

## 2. The powers and duties of its officer and employees:

Sl. No.	Name of Post	Power and Duties
1	Director	<ol style="list-style-type: none"> <li>To act as the Zoological Advisor to the Gov't., of India;</li> <li>To act as the Head of the Department on financial and administrative affairs; and</li> <li>Research on taxonomy, morphology, systematic and zoogeography of animals.</li> </ol>
2	Scientist 'F'	<ol style="list-style-type: none"> <li>Guidance, direction and supervision on Research work, Faunistic surveys and Maintenance of public zoological galleries of the Indian Museum; and</li> <li>Administration of the Headquarters in Calcutta and its Regional Stations/Field Stations set-up in different parts of the country.</li> </ol>
3	Scientist 'E'	<ol style="list-style-type: none"> <li>To conduct his own research problem.</li> <li>To supervise all Regional Stations allotted to him mainly for scientific work.</li> <li>Helping the Director in administrative matters as well as scientific supervision as required by Director whenever necessary.</li> </ol>
4	Scientist 'D'	<ol style="list-style-type: none"> <li>Research on systematics, morphology, ecology and zoogeography of animals.</li> <li>Assisting the Director in organizing Faunistic surveys, Regional Stations, training of scholars, research and administrative matter of the Department.</li> </ol>
5	Scientist 'C'	<ol style="list-style-type: none"> <li>Research on taxonomy, morphology, ecology and zoo-geography of animals under his charge.</li> <li>Supervision and co-ordination of work in different scientific sections under the respective Divisions.</li> <li>Helping the Director in administrative matters.</li> </ol>
6	Scientist 'B'	<ol style="list-style-type: none"> <li>Research on taxonomy/ morphology and systematics of animals under his charge.</li> <li>Care, preservation, maintenance and identification of animal collections under his charge.</li> <li>Care and maintenance of zoological exhibits in the public galleries of a museum under the charge of the Z.S.I.</li> <li>Helping Director in administration.</li> </ol>
7	Scientist 'B' (Chemist)	<ol style="list-style-type: none"> <li>Analysis of soil and water samples in relation to biological companions.</li> <li>Besides analysis of pesticides, heavy metals and or organic substances etc. in the samples collected from the study areas.</li> </ol>
8	Assistant Zoologist	<ol style="list-style-type: none"> <li>Research on taxonomy, morphology, ecology of animals under his charge.</li> <li>Care, preservation, maintenance and identification of animals' collections of the section to which he is attached under the supervision of the zoologist.</li> <li>Care and maintenance of zoological exhibits in the public galleries of a museum in charge of the zoological survey of India under the supervision of the Zoologist.</li> <li>Faunistic survey.</li> </ol>
9	Senior Zoological Assistant	<ol style="list-style-type: none"> <li>Maintenance and development of collections.</li> <li>Research work on problem assigned and Field Surveys.</li> <li>Sorting &amp; identification of Zoological specimens.</li> <li>Labeling and Registration of identification specimens.</li> <li>Card cataloguing of collections.</li> <li>Care and maintenance of the sectional library.</li> <li>Preparation of sectional report.</li> </ol>

		<ol style="list-style-type: none"> <li>8. Emanating to scientific enquiries relating to the sections.</li> <li>9. Maintenance of record of incoming &amp; outgoing specimens.</li> <li>10. Preparation of reference cards.</li> <li>11. Maintenance of sectional stores &amp; stationary articles.</li> </ol>
10	Junior Zoological Assistant	<ol style="list-style-type: none"> <li>1. Maintenance of collections.</li> <li>2. Assistance in Field Surveys and Research work</li> <li>3. Care and sorting of collections.</li> <li>4. Labeling of collections.</li> <li>5. Collection and preservation of Zoological specimens in Field.</li> </ol>
11	Laboratory Assistant	<ol style="list-style-type: none"> <li>1. Proper maintenance of the Laboratories and equipment.</li> <li>2. Preparation of material required for sectional work.</li> <li>3. Proper upkeep of laboratory equipment.</li> <li>4. Preparation of material required for sectional work.</li> <li>5. Collection and preservation of Zoological specimens in Field.</li> </ol>
12	Senior Insect Setter	<ol style="list-style-type: none"> <li>1. Pinning and setting of Insects.</li> <li>2. Supervision of work of Insect setters.</li> <li>3. Field surveys.</li> <li>4. Preservation and maintenance of collections in the field and in the Hq.</li> </ol>
13	Field Collector	<ol style="list-style-type: none"> <li>1. Assisting the Field Survey Party in collection and preservation of Zoological Specimens.</li> <li>2. Care of the Zoological Collections at Hqrs.</li> <li>3. Attending to the equipment of the Field Survey party.</li> <li>4. Any other work assigned.</li> </ol>
14	Field Assistant	<ol style="list-style-type: none"> <li>1. Upkeep and maintenance of collections.</li> <li>2. Cleaning of containers and dusting of shelves</li> <li>3. Filling of perspectives in the containers.</li> <li>4. Assisting Field survey parties when required.</li> <li>5. Any other work assigned.</li> </ol>
15	Senior Administrative Officer	<ol style="list-style-type: none"> <li>1. To carry over-all charge of the administrative affairs of the Survey.</li> <li>2. To act as Head of Office as well as Appointing/Disciplinary Authority in respect of Group 'C' and 'D' posts in the Headquarters Office.</li> <li>3. To act as the Controlling Officer for travelling allowance, leave travel concession and reimbursement of medical expenses in resort of Group 'A' up to the level of Super - intending Zoologist (Rs. 1100-1600) and Group 'B' Officer of the Headquarters Office.</li> </ol>
16	Administrative Officer	Carrying on office administration and such other work as may be assigned by the Director.
17	Stores Officer	Carrying on supervision of the stores procurement, issues, etc.
18	Jr. Administrative Officer	Assisting Senior Administrative Officer/Administrative Officer, the Head of the Office and the Director in administrative matters particularly those relating to Establishment Accounts and Administration.
19	Office Superintendent	<ol style="list-style-type: none"> <li>1. Supervision of work of general administration and establishment and matters connected with accounts, budgeting and auditing, stores etc.</li> <li>2. Preparation of notes, compilation of scientific reports and statements.</li> <li>3. Dealing with important policy and administrative matters and matters connected with Accounts.</li> </ol>
20	Stores Assistant	<ol style="list-style-type: none"> <li>1. Maintenance of stores and records connected with Stores.</li> <li>2. Attending to requisitions for issues and receipts of stores to or from the Sections.</li> </ol>
21	Upper Division Clerk	<ol style="list-style-type: none"> <li>1. Dealing with case, and putting up drafts and notes on cases.</li> <li>2. Typing of drafts of cases and issues dealt.</li> </ol>

22	Stenographer Grade I & II	Taking dictation and typing of such matters.
23	Lower Division Clerk	<ol style="list-style-type: none"> <li>1. Typing of reports, letters, cards and scientific papers.</li> <li>2. Dealing of cases.</li> </ol>
24	Telex Operator	<ol style="list-style-type: none"> <li>1. Operation of Telex Machine.</li> <li>2. To receive and transmit telex messages correctly.</li> <li>3. Any other work as are assigned from time to time.</li> </ol>
25	Hindi Officer	<ol style="list-style-type: none"> <li>1. To review the action taken on the progressive use of Hindi in official work.</li> <li>2. To intensify the office for maximizing the use of Hindi in official work.</li> </ol>
26	Jr. Translator	Translating research papers, reports, bulleting etc., from English to Hindi and vice-versa.
27	Assistant Library & Information Officer	<ol style="list-style-type: none"> <li>1. Overall supervision of the Library.</li> <li>2. Maintenance of the Library of the Survey along modem lines.</li> <li>3. Attending to enquiries in connection with literature.</li> </ol>
28	Library and Information Assistant	<ol style="list-style-type: none"> <li>1. Care and maintenance of Library holdings.</li> <li>2. Procurement of books and journals.</li> <li>3. Classification and accession of books and journals.</li> <li>4. Attending to enquiries.</li> <li>5. Issue of Books and Journals.</li> <li>6. Arranging fumigation of Library holdings.</li> <li>7. Maintenance of records of books issued and records book.</li> <li>8. Preparation of list of books and journals-circulation thereof.</li> <li>9. Preparation of reports and Bibliography.</li> </ol>
29	Publication Production Officer	<ol style="list-style-type: none"> <li>1. To handle all aspects of production of Z.S.I. publications and their orienting and the organizational requirements of such work.</li> <li>2. To ensure expeditions printing of Z.S.I. journals and books etc. and keep effective liaison with presses for that purpose.</li> <li>3. To supervise the work of the Publication Section/staff for efficient charge of functions.</li> <li>4. To organize sale and distribution of publications as also sales promotion work.</li> <li>5. To assist the Director, Z.S.I., in all aspects of publications, production, printing.</li> </ol>
30	Copy Holder	<ol style="list-style-type: none"> <li>1. Copy holding proof reading.</li> <li>2. Correction of proofs etc.</li> <li>3. Assistance in publication matters.</li> <li>4. Any other work assigned.</li> </ol>
31	Proof Reader	<ol style="list-style-type: none"> <li>1. Proof reading jobs.</li> <li>2. Correction of proofs etc.</li> <li>3. Attending to copy holding jobs.</li> <li>4. Assistance in publication matters.</li> <li>5. Any other work assigned.</li> </ol>
32	Compositor	<ol style="list-style-type: none"> <li>1. Composing and trimming of work in the Press.</li> <li>2. Maintenance of the trimming machinery and other articles.</li> <li>3. Any other work assigned.</li> </ol>
33	Senior Statistical Assistant	<ol style="list-style-type: none"> <li>1. Attending to all statistical jobs in the organization.</li> <li>2. Designing of statistical models and experiments in connection with research work.</li> <li>3. Computation and analysis of data.</li> <li>4. Any other work assigned.</li> </ol>
34	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Attending to all statistical jobs in the organization.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Designing of statistical models and experiments in connection with research work.</li> <li>3. Computation and analysis of data.</li> </ol>
35	Computer	<ol style="list-style-type: none"> <li>1. Statistical computation of data.</li> <li>2. Analysis of scientific data according to the Specification given by scientists.</li> <li>3. Assisting the Senior Statistical Assistant.</li> <li>4. Any other work assigned.</li> </ol>
36	Taxidermist Grade I	<ol style="list-style-type: none"> <li>1. Preparation of Zoological specimens for display and work.</li> <li>2. To look after the work of the staff under him.</li> <li>3. Supervision and guidance of staff under his charge.</li> <li>4. Assisting the Field Survey teams. Collection of specimens.</li> <li>5. Maintenance of records in the section.</li> <li>6. Maintenance of Taxidermy equipment &amp; Taxidermy stored. Maintenance of Zoological exhibits of the galleries.</li> <li>7. Any other work assigned.</li> </ol>
37	Taxidermist Grade II	<ol style="list-style-type: none"> <li>1. Preparation of Zoological specimens for display and research.</li> <li>2. Collections of specimens.</li> <li>3. Assisting Field Survey sorties. Maintenance of Zoological exhibits of the galleries.</li> <li>4. Any other work assigned.</li> </ol>
38	Taxidermist Grade III	<ol style="list-style-type: none"> <li>1. Preparation of Zoological specimens for display and research.</li> <li>2. Collection of specimens.</li> <li>3. Assisting Field Survey teams. Maintenance of Zoological exhibits of the galleries.</li> <li>4. Any other work assigned.</li> </ol>
39	Senior Artist	<ol style="list-style-type: none"> <li>1. Preparation of scientific illustrations. Supervision of the work of the staff under him.</li> <li>2. Proper distribution of work amongst the staff.</li> <li>3. Maintenance of records of distribution of work.</li> <li>4. Care and maintenance of equipment in the section. Any other work assigned.</li> </ol>
40	Artist Grade I	<ol style="list-style-type: none"> <li>1. Preparation of scientific illustrations. Maintenance of stores in the unit</li> <li>2. Assisting the senior Artist.</li> <li>3. Care and maintenance of equipment in the section.</li> </ol>
41	Microfilm Operator	<ol style="list-style-type: none"> <li>1. Experience of running Microfilm Machine.</li> <li>2. Sound knowledge of Photography in cine Photography.</li> <li>3. To attend to minor repairs.</li> <li>4. Proper maintenance of the movie projector and other equipment.</li> </ol>
42	Cine Technician	<ol style="list-style-type: none"> <li>1. Preparation of cine, films, for the Survey.</li> <li>2. Operation of cine Projector.</li> <li>3. Shooting movies according to direction indoor and outdoor.</li> <li>4. Editing of the prints after processing.</li> <li>5. Maintenance of equipment &amp; records.</li> <li>6. Any other work assigned.</li> <li>7. Preparation of stills.</li> </ol>
43	Photographer Grade II	<ol style="list-style-type: none"> <li>1. All photography jobs of the organization.</li> <li>2. Indoor and outdoor photography.</li> <li>3. Developing printing enlarging etc. of films.</li> <li>4. Preparation of Projection slides.</li> <li>5. Photocopying.</li> <li>6. Microphotography.</li> <li>7. Cine-photography.</li> <li>8. Care and maintenance of equipment &amp; photographic store.</li> <li>9. Maintenance of job records.</li> </ol>

		<ol style="list-style-type: none"> <li>10. Maintenance of records of positive and negative.</li> <li>11. Any other work assigned.</li> </ol>
44	Photographer Grade III	<ol style="list-style-type: none"> <li>1. All photography jobs of the organization.</li> <li>2. Indoor and outdoor photography.</li> <li>3. Developing printing enlarging etc. of films.</li> <li>4. Preparation of Projection slides.</li> <li>5. Photocopying.</li> <li>6. Microphotography.</li> <li>7. Care and maintenance of equipment &amp; photographic store.</li> <li>8. Maintenance of job records.</li> <li>9. Maintenance of records of positive and negative.</li> <li>10. Any other work assigned.</li> </ol>
45	Senior Carpenter	<ol style="list-style-type: none"> <li>1. To attend al finer carpentry work.</li> <li>2. Designing of wood work.</li> <li>3. Supervision of the work of all carpenters(including Head Carpenter).</li> </ol>
46	Motor Driver	<ol style="list-style-type: none"> <li>1. Driving, cleaning and maintenance of departmental vehicles.</li> <li>2. Undertaking minor repairs of the vehicle.</li> </ol>
47	Office Attendant (MTS)	<ol style="list-style-type: none"> <li>1. Physical Maintenance of records of the Section.</li> <li>2. General cleanliness &amp; upkeep of the Sectional Unit.</li> <li>3. Carrying of files &amp; other papers within the building.</li> <li>4. Photocopying, sending of Fax, etc.</li> <li>5. Other non-clerical work in the Sectional Unit.</li> <li>6. Assisting in routine office work like diary, despatch etc., including on computer</li> <li>7. Delivering of dak (inside or and outside the building).</li> <li>8. Watch &amp; ward duties.</li> <li>9. Opening &amp; closing of rooms.</li> <li>10. Cleaning of rooms.</li> <li>11. Dusting of furniture etc.</li> <li>12. Cleaning of building, fixtures etc.</li> <li>13. Driving of vehicles, if in possession of valid driving licence.</li> <li>14. Upkeep of parks, lawns, potted plants etc.</li> <li>15. Any other work assigned by the superior authority.</li> </ol>
48	Field Attendant (MTS)	<ol style="list-style-type: none"> <li>1. Physical Maintenance of records of the Section.</li> <li>2. General cleanliness &amp; upkeep of the Sectional Unit.</li> <li>3. Carrying of files &amp; other papers within the building.</li> <li>4. Photocopying, sending of FAX etc.</li> <li>5. Other non-clerical work in the Sectional Unit.</li> <li>6. Assisting in routine office work like diary, despatch etc., including</li> <li>7. on computer</li> <li>8. Delivering of dak (outside the building).</li> <li>9. Watch &amp; ward duties.</li> <li>10. Opening &amp; closing of rooms.</li> <li>11. Cleaning of rooms.</li> <li>12. Dusting of furniture etc.</li> <li>13. Cleaning of building, fixtures etc.</li> <li>14. Work related to his IT1 qualifications, if it exists.</li> <li>15. Driving of vehicles, if in possession of valid driving licence.</li> <li>16. Upkeep of parks, lawns, potted plants etc.</li> <li>17. Any other work assigned by the superior authority.</li> </ol>