

EDUCATIONAL MULTI MEDIA RESEARCH CENTRE
UNIVERSITY OF MYSORE
 Manasagangotri, Mysore - 570 006

EMRC STAFF JOB DESCRIPTION NATURE OF WORK, DUTIES AND RESPONSIBILITIES RULES - 2014

| SL No | Name of the post | Job description | Nature of work /duties and responsibilities |
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| 01 | DIRECTOR | <ul style="list-style-type: none"> ➤ Administration ➤ Establishment ➤ Accounts ➤ Purchase ➤ Stores/Inventory ➤ Program production ➤ University affairs ➤ Staff welfare ➤ External projects ➤ Electronic media ➤ General | <ul style="list-style-type: none"> ✓ Head of the Department ✓ Administrator of the Media Centre ✓ Chief Executive Officer for Administration and Finance ✓ Drawing and disbursing officer ✓ Ex- Officio Member Secretary for Board of Management ✓ Ex- Officio Member for CEC Directors Co ordination Committee ✓ Sanction authority for Administration and Finance ✓ Disciplinary controlling authority of the centre ✓ Planning and Execution authority of the centre ✓ Assessment of all types of reports and review reports ✓ Cadre controlling officer and accepting officer in media centre ✓ Any other work assigned by Board of Management |
| 02 | SECTION OFFICER(Admin) | <ul style="list-style-type: none"> ➤ Administration ➤ Establishment ➤ Accounts ➤ Purchase ➤ Stores/Inventory ➤ Program production ➤ University affairs ➤ Staff welfare ➤ External projects ➤ Electronic media ➤ General | <ul style="list-style-type: none"> ✓ Custodian of all office records ✓ Maintenance of all types of records ✓ Execution of administrative decisions ✓ Day to day administrative functions ✓ Smooth office management ✓ Accounts, finance and budget estimation ✓ Planning management of the centre ✓ Monitoring quality assessment ✓ Scrutiny of official correspondence ✓ Maintenance of office decency and discipline ✓ HR Management & Establishment |

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| | | | <ul style="list-style-type: none"> ✓ Utilization certificate and fund management ✓ University-UGC – CEC Relations ✓ General office assignments ✓ External projects management ✓ Internal audit ✓ Annual internal audit ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 03 | ACCOUNTS ASSISTANT | <ul style="list-style-type: none"> ➤ Accounts ➤ Purchase ➤ Program production ➤ External Projects ➤ Stores/Inventory ➤ Electronic media ➤ General | <ul style="list-style-type: none"> ✓ Maintenance of all accounts related records ✓ Preparation of bills, payments, receipts, and execution ✓ Maintenance of pay & perks, pension related records and execution ✓ Bank account details ✓ Maintenance of cash book ✓ All types of taxes, deductions, advances, fees, rent, penalties ✓ Grant related correspondence with UGC - CEC / University ✓ Purchase, e- tender correspondence ✓ Program Production related accounts ✓ Budget estimation ✓ Annual Audit Report ✓ Utilization certificate ✓ External projects accounts maintenance ✓ General office assignments ✓ To attend other office assignments assigned by the Director, EMRC or higher authorities. |
| 04 | PERSONAL ASSISTANT | <ul style="list-style-type: none"> ➤ Administration ➤ Establishment ➤ University affairs ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Taking dictation in shorthand and its transcription. ✓ Typing of essential or confidential /secret documents. ✓ Screening phone calls, enquiries and requests, and handling them when appropriate. ✓ Meeting and greeting visitors at all levels of seniority ✓ Organizing and maintaining diaries, fixing up appointments and |

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| | | | <ul style="list-style-type: none"> canceling them, if necessary. ✓ Dealing with incoming email, faxes, often corresponding on behalf of the Director ✓ producing documents, briefing papers, reports and presentations ✓ Keeping an accurate list of engagements, meetings, tour programmes, etc. and reminding the Officer sufficiently well in advance for keeping them up. ✓ Keeping a note of the movement of files. ✓ Collection of information and files, compilation of data. ✓ Sending routine reminders. ✓ General office assignments ✓ Maintaining on proper order the papers required to be retained by the Officer. ✓ Any other work assigned by the higher Officer or authorities ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 05 | STENOGRAPHER | <ul style="list-style-type: none"> ➤ Administration ➤ Establishment ➤ University affairs ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Taking dictation in shorthand and its transcription. ✓ Typing of essential documents as considered necessary. ✓ Screening of telephone calls and the visitors. ✓ Filing of papers and file management. ✓ Maintaining codes, Manuals and other relevant research and reference material. ✓ Records management, including retrieval, review, etc ✓ Collection of information and files, compilation of data in a given format. ✓ Sending routine reminders. ✓ General office Assignments ✓ Any other work assigned by the higher Officer or authorities ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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| 06 | LOWER DIVISION CLERK | <ul style="list-style-type: none"> ➤ Administration ➤ Establishment ➤ University affairs ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Registration of DAK ✓ Typing work in the Section/Division. ✓ Maintenance of Section Diary and dispatch. ✓ Maintenance of file and file movement Register ✓ Maintenance of service records, all types of leaves ✓ Registration of papers and maintenance of circulars and registers. ✓ indexing & recording, comparing, photocopying, faxing, e-mailing, etc., dispatch ✓ Records management and other clerical work, etc. ✓ Keeping a note of the movement of files. ✓ Collection of information and files, compilation of data. ✓ Supervision of correction of reference books and submission of routine and simple drafts, etc. ✓ Sending routine reminders. ✓ Preparation of arrears and other statements ✓ Supervision of MTS and housekeeping staff ✓ General office assignments ✓ Any other work assigned by the higher Officer or authorities ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 07 | PRODUCER | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Program head of concerned ETV/E-Content and LORs ✓ Subject oriented production related research work/ field work ✓ Co-ordination with subject experts ✓ Location survey for shooting/recording ✓ Script writing, Video script writing, production planning and proper execution ✓ Audio Visual Shooting/Recording (indoor and outdoor) ✓ Co ordination with Technical/Engineering staff ✓ Officer In charge of whole equipments, vehicle and staff members in case of field duty(outdoor) |

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| | | | <ul style="list-style-type: none"> ✓ Video editing (using graphics Animation, Special effects, Text and others new Video tricks) ✓ All Post production activities ✓ Program quality assessment ✓ Program preview/ review ✓ Attending revision program , rework , correction, resending to CEC ✓ Maintenance of program production related records including accounts ✓ Productivity output 4 ETV +4 E-content+ 4 LORs productions is mandatory per month (this numbers may vary time to time according to UGC-CEC norms) ✓ Maintenance of good inter personal relationship with colleagues, subject experts and as well as with general publics ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated. ✓ General office assignments ✓ Execution of external projects assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 08 | JUNIOUR RESEARCH OFFICER | <ul style="list-style-type: none"> ➤ General ➤ Program production ➤ Research ➤ General | <ul style="list-style-type: none"> ✓ All types of Research activities of the centre ✓ Survey ✓ Preview of all ETV, E Content , and LORs ✓ Review of all ETV, E Content , and LORs ✓ IQAC permanent member ✓ Video Script Writing ✓ Script Writing ✓ Research Reports ✓ Organizing Film Festivals ✓ Organizing workshop, seminars ✓ Execution of external projects assignments ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |

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| 09 | PRODUCTION ASSISTANT | ➤ Program production | <ul style="list-style-type: none"> ✓ Program head of concerned ETV/E-Content and LORs ✓ Subject oriented production related research work/ field work ✓ Co-ordination with subject experts ✓ Location survey for shooting/Recording ✓ Script writing, Video script writing, production planning and proper execution ✓ Audio Visual Shooting/Recording (indoor and outdoor) ✓ Co ordination with Technical/Engineering staff ✓ Officer In charge of whole equipments, vehicle and staff members in case of field duty(outdoor) ✓ Video editing (Using graphics Animation, Special effects, Text and other new Video tricks) ✓ All Post production activities ✓ Program quality assessment ✓ Program preview/review ✓ Attending revision program , rework , correction, resending to CEC ✓ Maintenance of program production related records including accounts ✓ Productivity output 3 ETV + 3E-content +3 LORs productions is mandatory per month (the numbers may vary from time to time according to UGC-CEC norms) ✓ Maintenance of good inter personal relationship with colleagues, subject experts and as well as general publics ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ Execution of external projects assignments ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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| 10 | ENGINEER | <ul style="list-style-type: none"> ➤ Program production ➤ Stores/Inventory ➤ Projects | <ul style="list-style-type: none"> ✓ Engineering staff co-ordination ✓ Operation and maintenance of all equipments including AC,DG machine, recorders, NLE work stations, computers, studio equipments, PCR and EDUSAT equipments ✓ Record Maintenance for equipment efficiency ✓ Equipments planning for production needs ✓ Maintain adequate equipments for production work flow ✓ Co ordination with technical /engineering/ staff to carry out productivity ✓ Maintenance of stores and inventory management ✓ All Maintenance Contract ✓ Facilitate equipments and technical facilities for smooth function and productivity ✓ Software and hardware maintenance ✓ Building maintenance ✓ Execution of external projects assignments ✓ Program technical quality Assessment ✓ Permanent member for program preview/review committee ✓ Officer In charge of whole equipments and Engineering staff members ✓ E – Procurement technical committee member ✓ Equipments audit/stock verification and equipments calibration ✓ Fitness and compliance reports for equipments ✓ Equipments defect reports ✓ Scrap reports ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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| 11 | TECHNICAL ASSISTANT | <ul style="list-style-type: none"> ➤ Program production ➤ Stores/inventory ➤ Projects ➤ General | <ul style="list-style-type: none"> ✓ Engineering staff co ordination ✓ Operation and maintenance of all equipments including AC,DG Machine, Recorders, NLE work stations, computers, Studio equipments, PCR and EDUSAT equipments ✓ Records Maintenance for equipment efficiency ✓ Equipments planning for production needs ✓ Maintain Adequate equipments for production work flow ✓ Co ordination with technical /engineering/ staff to carry out productivity ✓ Maintenance of stores and inventory management ✓ Annual Maintenance Contract ✓ Facilitate equipments and technical facilities for smooth function and productivity ✓ Software and hardware maintenance ✓ Building maintenance ✓ Execution of external projects assignments ✓ Program technical quality assessment ✓ Permanent member for program preview/review committee ✓ Officer In charge of whole equipments and Engineering staff members ✓ E – Procurement technical committee member ✓ Equipments audit/stock verification and equipments calibration ✓ Fitness and compliance reports for equipments ✓ Equipments defect reports ✓ Scrap reports ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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| 12 | TECHNICIAN | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Operation and Maintenance of Audio visual, broadcast equipments ✓ Operation and maintenance of all equipments including AC,DG Machine, Recorders, NLE work stations, computers, Studio equipments, PCR and EDUSAT equipments, including Repair, servicing, over haling etc. ✓ Operation of recording equipments in indoor and outdoor ✓ EDUSAT live transmission ✓ Studio maintenance ✓ PCR Maintenance ✓ Electrical maintenance including UPS, Batteries ✓ Media technical store maintenance ✓ Software and hardware maintenance ✓ Building maintenance ✓ Involving e-content, documentary, lecture and other production activities ✓ Technical staff producing programs is encouraged and appreciated ✓ Maintain absolute integrity and discipline in discharging official duties ✓ Maintain good official and professional relationship with colleagues and officers ✓ To follow safety, fire and security precautions and rules at work place ✓ Use proper tolls and techniques at work place, inspect tolls regularly ✓ Program production is a team work , respect with other team members and team leaders ✓ Maintain all records properly ✓ Attend orientation training programs , workshops, professional training for improve professionalism ✓ Do not share your service to private firms/parties. ✓ Do not share/disclose official secrecy, scientific data, and technical information other then office use. ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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| 13 | GRAPHICS ARTIST | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ To Ensure graphic designs for production use ✓ To Ensure animation designs for production use ✓ To Create 2D,3D, and higher versions of graphic and animation footage ✓ Creation of 5% graphics animation designs/footage/Slides/images is mandatory for each program including E-Content,ETV and LOR's ✓ Copy right is reserved in the name of EMRC –UGC – CEC for every graphic design ✓ Maintain absolute integrity and discipline in discharging official duties ✓ Maintain good official and professional relationship with colleagues and officers ✓ Involving e-content, documentary, lecture and other production activities ✓ To ensure 5% of graphics and Animation works is mandatory of each production /program in the media centre ✓ Program production is a team work, respect with other team members and team leaders ✓ To ensure Web designing, HTML,Auto desk, Flash,XML, and other up graded versions time to time of media centre needs ✓ EMRC Office web site maintenance ✓ To attend Edusat transmission and reception and maintenance ✓ Do not share your service to private firms/parties. ✓ Do not share/disclose official secrecy, scientific data, and technical information other then office use. ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
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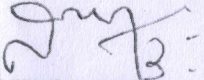
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| 14 | CAMERAMAN | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Ensure high quality telecast camera work (indoor and outdoor) ✓ Follow program producer commands/signals at the time of recording ✓ Use appropriate tools and techniques for carry out high quality telecast camera work ✓ Program preview and review and quality assessment ✓ Maintenance of camera and accessories in good condition ✓ Maintain absolute integrity and discipline in discharging official duties ✓ Maintain good official and professional relationship with colleagues and officers ✓ Program production is a team work, respect with other team members and team leaders ✓ To follow safety, fire and security precautions and rules at work place ✓ Do not share your service/knowledge to private firms/parties. ✓ Do not share/disclose official secrecy, scientific data, and technical information other than office use. ✓ Innovation of new technology, increasing productivity, absolute work culture is highly appreciated ✓ No hierarchy system in team work, coordination with team members and motivation, building a strong team towards professional work is appreciated ✓ Maintain all necessity records properly ✓ Attend orientation training programs, workshops, professional training for improve professionalism ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 15 | PROFESSIONAL ASSISTANT | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Procurement of Media tapes, discs and books, periodicals, etc. ✓ Classification and cataloguing of Media tapes, discs and books. ✓ Assessing of Media tapes, discs and books / periodical stock verification. ✓ Checking the relevant documents before the bills is passed for payment. ✓ Correspondence regarding receipt/non-receipt of periodicals. |

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| | | | <ul style="list-style-type: none"> ✓ Registration of members of the Library and issue and receipt of the books from the members ✓ Helping the outsiders in locating the books/media tapes /discs ✓ Arrangement for binding and general upkeep of Media tapes, discs and journals, publications etc. ✓ Managing Media Stores/media servers ✓ Any other work assigned by the senior Officers. ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities. |
| 16 | UNIT HELPER/PEON | <ul style="list-style-type: none"> ➤ Program production ➤ General | <ul style="list-style-type: none"> ✓ Carrying equipments to work place ✓ Cleaning of equipments tools, wires and cables, UPS, batteries, Cameras, Recorders, Antennas, AC, DG Machines, Studio equipments, PCR equipments etc ✓ Equipments shifting from one place to another place(Indoor and outdoor production needs) ✓ Up keep the equipments, proper arrangements of the equipments at technical area ✓ Assist to Technicians at studio floor, PCR and outdoor shooting units ✓ Assist to Cameraman at the time camera work / recording ✓ Look after equipments safely in outdoor/field work ✓ Logistics assistance needs of the centre ✓ Up keep Store materials in order ✓ Up keep wires & cables, connectors, equipments neat and clean ✓ Attending All unskilled works in the centre ✓ Maintain absolute integrity and discipline in discharging official duties ✓ Maintain good official and professional relationship with colleagues and officers ✓ To follow safety, fire and security precautions and rules at work ✓ To Serve coffee/tea/snacks, and drinking water etc to subject experts and other team members of the shooting unit (in indoor & outdoor) ✓ Watch and ward duties |

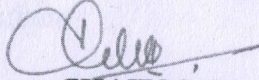
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| | | | <ul style="list-style-type: none"> ✓ Any other work assigned by the senior Officers. ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time |
| 17 | DRIVER | <ul style="list-style-type: none"> ➤ General ➤ Program production | <ul style="list-style-type: none"> ✓ Driving and maintenance of vehicles and Log Books. ✓ Must valid LMV/HMV License ✓ First aid certificate ✓ Must be able to read English numerals and figures ✓ Must have good knowledge of traffic regulations ✓ Must have good knowledge of petrol and diesel engine ✓ Driving vehicle for outdoor/field work for production needs and office use ✓ Marking and must be able to locate faults and rectify minor running defects ✓ Must be able to clear carburetor plug ✓ Must be able to upkeep vehicle clean and neat ✓ Maintain absolute integrity and discipline in discharging official duties ✓ Maintain good official and professional relationship with colleagues and officers ✓ Any other work assigned by the senior Officers. ✓ General office assignments ✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time |
| 25 | PEON/MTS | <ul style="list-style-type: none"> ➤ Administration ➤ General | <ul style="list-style-type: none"> ✓ Physical Maintenance of records of the Section. ✓ General cleanliness & upkeep of the Section/Unit. ✓ Carrying of files & other papers within the building. ✓ Photocopying, sending of FAX attending telephone etc. ✓ Other non-clerical work in the Section/Unit. |

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| | | | <ul style="list-style-type: none"> ✓ Assisting in routine office work like diary, dispatch etc., including on computer ✓ Serving coffee /tea, snacks, drinking water for visitors, staff and officers ✓ Delivering of DAK (outside the building). ✓ Watch & ward duties. ✓ Opening & closing of rooms. ✓ Cleaning of rooms. ✓ Dusting of furniture etc. ✓ Cleaning of building, fixtures etc ✓ Bank and post office messenger duties ✓ Driving of vehicles, if in possession of valid driving license. ✓ Upkeep of parks, lawns, potted plants etc. ✓ General office assignments ✓ Any other work assigned by the superior authority. ✓ To attend other office assignments assigned by Director EMRC or higher authorities time to time |
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NOTE: The Job description, duties & roles and responsibilities may be varying time to time according to Board of Management decisions.


DIRECTOR.
 CADRE CONTROLLING & DISCIPLINE AUTHORITY
 EMRC MYSORE, UNIVERSITY OF MYSORE
 MYSORE

APPROVED


CHAIRMAN
 BOARD OF MANAGEMENT
 EMRC MYSORE, UNIVERSITY OF MYSORE
 MYSORE