section. Writing of learn a Hindi word a day, custodian of newspapers and journals pertaining to the Official Language Section. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **53. Junior Caretaker**

Immediate in-charge and over all supervision of watch and ward section. Arranging watch duty to watchmen and maintenance of duty rosters. Looking after the security of the Institute campus. Supervision of Watchmen, Safaiwalas and Gardeners. Over all charges and maintenance of all departmental furniture and fixtures. Functions as an assistant to the special Officer-in-Charge (Maintenance) and dealing its files. Function as campus assistant of the residential complex to undertake repairs and maintenance of quarters. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **54. Staff Car Driver Gr.I**

Proper upkeep of the departmental car/vehicles in its running condition. Function under the control of SAO/AO/Vehicle Officer. Driving of the departmental car for official purpose. Maintaining the records relating to movement of the vehicles, fitness of the vehicles, Registration Certificates etc. Minor repairs of the vehicle. Maintenance of log book. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **55. Staff Car Driver Gr.II and Staff Car Driver(Ordinary Grade)**

Proper upkeep of the vehicles in its running condition. Function under the control of SAO/AO/Vehicle Officer. Driving of the departmental jeep/vehicles for various official purposes which includes stores purchase, taking workshop staff and fishing materials to fishing harbour in connection with repair/maintenance work of fishing vessel for arranging fishing vessel operation. Maintenance of necessary log book. Maintaining the records relating to movement of the vehicles, fitness of the vehicles, Registration Certificates etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **56. Net Making Supervisor**

Assisting officers in the craft and gear section in providing practical training to the trainees on board fishing vessel and in the fishing gear workshop. Mending, fabrication and repairing of fishing gear/net and other gear accessories required for fishing operations. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **57. Fitter**

Maintenance and repair works on the diesel engine, pipe lines, fabrication works, hydraulic winch and other equipments, viz. auxiliary engine, lub oil cooler, main engine lub oil pipe line, main engine sea water pump, auxiliary engine sea water pump oil cooler, heat exchanger etc., works related to the departmental fishing vessel and the shore installations. To assist marine engineering works in marine workshop and on board the vessel. Assist in training programmes, practical exams and other related works of the workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **58. Marine Electrician**

Assisting Sr. Instructor (Electrical), Instructor (Electrical) and Electrical Supervisor in carrying out the electrical repair, maintenance and servicing of electrical equipment on board the fishing vessel. Attending other electrical works of repairing of electrical fittings, motor pumps, street lighting etc. in the institute building, hostel and quarters. Assisting Instructor (Electrical) and Electrical Supervisor in conducting electrical practical classes. Carry out all maintenance activities of marine installation under the supervision of Instructor (Electrical). Assist in training programmes of workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **59. Sr. Welder/Welder**

Attending the work of various pipe lines flange gas cutting, setting, brazing and welding work in connection with maintenance and repair works on board the fishing vessel, fabricator, welder and gas cutter. Providing necessary assistance to the Instructors in imparting practical training to the apprentices. Assist in training programmes, practical exams and other related works of the workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **60. Turner**

Attending jobs on milling, lathe, shaping machine, drilling machine etc. of the workshop their maintenance. Assisting engineering faculty for conduct of practical classes to the workshop trainees on the machines. Attend to jobs of marine engineering works. Assist in training programmes, practical exams and other related works of the workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **61. Blacksmith**

Attending forging works of various requirements on board the fishing vessel and other related maintenance work. Practical training on forging work to the workshop trainees. Engaged in blacksmithy work and marine engineering related work in the marine workshop and on board the vessel. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **62. Carpenter**

Attending the carpentry works on maintenance and various repairs on board departmental vessel, office buildings, hostel furniture and boat construction under the Instruction of Sr. Instructor (N.A)/SI(ME)/I(ME). Also attend fabrication of different wooden furniture and fittings required for the Office/class room. Assist in training programmes, practical exams and other related works of the Carpentry workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **63. Tool Room Assistant**

Physical custodian of serviceable, consumable and non-consumable tools and stores. Maintenance of stock registers. Supply of tools to workshop staff for repair works and to the trainees/apprentice fitters for practical training. Assisting in vessel repair works/engine overhauling work and maintenance work in the vessel and departmental vehicles under supervision of mechanical supervisor. Assist in training programmes, practical exams and other related works of the workshop. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **64. Gestetner Operator -Cum - Blue Print Machine Operator**

Operation/maintenance of the cyclostyling machine. Taking cyclostyled copies of various sections and also of the study materials of various training programmes. Operation and maintenance of the photocopy machine. Taking photocopies required by various sections. Attend the duties of Telephone Operator. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **65. Engine Room Assistant-2 Posts (IFP)**

## **66. Senior Net Maker**

Assisting officers in the craft and gear section in providing practical training to the trainees on board fishing vessel and in the fishing gear workshop. Mending, fabrication and repairing of fishing gear/net and other gear accessories required for fishing operations. Assist in seminars/workshops and training programmes. Assisting in fish culture activities. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **67. Assistant Halwai**

Preparation/cooking of food in the canteen and maintenance of stock of utensils and equipments in the canteen. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **68. Cook Grade - II (Hostel)**

Preparation/cooking of food for the trainees in the Trainees' Mess. Maintenance of inventory of store items of mess. Serving of food to the trainees. Upkeep of cooking vessels. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **69. Junior Deckhand**

Attending day and night watch duty in the deckside of the vessel. Assisting deck officers and senior deckhands in the fishing vessel operation. Operation of fishing gear/net. Sorting fish catch and loading in the fish hold. Maintenance of deck as per the instructions of the deck officers. Imparting training in practical fishing to the trainees. Repairing of the nets on board the vessel, bunkering, etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **70. Junior Deckhand-Cum-Cook /Cook**

Assisting the Cook Grade-I in arranging provisions and vegetables. Cooking and supply of food to officers and crew. Attend to other deck side work as per the instructions of deck officers. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **71. Topass**

All cleaning works including toilets and batchrooms on board fishing vessel. Attending to other works in the deck side as per the instructions of deck officer of the vessel. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **72. Net Maker**

Mending, fabrication and repairing of fishing gear/net and accessories required for fishing operation. Assisting officers in the craft and gear section in providing practical training to the trainees. Assist in practical training at institute/training vessel under the direct supervision/guidance of Instructor (Fishing Technology) and Net making Supervisor/Senior Net Maker. Maintaining aquarium and assisting in fish culture activities. Assist in seminars/workshops and training programme. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **73. Cook Grade - III**

Assisting the Cook grade-II in the preparation/cooking of food for the trainees staying in the Institute hostel and guests staying in the guest rooms and other connected work in the trainees mess. Purchase of provisions/vegetables etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **74. Masalchi**

Assisting the Cook in preparation/cooking of food for the canteen/trainees mess. Cleaning of utensils and other works in the Kitchen and in the mess etc. **Any other duties assigned by the superiors as per the requirements of the Institute.**

## **75. Multi Tasking Staff**

All the Group D posts ie. Attender, Daftry, Peon, Bus cleaner, Wash boy, Teamaker, Safaiwala, are re-designated as Multi Tasking Staff (Group C) and the posts of Gardener and Watchman as MTS (Gardener) and MTS (Watchman) respectively.

The duties would broadly include:-

- (a) Physical Maintenance of records of the Section.
- (b) General cleanliness and upkeep of the Section/Unit.
- (c) Carrying of files & other papers within the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Section/Unit.
- (f) Assisting in routine office work like dairy, dispatch etc., including on computer.
- (g) Delivering of dak (outside the building).
- (h) Watch & ward duties.

- (i) Opening & closing of rooms.
- (j) Cleaning of rooms.
- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixtures etc
- (m) Work related to his ITI qualifications, if it exists.
- (n) Driving of vehicles, if in possession of valid driving licence.
- (o) Upkeep of parks, lawns, potted plants etc.
- (p) **Any other duties assigned by the superiors as per the requirements of the Institute.**