

**DUTIES OF POSTS IN RESPECT OF
KEEPER**

1. To organize and develop Museums of the Anthropological Survey of India.
2. To supervise Regional Anthropological Museum.
3. To undertake field collection for documentation of bio-cultural heritage of Indian populations.
4. To assist the Head of the Department in Scientific / Technical and Administrative work.

DUTIES OF POSTS IN RESPECT OF
ASSISTANT KEEPER

1. To prepare plans and programmes for the development of Zonal Anthropological Museum.
2. To undertake field survey for collecting of museum specimens.
3. Treating the museum specimens, maintenance and preservation.
4. To assist Head of Office as and required.

DUTIES OF POSTS IN RESPECT OF
COMPOSITOR

1. To compose publication material of the Survey both in Hindi and English.

DUTIES OF POSTS IN RESPECT OF
MACHINEMAN

1. To attend the printing machine of the Anthropological Survey of India for its maintenance and work.

DUTIES OF POSTS IN RESPECT OF
SR.PERSONAL ASSISTANT

1. To render Secretarial Assistance, preparation of notes and briefs for meetings.
2. To do such other duties as and when assigned.

DUTIES OF POSTS IN RESPECT OF
STENOGRAPHER, GRADE – I

1. To render stenographic assistance to Senior Officers.
2. To act as Confidential Assistant to Senior Officer's.
3. To maintain office records / files of senior officers.
4. To prepare notes and process the files of the Senior Officers as and when required.

**DUTIES OF POSTS IN RESPECT OF
STENOGRAPHER, GRADE – II**

Stenography and typing work.

DUTIES OF POSTS IN RESPECT OF
DATA PROCESSING ASSISTANT

1. Handling information system, data base and MIS maintenance, assistance in programming, coding and data organization, operation of computers.
2. To assist the Sectional Head as and when required.

DUTIES OF POSTS IN RESPECT OF
DATA ENTRY OPERATOR

1. Data entry, data checking and validation of data (Numeric/Alpha numeric/Character etc.)
2. Perform computer operation including uses of software packages.
3. Any such other work as and when assigned by sectional head.

**DUTIES OF POSTS IN RESPECT OF
LIBRARY AND INFORMATION ASSISTANT**

1. To assist the sectional heads in purchasing books / Journals.
2. TO undertake work of classification, cataloguing, indexing etc. of the library reading materials.
3. To undertake the reference work and preparation of Bibliography and to assist the section heads in the documentation work.

DUTIES OF POSTS IN RESPECT OF
HEAD LIBRARIAN

1. To function as the head of library at the Head Office of the Survey.
2. To supervise the work of Central and Regional Libraries.
3. To prepare sectional budget, purchase of books and journal.
4. To do such other duties as and when assigned by the Head of the Department.

DUTIES OF POSTS IN RESPECT OF
ASSISTANT LINGUIST

1. To conduct linguistics research having anthropological bearing collection of linguistics data, analysis and report writing.
2. To assist the Sectional Heads as and when required.

DUTIES OF POSTS IN RESPECT OF
RESEARCH ASSOCIATE (LINGUSTICS)

1. To conduct linguistics research having anthropological bearing collection of data, analysis of data and writing of reports.
2. To assist the Sectional Heads as and when required.

DUTIES OF POSTS IN RESPECT OF
SENIOR ECOLOGIST

1. To conduct research in Human Ecology.
2. To supervise the research work of other officers in Ecology Section.
3. To lead field parties and to undertake field investigation and prepare reports and to guide other officers in preparation of reports / papers etc.
4. To formulate research plans and programmes in the field of Ecology.
5. To assist the 'Head of Department' in scientific / technical and administration.

DUTIES OF POSTS IN RESPECT OF
HUMAN ECOLOGIST, GROUP – A

1. To lead field parties and to carry out research work in Human Ecology having anthropological bearing.
2. To prepare research plans and programmes and to supervise the research of Human Ecology section in collection of data, analysis of data and writing of reports.
3. To do such other works as and when assigned by the 'Head of the Department'.

**DUTIES OF POSTS IN RESPECT OF
RESEARCH ASSOCIATE (ECOLOGY)**

1. To conduct field work and research in the field of Human Ecology having anthropological bearing , collection of data, analysis of data, preparation of map and writing of reports.
2. To assist the Sectional Head as and when required.

DUTIES OF POSTS IN RESPECT OF
RESEARCH ASSOCIATE (FOLK-LORE)

1. To conduct research in oral tradition of Indian Culture , collection of data, analysis of data and writing of reports.
2. To assist the Sectional Head s and when required.

DUTIES OF POSTS IN RESPECT OF
EDITOR

1. To undertake and supervise the work of copy editing of the Anthropological Survey of India's publication.
2. To supervise the work of the Printing and Publication Section.
3. To plan and develop the Publication programmes of the Survey.
4. To assist the 'Head of department' in publication matter.

DUTIES OF POSTS IN RESPECT OF
STAFF CAR DRIVERS

1. To undertake the driving duty of the office vehicles.
2. To attend the work of the minor repairing and maintain of the office vehicle.
3. To undertake tours as an when required.