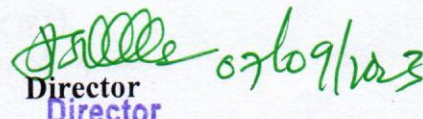


UNIVERSITY OF MYSORE
CENTRE FOR INFORMATION SCIENCE & TECHNOLOGY (CIST)
Senate Bhavan, Manasagangotri, Mysore 570 006

The following are the details of work assigned to the CIST Non-teaching Staff.

Sl. No.	Name of the Staff	Work assigned
Permanent Staff		
1.	C.V. Nagarajarao SDC	Over all in charge work of office and Stationery and Issue registers
2.	Chandrakala T S Assistant Librarian	Maintenance of CIST Library
3.	Divakara S P Office Assistant	Preparation and Maintenance of all bills, Personal files of staff, Professional Tax files, Employees Provident Fund files, Income-tax files, Fixed Deposits, Stamp Account, staff attendance, Fire Insurance. Refund of course fee
4.	Rajani N Office Assistant	Letter Typing, Admissions to all courses, Issue of ID Cards, DCB & Admission Registers maintenance, Issue of Marks cards, maintenance of accounts. Examination work. Payment of Professional Tax and centre Telephone bills through e-payment.
5.	Yogendra S Lab Assistant	UUCMS Admission registration and Examination work Maintenance of Lab-1 and MSc Lab, Server, networking/internet
6.	Mohan M S Lab Assistant	Maintenance of Lab-3 and UUCMS works
7.	Manjunath N Electrician	Examination work. Daybook maintenance. Overall Electrical Work, maintenance of seminar halls, UPS & batteries etc, RTI Communication works
8.	Yogendra Kumar M.S. SDC	SC/ST, OBC, General and other Scholarships, Students' Railway pass. SC/ST Project work.
9.	Hemanth Sharma P Technical Assistant	UUCMS Admission registration and Examination work. Maintenance of Lab-2 All class rooms projector maintenance and office, Director chamber staff room computer maintenance
10.	Shivaswamy M Peon	From & To Register maintenance, Notice Board letters, Leave Letters maintenance, Filing of all Circulars issued by the University, Xerox work. Issue of study certificates, course completion certificate, Project permission Letters, Transfer Certificates
11.	Gowtham C Groundman	Tappal, Dispatch, Xerox work

In addition of the above work, they have to do any other work assigned by the Director from time to time.


Director
Director