

KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

NOTIFICATION

Peshawar dated the 30th August, 2012

No. 541-KPK-A -- In exercise of the powers conferred by section 16 of the Khyber Pakhtunkhwa Judicial Academy Act, 2012, the Board of Governors of the Academy lays down the following rules:-

CHAPTER 1

PRELIMINARY

1. Short title and Commencement. -- (1) These Rules may be called the Khyber Pakhtunkhwa Judicial Academy Staff (Terms & Conditions of Service) Rules, 2012.

(2) They shall come into force at once.

2. Definitions. -- (1) In these rules unless there is anything repugnant in the subject or context: -

- (a) “Act” means Khyber Pakhtunkhwa Judicial Academy Act, 2012;
- (b) “Adhoc Appointment” means an appointment of a person whose services are required on urgent basis against a vacancy of regular post for a period of one year;
- (c) “Appendix” means Appendix to these rules;
- (d) “Appointing authority” means the Chairman of the Academy as mentioned in section 10 of the Act ;
- (e) “Basic pay scale” means a scale of pay in which a post or group of posts is placed;
- (f) “Competent Authority” means the Board of Governor or any person to whom the powers have been delegated;
- (g) “Contract ” means a service, governed by the terms of a contract;
- (h) “Employee” means a person employed in the Academy other than persons employed on contract or on work charge basis or who are paid from contingencies;
- (i) “Initial Appointment” means an appointment made other wise than by promotion or transfer;
- (j) “Officer” means a person holding post in the Academy in BPS 17 and above;
- (k) “Promotion Committee” means a Committee constituted under these rules (as provided in Appendix-II) for making recommendations for promotion to various posts;
- (l) “Selection Committee” means a Committee constituted under these rules (as provided in Appendix-II) for making recommendations for initial appointment to various posts.
- (2) Subject to the context all other words and expressions used but not defined in

these rules shall have the same meaning as given in the Act and the rules applicable to the Civil Servants of the Government.

CHAPTER 2
CLASSIFICATION AND METHOD OF
APPOINTMENT, ETC.

3. **Pay Scales of Posts.** – The posts and their basic scales in the Academy shall be such as are specified in Appendix-I.

4. **Creation, Up-gradation and Abolition etc. of posts.** – The competent authority may create, abolish, suspend, up grade, revert, increase or decrease the strength of any post mentioned in basic pay scale of the Academy as and when required for the smooth and efficient functioning of the Academy.

5. **Method of Appointment.** -- (1) Appointment to the posts shall be made subject to the qualification and other conditions applicable to the posts as laid down in Appendix-I. Appointments shall be made through anyone of the following methods, namely:--

- (a) By initial recruitment;
- (b) By promotion;
- (c) By deputation etc.

6 **Appointment by initial recruitment.** – (1) The posts reserved for initial appointment in Appendix-I shall be filled in from amongst the persons possessing the qualifications and experience prescribed in the said Appendix.

(2) The post reserved for initial appointment in Appendix-I may be filled in by the appointing authority through contract, if deems appropriate.

(3) Notwithstanding anything contained in any rule for the time being in force, two percent of all posts to be filled in by initial recruitment shall be reserved for disable candidates, one percent of all posts to be filled in by initial recruitment shall be reserved for minorities and Ten percent of all the posts meant for initial recruitment shall be reserved for female candidates in addition to their participation in the open merit:

Provided that the appointing authority may increase the female quota at any stage and in any cadre if deems necessary in the public interest.

Provided that, the reservation shall not apply to-

- i. the percentage of vacancies reserved for recruitment on merit;
- ii. short term vacancies likely to last for less than one year; and
- iii. isolated posts in which vacancies occur only occasionally.

Explanation-I -- For the purpose of reservation under this sub-rule "disability" does not include such disability which hampers in the smooth performance of the duties required of a disabled candidate.

7. **Appointment by transfer, deputation.** – (1) Appointment by transfer/deputation shall be made by the appointing authority from amongst the suitable persons holding appointment on a regular basis in the same scale of pay in which the post

to be filled exists and possesses qualification and experience specified for the post and are employed in the judicial department, autonomous body or other department of Provincial Government of Khyber Pakhtunkhwa or Federal Government.

(2) Appointment under deputation shall be for a period of three years which may be increased or decreased by the appointing authority under special circumstances in the public interest.

(3) In appointments through deputation, female representation shall be ensured.

(4) Notwithstanding anything contained in these rules the appointment by deputation or by transfer shall be governed by the Government's rules or policy if not inconsistent with the Act or these rules.

(5) The services of the contract employees shall be governed by the terms of their contract.

8. **Appointment by Promotion.** – (1) The posts reserved for promotion in Appendix-I, when available, shall be filled in from amongst the Academy's employees possessing qualifications and experience mentioned in the said schedule on the basis of *seniority-cum-fitness* by the Promotion Committee, constituted under these rules.

Provided, that if no suitable person is available for promotion, the posts reserved for promotion may be filled in by initial appointment or transfer or deputation or contract as may be deemed appropriate by the appointing authority.

9. **Conditions of initial appointment.** -- (1) Initial appointment to a post shall be made on the recommendation of the Selection Committee after the vacancies, being advertised in at least two daily newspapers of repute.

(2) A person who is not holder of a domicile of the province of Khyber Pakhtunkhwa shall not be eligible for initial appointment to any post however; this rule may be relaxed by the appointing Authority in the public interest.

(3) A candidate for initial appointment to a post must possess the educational qualification or technical qualification and experience and except as provided in the rules or policy framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post.

(4) Initial appointment of a person in the service of the Academy shall be subject to his being found medically fit through the authorized Medical Officer or Board as approved by the Government.

(5) Initial appointment of a person shall be subject to the verification of his character and antecedents to the satisfaction of the appointing authority.

10. **Age Relaxation.** – (1) The appointing authority shall be competent to relax the age upto Ten years prescribed to the posts in Appendix-I, to the candidates having excellent/brilliant career, if deems appropriate.

CHAPTER-3

PROBATION, CONFIRMATION

11. **Probation.** – (1) Persons appointed to posts by initial recruitment or promotion shall be on probation for a period of one year.

(2) The appointing authority, if considers necessary, may extend the probation period for further one year or as it deems appropriate.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation:

Provided that if no specific order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided further that if no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.

12. **Confirmation.** – (1) A person appointed, other than adhoc or contract appointment, on satisfactory completion of his probation period, shall be confirmed; provided that he holds a substantive post and if a permanent post exists.

(2) A person promoted to a post on regular basis shall be eligible for confirmation after rendering satisfactory service during probation period.

(3) There shall be no confirmation against any temporary post.

(4) A person who, during the period of his service, was eligible to be confirmed in any service or against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such service or post or any benefits accruing there from.

(5) Confirmation of a person in a service or post shall take effect from the date of occurrence of permanent vacancy in that service or post or from the date of continuous officiation, in such service or post, whichever is later.

CHAPTER-4

SERVICE STRUCTURE & SENIORITY

13. **Service Structure.** – (1) The service structure of the Academy as provided in Appendix-V, shall comprise the following cadres:

- (a) Academic cadre;
- (b) Research & Publication cadre;
- (c) Administrative cadre;
- (d) Management Information System cadre;
- (e) Financial Management cadre;
- (f) F.M Radio;
- (g) T.V Channel.

(2) Each cadre shall consist of the posts specified in column 2 of Appendix-I under the respective cadres and such other posts as may, from time to time, be added to it.

14. **Seniority.** -- (1) The appointing authority shall maintain a proper Seniority List for each cadre of its employees and will notify the same once in every calendar year, preferably on 31st December of the year.

(2) The seniority inter se of employee's appointment to a post in the same basic pay scale in a cadre shall be determined:-

(a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Committee provided that persons selected for appointment to post in an earlier selection shall rank senior to the persons selected in a later selection; and

(b) in the case of employees appointed otherwise, with reference to the date of their continuous regular appointment/arrival in the post; provided that employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

Explanation-I:- If a junior person in a lower post is promoted to a higher post temporarily in the public interest, even though continuing later permanently in the higher post, it would not adversely effect the interest of his seniors in fixation of his seniority in the higher post.

Explanation-II:- If a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted the person promoted first shall rank senior to the person promoted subsequently; provided that junior person shall not be deemed to have superseded a senior person if the case of the senior person is deferred for the time being for want of certain information or for incomplete record or for any other reason not attributing to his fault or demerit.

Explanation-III:- A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person.

(3) Seniority in various cadres of employees appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre; provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

(4) The inter-se-seniority of employees in a certain cadre, to which promotion is made from different lower posts, carrying the same pay scale shall be determined from the date of regular appointment/promotion of the employees in the lower post.

Provided that if the date of regular appointment/arrival of two or more employees in the lower post is the same, the employee older in age, shall be treated senior.

(5) Seniority Rules of the Provincial Government will be followed in toto, however, the Competent Authority will be competent to make any addition or alteration in the rules.

CHAPTER-5

TERMINATION, RESIGNATION, RETIREMENT

15. **Termination of service.** -- (1) The service of a person may be terminated without notice-
- (a) during the initial or extended period of his probation:
- Provided that, where such person is appointed by promotion on probation or, as the case may be, is transferred from one service, cadre or post to another service, cadre or post, his service shall not be so terminated so long as he holds a lien against his former post in such service or cadre, but he shall be reverted to his former service, cadre or post, as the case may be;
- (b) on the expiry of the initial or extended period of his employment;
or
 - (c) if the appointment is made on ad hoc basis, will be terminable on the appointment of a person on the recommendation of the selection authority, on the appointment of such person.
- (2) Where, on the abolition of a post or reduction in the number of post in a cadre or grade, the services of a person are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or grade.
- (3) Notwithstanding the provisions of sub-section (1), but subject to the provisions of sub section (2), the service of a person in temporary employment or appointed ad-hoc shall be liable to termination on fourteen days notice or pay in lieu thereof.
16. **Resignation.** -- (1) Any person appointed to a post may resign by tendering his resignation to the appointing authority after giving one month notice or in lieu thereof one month pay shall be forfeited to the Academy.
- (2) An employee tendering resignation shall continue to be in service until his resignation is accepted.
 - (3) An *ad hoc* or temporary employee may resign his post by giving fifteen days notice in writing or fifteen days pay to the Academy in lieu thereof.
17. **Retirement.** -- (1) The age of retirement of an employee shall be sixty years and the services rendered after sixty years will not count for pension.
- (2) On completion of 25 years service, an employee can retire himself on exercising option.
18. **Re-employment.** -- (1) A retired employee shall not ordinarily be re-employed in the Academy unless such re-employment is necessary in public interest and is made by appointing authority under special circumstances.
- (2) If an employee is re-employed by the Academy he shall retain the pay enjoyed by him during the period of regular employment.

PAY AND ALLOWANCES ETC.

19. **Pay.** – Subject to these rules the employees shall be entitled to such basic pay and allowances as are admissible to the corresponding holder of posts in the establishment of the Peshawar High Court from time to time.
20. **Remuneration for visiting staff, Anchor persons, Panelists etc.** – (1) The remuneration of the resource persons, Anchor Persons, Panelists etc. shall be such as determined by the competent authority from time to time.
21. **Grant of instructional allowance.** -- The officers and officials of the Academy performing instructional duties shall be entitled to instructions allowance at the rate of twenty percent of the basic pay subject to a maximum of Rs. 6000/-.
22. **Traveling and Daily Allowances.** -- The employees shall be entitled to such Traveling and Daily Allowances as are admissible to Civil Servants of the Provincial Government.
23. **Contributory Provident Fund.** -- The employee other than a deputationist shall not be entitled for any pensionary benefits but shall receive such amount contributed by him towards the Contributory Provident Fund, alongwith the contributions made by the Academy to his account as per the policy of Government. These funds will be kept in a bank and will be utilized for profit making purpose with the approval of the competent authority. The profit earned will be credited to the C.P Fund of employees at prescribed ratio approved by the competent authority. No advance will be allowed out of these funds, only final payment will be allowed with the approval of the competent authority.
24. **Honoraria.** -- Honoraria may be granted to an employee from BPS 1 to 18, keeping in view his performance in the light of report of officer Incharge, for the work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. This reward may be equal to one basic pay at one time or as determined by the Chairman.
- (2) The honoraria shall be awarded in the following manner:
- | | | |
|------|-----------------------|-------------------------------|
| i. | Excellent performance | = 100% of approved honoraria; |
| ii. | Very Good performance | = 80% of approved honoraria; |
| iii. | Good performance | = 60% of approved |
| iv. | Average performance | = 40% of approved honoraria. |
25. **Medical.** – All employees and their families shall be entitled to such medical facilities as are admissible to Civil Servants of the Provincial Government.
26. **Additional charge and current charge.** -- An employee may be required to hold a current charge or an additional charge of the post with the approval of the appointing authority and will be allowed such payment as permissible to Government Servants.

CHAPTER-7

LEAVE RULES

27. **Leave.** -- The leave rules applicable to the Civil Servants of the Provincial Government shall, *mutatis mutandis*, apply to the employees of the Academy.

CHAPTER-8

CODE OF CONDUCT

28. **Conduct.** -- The rules and instructions regarding the code of conduct issued by the Government from time to time for Civil Servants shall apply to the employees of the Academy.

CHAPTER-9

RIGHT OF APPEAL ETC.

29. **Disposal of Appeals etc.** – All appeals, applications for review and representation etc. shall be preferred to the competent authority by the employees aggrieved. The procedure for disposal of such appeals, applications for review and representation etc. shall as far as possible, be same as prescribed in Khyber Pakhtunkhwa Civil Servants (Appeal) Rules, 1986.

CHAPTER-10

COMMITTEES

30. **Compositions and functioning of Promotion Committee /Selection Committee.** -- (1) The Promotion Committee/ Selection Committee shall consist of the members as provided in Appendix-II.
- (2) The Committee concerned shall make recommendations for appointment/promotion to the appointing authority concerned of the suitable candidate(s).
- (3) The Selection Committee/ Promotion Committee shall function in the manner to be determined by the appointing authority and not otherwise.
- (4) Each meeting of Selection Committee/ Promotion Committee shall be presided over by its Chairman/Convener and in his absence, by the person, so authorized by the Chairman in this behalf.

CHAPTER-11

JOB DESCRIPTIONS

31. **Job Description.** – The Job description of the posts mentioned in Appendix-I, shall be as provided in Appendix-III.

CHAPTER-12

GENERAL

32. **Performance Evaluation Report.** – (1) Annual confidential reports, shall at the end of each year, be written as per Appendix-IV.
- (2) The employees shall not have access to their annual confidential report, but they shall be informed of any adverse remarks, if any, in order to give them opportunity to explain their position or to correct themselves.
- (3) The rules on the Performance Evaluation applicable to the Civil Servants of the Government shall apply, *mutatis mutandis*, to the staff.

33. **Record of Service.** -- (1) The record of service of all the employees shall be maintained in a service book specified by the competent authority in which every step in employee's official life shall be neatly recorded, without any erasion or overwriting and duly attested by an officer authorized by the competent authority in this behalf.
- (2) Every employee shall see that his service book is properly maintained and at least once a year he shall sign his name in the relevant column of his service book as a token of verification and acceptance of the entries.
34. **Delegation of Powers.** -- All the powers conferred under the Act upon the Board, may be exercised by the Chairman in case of urgency however; the orders or decisions taken, shall be placed before the Board for consideration in its forthcoming meeting.
35. **Relaxation of rules etc.** -- The competent authority may relax any of the provisions of these rules in the manner it deems appropriate under special circumstances, in the public interest.
36. **Interpretation of rules, etc.** -- Competent authority shall be the final authority to interpret these rules, orders or instructions issued thereunder, if any ambiguity pertaining to interpretation arises.
37. **Other Matters.** -- In all other matters not specifically provided under these rules, the competent authority may seek guidance from the Provincial Civil Servant Rules 1973, provided that whenever any ambiguity arises, the competent authority shall have the power to remove the same through interpretation and proper construction generally accepted.

APPENDIX-I

S. No	Nomenclature of the post	Minimum qualification for appointment by initial recruitment or by deputation, transfer etc.	Age Limit	Method of Appointment
1	2	3	4	5
1.	Director General (BPS-22)			By Posting of a serving or retired District & Sessions Judge as mentioned in section 7 of the Act.
ACADEMIC CADRE				
2.	Dean Faculty (BPS- 21)	i. A judicial officer of grade 21 having service length of at least 12 years (Preference may be given to the judicial officer having degree of Ph.D or LLM) or ii. Any Civil Servant of grade 21 having at least 12 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.		Appointment by deputation.
3.	Director Instruction-I (BPS-20)	i. A judicial officer of grade 20 having service length of at least 10 years. (Preference may be given to the judicial officer having degree of Ph.D or LLM). or ii. Any Civil Servant of grade 20 having at least 10 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal	40-50 Years	Appointment by transfer/deputation or initial recruitment.

		Government to hire the services for specific period. or iii. Ph.D in any subject of law with at least 10 years experience in relevant field. or iv. LLM in any subject of law with at least 12 years experience in relevant field. or v. LLB with at least 15 years experience in relevant field.		
4.	Director Instruction-II (BPS-20)	i. A judicial officer of grade 20 having service length of at least 10 years. (Preference may be given to the judicial officer having degree of Ph.D or LLM). or ii. Any Civil Servant of grade 20 having at least 10 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period. or iii Ph.D in any subject of law with at least 10 years experience in relevant field. or iv. LLM in any subject of law with at least 12 years experience in relevant field. or v. LLB with at least 15 years experience in relevant field.	40-50 Years	Appointment by transfer/deputation or initial recruitment.
5.	Director Instruction-III (BPS-20)	i. A judicial officer of grade 20 having service length of at least 10 years. (Preference may be given to the judicial officer having degree of Ph.D or LLM). or ii. Any Civil Servant of grade 20 having at least 10 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer	40-50 Years	Appointment by transfer/deputation or initial recruitment.

		<p>serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.</p> <p>or</p> <p>iii. Ph.D in any subject of law with at least 10 years experience in relevant field.</p> <p>or</p> <p>iv. LLM in any subject of law with at least 12 years experience in relevant field.</p> <p>or</p> <p>v. LLB with at least 15 years experience in relevant field.</p>		
RESEARCH & PUBLICATION CADRE:				
6.	Senior Director Research & Publication (BPS-21)	<p>A judicial officer of grade 21 having service length of at least 12 years. (Preference may be given to the judicial officer having degree of Ph.D or LLM)</p> <p>or</p> <p>Any Civil Servant of grade 21 having at least 12 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.</p>		Appointment by deputation.
7.	Director Research & Publication (BPS-20)	<p>(i) A judicial officer of grade 20 having service length of at least 10 years. (Preference may be given to the judicial officer having degree of Ph.D or LLM).</p> <p>or</p> <p>(ii) Any Civil Servant of grade 20 having at least 10 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority</p>	40-50 Years	Appointment by transfer/deputation or initial recruitment.

		<p>or autonomous body of Federal Government to hire the services for specific period.</p> <p>or</p> <p>(iii) Ph.D in any subject of law with at least 10 years experience in relevant field</p> <p>or</p> <p>(iv) LLM in any subject of law with at least 12 years experience in relevant field.</p> <p>or</p> <p>(v) LLB with at least 15 years experience</p>		
8.	Research and Publication Officer (BPS-19)	<p>i. A Judicial Officer of grade 19 having service length of at least 07 years.</p> <p>or</p> <p>ii. Any Civil Servant of grade 19 having at least 07 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.</p> <p>or</p> <p>iii. Ph.D in any subject of law with at least 07 years experience in relevant field</p> <p>or</p> <p>iv. LLM in any subject of law with at least 10 years experience in relevant field.</p> <p>or</p> <p>v LLB with at least 12 years experience in relevant field.</p>	40-50 Years	Appointment by transfer/deputation or initial recruitment.
9.	Librarian (BPS-17)	Master of Library & Information Science with at least 03 years experience.	25-40 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Assistant Librarian. Or By transfer/deputation or initial recruitment.
10	Assistant Librarian (BPS-16)	Master of Library & Information Science with at least 02 years experience.	25-35 Years	By transfer/deputation or initial recruitment.
11.	Book lifter (BPS-01)	Preferably Literate.	20-40 Years	By transfer/deputation or initial recruitment.

ADMINISTRATIVE CADRE

12	Senior Director Administration (BPS-21)	i. A Judicial Officer of grade 21 having service length of at least 12 years. Or ii. Any Civil Servant of grade 21 having at least 12 years practicable experience in relevant field provided that in case, if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.		Appointment by deputation.
13.	Director Administration (BPS-20)	(i) A judicial officer of grade 20 having service length of at least 10 years. or (ii) Any Civil Servant of grade 20 having at least 10 years practicable experience in relevant field provided that in case, if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period. or (iii) Master in Public Administration or Political Science with at least 10 years experience in the relevant field.	40-50 Years	Appointment by transfer/deputation or initial recruitment.
14.	Admn: Officer (BPS-19)	(i) A Judicial Officer of grade 19 having service length of at least 07 years. or (ii) Any Civil Servant of grade 19 having at least 07 years practicable experience in relevant field provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil	30-40 Years	Appointment by transfer/deputation or initial recruitment.

		Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period. or (iii) Master in Public Administration or Political Science with at least 07 years experience in relevant field.		
15.	Private Secretary (BPS-18)	(i) Master or LLB degree from a recognized university (ii) Speed of 120 words per minute in shorthand and 40 words per minute in typing with at least 05 years of experience in the relevant field.	30-40 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Stenographer. or By transfer/deputation or Initial recruitment.
16.	Warden (BPS-17)	Master degree from a recognized university with at least 03 years teaching/administration experience, preferably of running a student hostel.	30-40 Years	Appointment by transfer/deputation or initial recruitment.
17.	Warden (Female) (BPS-17)	Master degree from a recognized university with at least 03 years teaching/administration experience, preferably of running a student hostel.	30-40 Years	Appointment by transfer/deputation or initial recruitment.
18.	Public Relation Officer Or Coordination, publication & Media officer (CPMO) (Female) (BPS-16)	Master degree in Public Administration or Journalism or Master in Mass communication, or International Relation from recognized university with at least 03 years experience.	25-35 Years	By transfer/deputation or initial recruitment
19.	Sub Engineer (BPS-16)	Diploma in Civil Engineering with at least 03 years experience.	25-35 Years	Appointment by transfer/deputation or initial recruitment.
20.	Superintendent (BPS-16)	Bachelors Degree from recognized University.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Assistant and Store Keeper. or By transfer/deputation or Initial recruitment.
21.	Stenographer (BPS-15)	i. Graduate or Equivalent qualification from a recognized university. ii. Speed of 100 words per minute in shorthand and 40	22-32 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Steno-typist.

		words per minute in typing.		or By transfer/deputation or Initial recruitment.
22.	Assistant (BPS-14)	Bachelors Degree from recognized University.	20-30 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Junior Clerk. or By transfer/deputation or initial recruitment
23.	Store Keeper (BPS-14)	Bachelors Degree from recognized University.	20-30 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Junior Clerk. or By transfer/deputation or Initial recruitment.
24.	Steno-Typist (BPS-12)	Intermediate from a recognized Board and Speed of 80 words per minutes and 35 words per minutes in Typing.	20-30 Years	By transfer/deputation or Initial recruitment.
25.	Junior Clerk (BPS-07)	Secondary School Certificate or equivalent qualification from a recognized Board.	20-30 Years	By transfer/deputation or initial recruitment.
26.	Tele. Operator (Female) (BPS-07)	Secondary School Certificate or equivalent qualification from a recognized Board.	20-30 Years	By transfer/deputation or initial recruitment.
27.	Chef (BPS-05)	Secondary School Certificate or equivalent qualification from a recognized Board with at least 03 years experience in relevant field. Diploma holder in cooking field may be given preference.	20-40 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Cook. or By transfer/deputation or Initial recruitment.
28.	Cook (BPS-04)	Secondary School Certificate or equivalent qualification from a recognized Board with at least 02 years experience in relevant field. Diploma holder in cooking field may be given preference.	20-40 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Bread Maker, provided he possess the required qualification and experience. or By transfer/deputation or Initial recruitment.
29.	Driver / Chauffeur (BPS-04)	Middle standard & in possession of; i) HTV License or ii) LTV License in case of light duty vehicle with at least five years experience as such.	25-45 Years	By transfer/deputation or Initial recruitment.
30.	Technician (Plumber) (BPS-01)	i) SSC Certificate ii) One year Diploma iii) at least Two years experience in the relevant field.	20-30 Years	By transfer/deputation or Initial recruitment.
31.	Machine Operator	Secondary School Certificate	20-30	By transfer/deputation

	(BPS-01)	or equivalent qualification from a recognized Board with experience of one year in any recognized organization.	Years	or Initial recruitment.
32.	Electrician (BPS-01)	i) SSC Certificate ii) One year Diploma iii) at least Two years experience in the relevant field.	20-30 Years	By transfer/deputation or Initial recruitment.
33.	Chowkidar / watchman/Security Guard (BPS-01)	Preferably literate.	25-40 Years	By transfer/deputation or Initial recruitment.
34.	Naib Qasid / Peon (BPS-01)	Preferably literate.	20-40 Years	By transfer/deputation or Initial recruitment.
35.	Mali / Gardener (BPS-01)	Preferably literate.	20-40 Years	By transfer/deputation or Initial recruitment.
36.	Sweeper / Scavenger (BPS-1)	Preferably literate.	20-40 Years	By transfer/deputation or Initial recruitment.
37.	Bread Maker (BPS-01)	Preferably Literate, having at least 02 years experience in Bread making on Oven or other wise.	20-40 Years	By transfer/deputation or Initial recruitment.
38.	Dishwasher (BPS-01)	Preferably literate.	20-40 Years	By transfer/deputation or Initial recruitment.
39.	Waiter/Waitress (BPS-01)	Preferably Literate, with at least 02 years experience in the relevant field.	20-40 Years	By transfer/deputation or Initial recruitment.
MANAGEMENT INFORMATION SYSTEM CADRE				
40.	Director IT (BPS-19)	(i) Ph.D in Computer Science with at least 05 years experience of Programming, System Analysis and Operational Management; or (ii) MPhil/MS in Computer Science with at least 07 years experience of Programming, System Analysis and (iii) Second Class Master Degree in Computer Science from a recognized University with at least 10 years experience of Programming, System Analysis and Operational Management; Or (iv) An officer of equal status and rank serving in a province with 07 years Service experience in the relevant field, provided that in case if services of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of	30-45 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the posts of Network Administrator, Web Developer and Programmer. or By transfer/deputation or initial recruitment.

		Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.		
41.	Network Administrator (BPS-17)	MCS/M.Sc Computer Science with at least 03 years experience in Networking. Preference shall be given to MCSE, CCNA or other Network certifications.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator or Audio/Video Tech: if they posses the required qualification and experience. or By transfer/deputation or initial recruitment.
42.	Web Developer (BPS-17)	MCS/M.Sc Computer Science having at least 03 years experience in web developing. Good knowledge of web developing tools (Php, mysql, Asp.net, Dream-weaver, JavaScript, xml, Ajax etc) may be given preference.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator or Audio/Video Tech: if they posses the required qualification and experience. or By transfer/deputation or initial recruitment.
43.	Programmer (BPS-17)	M.Sc (Computer Science) with at least 03 years Experience in VB Dot Net/JAVA/oracle.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator or Audio/Video Tech: if they posses the required qualification and experience. or By transfer/deputation or initial recruitment.
44.	Computer Operator (BPS-12)	B.Sc (Computer Science) 10000 key Operation at least in one hour for punching data entry verification.	20-30 Years	By transfer/deputation or initial recruitment.
45.	Audio/Video Tech. (BPS-12)	i. Bachelor in Computer Science/I.T/Tele-communication. ii. One year Diploma of Hardware with Graduate degree. iii. At least two years working experience of Hardware Technician.	20-30 Years	By transfer/deputation or initial recruitment.
46.	Photographer (BPS-11)	Intermediate, with at least one year experience in the relevant field.	20-30 Years	By transfer/deputation or initial recruitment.
FINANCIAL MANAGEMENT CADRE				

47.	Director B&A (BPS-19)	MBA/M.Com, in Accounting, with at least 07 years experience in the relevant field. or Any Civil Servant of equal status and rank with at least 07 years experience in the relevant field.	30-40 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Budget and Account Officer. or By transfer/deputation or initial recruitment.
48.	Budget & Account Officer (BPS-17)	MBA/M.Com, in Accounting, with at least 03 years experience in relevant field. or Any Civil Servant of equal status and rank with at least 03 years experience in the relevant field.	30-40 years	By promotion on the basis of seniority-cum fitness from amongst the holders of the posts of Accountant, Budget Procurement Officer and Senior Auditor. or By transfer/deputation or initial recruitment.
49.	Accountant (BPS-16)	MBA/M.Com, in Accounting with at least 03 years experience in relevant field. or Any Civil Servant of equal status and rank with at least 03 years experience in the relevant field.	25-35 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Assistant/Cashier and Assistants possessing the required qualification. or By transfer/deputation or initial recruitment.
50.	Budget and Procurement Officer (BPS-16)	MBA/M.Com, in Accounting with at least 03 years experience in relevant field. or Any Civil Servant of equal status and rank with at least 03 years experience in the relevant field.	25-35 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Assistant/Cashier and Assistants possessing the required qualification. or By transfer/deputation or initial recruitment.
51.	Senior Auditor (BPS-16)	B.Com, from a recognized University with at least 03 years experience in Accounting. or Any Civil Servant of equal status and rank with at least 03 years experience in the relevant field.	25-35 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Cashier/Assistant and Assistants. or By transfer/deputation or initial recruitment.
52.	Assistant (BPS-14)	B.Com, from a recognized University with at least 02 years experience in Accounting.	22-32 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Junior Clerk. or By transfer/deputation or initial recruitment.
53.	Assistant/ Cashier (BPS-14)	B. Com, from a recognized University with at least 03 years	22-32 Years	By promotion, on the basis of seniority cum

		experience in Accounting.		fitness from amongst the holders of the post of Junior Clerk. or By transfer/deputation or initial recruitment.
54.	Junior Clerk (BPS-07)	D.Com, from a recognized university with at least 02 years experience in Accounting.	20-30 Years	By transfer/deputation or initial recruitment.
F.M RADIO				
55.	Station Director (BPS-21)	i) A judicial officer of grade 21 having service length of at least 12 years. or ii) Any Civil Servant of grade 21 having at least 12 years practicable experience in relevant field provided that in case if service of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.		By deputation.
56.	Male Producer (BPS-17)	Master in Social Sciences or Literature with at least 03 years experience in the relevant field.	25-40 Years	By transfer/deputation or initial recruitment.
57.	Female Producer (BPS-17)	Master in Social Sciences or Literature with at least 03 years experience in the relevant field.	25-40 Years	By transfer/deputation or initial recruitment.
58.	News Editor (BPS-17)	Master in Journalism with at least 03 years experience in the relevant field.	25-40 Years	By transfer/deputation or initial recruitment.
59.	Broadcasting Engineer (BPS-17)	BSc Electrical Engineering with at least 03 years experience in the relevant field.	25-40 Years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Broadcasting Technician, if they possess the required qualification and experience. or By transfer/deputation or initial recruitment.

60.	Broadcasting Technician (BPS-16)	Three years diploma in Electrical Engineering with at least 02 years experience in the relevant field.	25-35 Years	By transfer/deputation or initial recruitment.
T.V CHANNEL				
61.	General Manager (BPS-21)	i) A judicial officer of grade 21 having service length of at least 12 years. or ii) Any Civil Servant of grade 21 having at least 12 years practicable experience in relevant field provided that in case if service of any officer/employee of federal government are needed, the appointing authority may ask the parent department of Civil Servant or other officer serving with the affairs of Federal Government, a local authority or autonomous body of Federal Government to hire the services for specific period.		By deputation.
Engineering Department				
62.	Executive Engineering Manager (BPS-18)	BSc (04 years) in Electrical/Electronic Engineering, with at least 05 years experience in the relevant field.	30-45 years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of T.V Engineer. or By transfer/deputation or initial recruitment.
63.	TV Engineer (BPS-17)	BSc (04 years) in Electrical/Electronic Engineering, with at least 03 years experience in the relevant field.	25-40 years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Asst: TV Engineer or Video Tape Recorder Engineer, if they possess the required qualification and experience. or By transfer/deputation or initial recruitment.
64.	Asst: Engineer (BPS-14)	Graduate and Diploma in Electronics with at least 02 years experience in the relevant field.	22-32 years	By transfer/deputation or initial recruitment.
65.	Video Tape Recorder Engineer (BPS-14)	Graduate and Diploma in Electronics with at least 02 years experience in the relevant field.	22-32 years	By transfer/deputation or initial recruitment.
66.	Store Officer (BPS-14)	Bachelors Degree from recognized University	22-32 years	By transfer/deputation or initial recruitment.

67.	Boom Operator (BPS-09)	Intermediate 1 st or 2 nd Division with at least 02 years experience in the relevant field.	20-30 years	By transfer/deputation or initial recruitment.
68.	Mechanic (BPS-07)	Matric and certificate in T.V mechanics with at least 02 years experience in the relevant field.	20-30 years	By transfer/deputation or initial recruitment.
Program Department				
69.	Executive Program Manager (BPS-18)	Master Degree (preferably in English) with at least 05 years experience in the relevant field.	30-45 years	By transfer/deputation or initial recruitment.
70.	Program Producer (BPS-17)	Master Degree with at least 03 years experience in the relevant field.	25-40 years	By transfer/deputation or initial recruitment.
71.	Script Producer (BPS-17)	Master Degree with at least 03 years experience in the relevant field.	25-40 years	By transfer/deputation or initial recruitment.
72.	Transmission Officer (BPS-14)	Graduate with at least 02 years experience in the relevant field.	22-35 years	By transfer/deputation or initial recruitment.
73.	Male Make-up Artist (BPS-12)	Intermediate or equivalent qualification from recognized board having Diploma/Certificate from Beauty Home with at least 03 years experience in the relevant field.	25-40 years	By transfer/deputation or initial recruitment.
74.	Female Make- up Artist (BPS-14)	Intermediate or equivalent qualification from recognized board having Diploma/Certificate from Beauty Home with at least 03 years experience in the relevant field.	25-40 years	By transfer/deputation or initial recruitment.
Design Department				
75.	Designer (BPS-16)	Master Degree from recognized university having Diploma in Designing with at least 03 years experience in the relevant field.	25-40 years	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Asst: Designer and wardrobe officer, if the possess the required qualification and experience. or By transfer/deputation or initial recruitment.
76.	Asst: Designer (BPS-14)	Bachelor Degree from recognized university having Diploma in Designing with at least 02 years experience in the relevant field.	22-35 years	By transfer/deputation or initial recruitment.
77.	Wardrobe officer (BPS-14)	Bachelor Degree from recognized university with at least 02 years experience in the relevant field.	20-35 years	By transfer/deputation or initial recruitment.
78.	Studio Hand (BPS-01)	Secondary School Certificate or equivalent qualification from	20-35 years	By transfer/deputation or initial recruitment.

		recognized board with at least 01 year experience in the relevant field.		
Camera Facility Department				
79.	Chief Cameraman (BPS-17)	BSc (04 years) in Electronics Engineering with at least 03 years experience in the relevant field.	30-45	By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Cameraman. or By transfer/deputation or initial recruitment.
80.	Cameraman (BPS-16)	BSc (04 years) in Electronics Engineering with at least 02 years experience in the relevant field.	22-35 years	By transfer/deputation or initial recruitment.
81.	Light man (BPS-01)	Secondary School Certificate or equivalent qualification from recognized board with at least 01 years experience in the relevant field.	20-35 years	By transfer/deputation or initial recruitment.
82.	Cable man (BPS-01)	Secondary School Certificate or equivalent qualification from recognized board with at least 01 years experience in the relevant field.	20-35 years	By transfer/deputation or initial recruitment.

APPENDIX- II

COMPOSITION OF SELECTION COMMITTEE / PROMOTION COMMITTEE UNDER THE BOARD OF GOVERNORS WITH SELECTION PROCEDURE

S. #	Nature of Appointments	Selection Procedure	Composition of Committee	Remarks
1	2	3	4	5
1)	Appointment to the posts of Academy reserved for initial appointment etc.	On the recommendation of the Selection Committee.	i. Chairman- Convener ii. Addl: Chief Secretary–member iii. Secretary to Govt: Finance Department-member iv. Director General-member v. Senior Director Admin- member	
2)	Appointment to the posts of Academy reserved for promotion.	On the recommendation of the Promotion Committee.	i. Chairman- Convener ii. Addl: Chief Secretary–member iii. Secretary to Govt: Finance Department-member iv. Director General-member v. Senior Director Admin- member	

Done

APPENDIX-III

S. No	Nomenclature of the post	Job Descriptions
1	2	3
1.	Chairman	<ul style="list-style-type: none"> • To direct officers/faculty and other employees of the Academy to take up such assignments in connection with administration, teaching, examination, research, finance and such other activities in or for the Academy as he may consider necessary for the smooth and effective functioning of the Academy; • To make appointment of staff of the Academy; • Shall preside over the meetings of Board of Governors; • Shall preside over the meetings of Promotion Committee & Selection Committee; • Shall preside over the meetings of Executive, Academic, Research & Publication, Administrative, I.T, Media & Public Relation and Financial Management Committees ; • To perform the functions of Patron-in-Chief; • Shall exercise all powers of the Board in urgency subject to placement of the same before the Board for consideration in its next/forthcoming meeting; • To take or cause to take disciplinary actions against delinquent staff or for any misconduct as defined in E&D rules of K.P.K. The disciplinary action taken or punishment awarded to an officer of BPS 20 to BPS 22 will be placed before the Governing Body in next meeting for probe. The taking of disciplinary action will include the suspension of an officer pending inquiry; • To exercise and perform such other powers and functions as deems necessary for the smooth and effective functioning of the Academy.
2.	Vice Chairman	<ul style="list-style-type: none"> • The general supervision of the Academy; • Member of Board of Governor; • Member of Executive, Academic, Research & Publication, Administrative, I.T, Media & Public Relation and Financial Management Committees ; • Undertake additional duties as assigned by the Chairman or the Board.
3.	Director General (BPS-22)	<ul style="list-style-type: none"> • To manage the affairs of the Academy under the control and general directions of the chairman; • Being the academic and administrative supervisor of the Academy, shall be responsible for administration, maintenance, order and discipline; • Being the drawing and disbursing officer of the Academy, shall manage and deal with the financial affairs of the Academy subject to prior approval of the Chairman;

		<ul style="list-style-type: none"> • Member of Executive, Academic, Research & Publication, Administrative, I.T, Media & Public Relation and Financial Management Committees; • To execute the policy, set out by the board or Chairman; • To act as secretary of the board; • Subject to the approval of chairman, he shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Academy; • To be the custodian of records, the common seal and such other property and assets of the Academy as the Chairman or the board may, entrust to him; • To supervise and monitor the budget and account branch; • To supervise and monitor all the wings/cadres of the Academy; • To coordinate for holding of the meetings of the board of governors and Academy; • To follow up all the decisions of the board, chairman etc; • Undertake additional duties as assigned by the Chairman or the Board.
ACADEMIC CADRE		
4.	Dean Faculty (BPS- 21)	<ul style="list-style-type: none"> • To Supervise and monitor the work of staff of Academic Cadre; • Besides making communication and conveying various programs and events and other academic activities of the Academy to the relevant authority and persons interested in both inside and outside Academy, also to help in the preparation of program set out by the directors for highlighting the academic activities in the Academy; • Member of Executive and Academic Committees to determine teaching program for the training session; • To develop and coordinate educational policies, planning functions and physical facilities planning and utilization of the Academy; • To develop, administer, and promote the academic programs and academic support functions of the Academy including international programs; • To coordinate and promote academic proposals, changes, reviews, and other academic matters with the other deans of the faculty, and other institutions and groups; • To identify human resources needed; • To set timelines and allocate work to the team members to ensure the completion of various projects within time limit; • To prepare grants reports; • To set out training modules for the trainees; • Undertake additional duties as required/assigned.
5.	Director Instruction-I (BPS-20)	<ul style="list-style-type: none"> • To Write lecture material and handouts and presenting information in lectures, seminars and tutorials; • To Mark participants papers;

		<ul style="list-style-type: none"> • Member of Academic Committee to determine teaching program for the training session; • To take feedback from participants to improve teaching methodologies and contents within the faculty; for example, will make changes to course material; • To Change and adapt course material following research; • To provide guidance and advice to participants e.g. career advice; • Marketing the info, training materials and training modules etc.; • Undertake additional duties as required/assigned.
6.	Director Instruction-II (BPS-20)	<ul style="list-style-type: none"> • To Write lecture material and handouts and presenting information in lectures, seminars and tutorials; • To Mark participants papers; • Member of Academic Committee to determine teaching program for the training session; • To take feedback from participants to improve teaching methodologies and contents within the faculty; for example, will make changes to course material; • To change and adapt course material following research; • To provide guidance and advice to participants e.g. career advice; To assist the Director Instruction-I in marketing; • Undertake additional duties as required/assigned.
7.	Director Instruction-III (BPS-20)	<ul style="list-style-type: none"> • To Write lecture material and handouts and presenting information in lectures, seminars and tutorials; • To Mark participants papers; • Member of Academic Committee to determine teaching program for the training session; • To take feedback from participants to improve teaching methodologies and contents within the faculty; for example, will make changes to course material; • To change and adapt course material following research; • To provide guidance and advice to participants e.g. career advice; • To assist the Director Instruction-I in marketing; • Undertake additional duties as required/assigned.
RESEARCH & PUBLICATION CADRE		
8.	Senior Director Research & Publication (BPS-21)	<ul style="list-style-type: none"> • To supervise and monitor the work of staff of Research & Publication Cadre; • Besides making communication and conveying various research based programs and events and other research related activities of the Academy and publications to the relevant authority and persons interested in both inside and outside Academy, also to help in the preparation of program set out by the director and editorial board for highlighting the research & publication activities in the Academy; • Member of Executive and Research & Publication

		<p>Committees;</p> <ul style="list-style-type: none"> • To provide feedback to Dean Faculty for improvement of training modules, courses or programs etc. on the basis of their research; • To design and implement research and developmental projects; • To disseminate the research results and tools, to arrange training for participants by presenting at conferences, workshops, and publishing papers; • To assist with grant proposals by identifying research topics, designing research projects, identifying the needs of the field, and designing innovative tools and programs for imparting knowledge/training in relevant field; • Being a member of Editorial Board, writing papers on topic relevant to specialist subject area. This will include journals, books and other material; • To identify human resources needed; • To set timelines and allocate work to the team members to ensure the completion of projects within time limit; • To prepare grants reports; • To assure the quality of the Institute's publications both in terms of content and format; • To work with other officers of grant agencies, outside evaluators, and professional organizations in connection with Research & Publication purposes of the Academy; • To contribute to the Academy through conferences, seminars, meetings and campaigns at a provincial and federal level and
9.	Director Research & Publication (BPS-20)	<ul style="list-style-type: none"> • Shall assist the Senior Director Research & Publication on each and every assignment/project; • To design and implement research and developmental projects; research • To disseminate the research results and tools and train participants by presenting at conferences, workshops, and publishing papers; • To assist with grant proposals by identifying research topics, designing research projects, identifying the needs of the field, and designing innovative tools and programs; • Member of Research & Publication Committee; • Being a member of Editorial Board, writing papers on topics relevant to specialist subject area. This will include journals, books and other material; • To identify human resources needed; • To prepare grants reports; • To assure the quality of the Institute's publications both in terms of content and format; • To work with program officers of grant agencies, outside evaluators, and professional organizations as per direction of Senior Director Research & Publication; • To Write reports to relevant bodies about progress of research; • Undertake additional duties as required/assigned.

		<ul style="list-style-type: none"> • coordinate the publication of the proceedings; • To write reports to relevant bodies about progress of research; • Undertake additional duties as required/assigned.
10.	Research & Publication Officer (BPS-19)	<ul style="list-style-type: none"> • To contribute to the Institute's research and the dissemination of research results; • To carry out the planning of quantitative (surveys) and qualitative research in support of projects, related to, and assigned to the Academy; • To participate in, and follow up the process of designing research methodologies, collecting information and data, analyzing data, and providing recommendations for data improvement and data collection; • Member of Research & Publication Committee; • To coordinate the planning and development of different publications that address priority issues of the Institute; • Being a member of Editorial Board, design, edit and manage a series of publications (reports, articles, summaries, fact sheets, etc.) concerned with studies, surveys, policy-relevant data analyses and other projects undertaken by the Academy; • To assure the quality of the Institute's publications both in terms of content and format; • Undertake additional duties as required/assigned.
11.	Librarian (BPS-17)	<ul style="list-style-type: none"> • To create welcoming and respectful climate in library; • To provide for diverse participants need in resources and instructions; • To provide opportunities for participants to use the library for class-related research, individual investigation, independent reading, and personal inquiry; • Sponsor special programs in the library, such as legal fairs, career days, and reading motivation programs (e.g., book fairs, book clubs, author visits, book reviewing); • Constantly rotates, replaces, and updates displays of books and participants work to reflect current curricular themes; • To ensure an accurate inventory of resources; • To ensure efficient retrieval by users; • To search external database programs for the availability of cataloguing copy; • To maintain inventories, compile statistics and generate reports as required; • To develop and maintain cataloguing procedures; • To distribute materials for cataloguing; • To determine the type of cataloguing required; • To enter cataloguing data into the library's automated system; • To process resources for placement on shelf; • To file cards in shelf list; • Complete cataloguing records where only partial copy is available; • To perform other related duties as required/assigned;
12.	Assistant Librarian	<ul style="list-style-type: none"> • To check library materials in and out;

	(BPS-16)	<ul style="list-style-type: none"> • To empty book drop; • To shelve books and straighten shelves; • To help participants find books and answer questions; • To keep circulation records; • To register new library patrons; • To collect and record fines; • To answer phone; • To repair library materials; • To put reserves on books that have been requested; • To assist in processing new books; • To make inventory of books when necessary; • To maintain library in Librarian's absence; • To open and close library as needed; • To promote library activities (i.e. Reading contests, study groups etc.); • To clean as needed throughout the library; • To assist in withdrawal of books; • To perform other related duties as required/assigned;
13.	Book lifter (BPS-01)	<ul style="list-style-type: none"> • To provide assistance in arrangement of libraries; • To provide assistance in keeping, distributing and arranging stationary; • To prepare daily bundles of files ready for consignment; • To keep bundles on proper place; • To perform other related duties as required/assigned.
ADMINISTRATIVE CADRE		
14.	Senior Director Administration (BPS-21)	<ul style="list-style-type: none"> • Supervision of Administrative Cadre; • To supervise and control work of all the staff under his control; • To develop and implement organizational strategies and policies, plan the use of materials and human resources and manage the administrative staff; • Member of Executive and Administrative Committees; • To prepare schedules and agendas for meetings; • Other related duties as required/assigned.
15	Director Administration (BPS-20)	<ul style="list-style-type: none"> • To monitor and supervise the duties of staff of Administrative Cadre; • Member of Administrative Committee; • To review the working of the staff working under his control and put up report to the Senior Director Admin periodically; • To ensure safety and security of Office records and properties etc; • To carry out the instructions/orders of the Senior Director Admin; • To ensure proper maintenance of personal files, service registers, etc., of all the staff; • Shall maintain official secrecy as ordered by the Senior Director Admin then and there;

		<ul style="list-style-type: none"> • To prepare correspondence for Board members; • To perform other related duties as required/assigned.
16.	Administration Officer (BPS-19)	<ul style="list-style-type: none"> • To arrange for writing minutes of the meeting and take follow-up action on the proceedings of the Committee of Management; • To ensure keeping up to date by-laws, regulations, rules of the Academy; • Member of Administrative Committee; • To ensure proper maintenance of personal files, service registers, etc., of all the staff; • To arrange for purchase of stationeries, printing of books and forms as per the requirements and ensure keeping up of adequate stock of stationery books and forms etc; • To maintain office files; • To take minutes at the meetings; • To distributes minutes; • To coordinate repairs to office equipments; • To maintain confidential records and files; • To maintain records of decisions; • To perform other related duties as required/assigned.
17.	Private Secretary (BPS-18)	<ul style="list-style-type: none"> • To handle all secretarial duties for the executive. These include the typing, filing, incoming and outgoing phone calls, dictation, copying and mailing; • To take messages for the executive and to return calls at his leisure; • To keep the appointment calendar up-to- date and make sure appointments do not overlap or conflict with other commitments; • To make travel and hotel arrangements when the executive is on the road. • To perform other related duties as required/assigned.
18.	Warden(Male) (BPS-17)	<ul style="list-style-type: none"> • To create and maintain a community conducive to participant learning and development; • To deliver participants centered services; • To ensure maintenance of discipline in and around the Academy and hostel; • To plan for up gradation of facilities for participants in the Academy and hostel; • Shall communicate the general problems of participants to Senior Director Admin for redressal; • To respond to and address all welfare issues including residents personal needs and concerns and emergencies; and work both cooperatively and independently; • Any other responsibility as required/assigned.
19.	Warden (Female) (BPS-17)	<ul style="list-style-type: none"> • To create and maintain a community conducive to participant learning and development; • To deliver participants centered services; • To ensure maintenance of discipline in and around the Academy and hostel; • To plan for up gradation of facilities for participants in

		<p>the Academy and hostel;</p> <ul style="list-style-type: none"> • Shall communicate the general problems of participants to Senior Director Admin for redressal; • To respond to and address all welfare issues including residents personal needs and concerns and emergencies; and work both cooperatively and independently; • To perform other related duties as required/assigned
20.	Public Relation Officer/ Coordination, Publication & Media Officer (BPS-16)	<ul style="list-style-type: none"> • To act as an official spokesman of Academy; • To disseminate Academy's information to print and electronic media after approval of the competent authority; • Shall have updated information of the Academy so as to inform or clear any communication gap within media and Academy; • Shall keep close liaison with all the Media organizations and their representatives; • Shall do periodical visits of Media organizations; • To advise relevant media related dealings with media people to the line management; • Shall be mindful of the various aspects of published news; • To inform Senior Director Administration about any information about news story and its due clarification; • Must have the art of using quality words in order to convey an official correspondence; • To build the image of Academy through disseminating the best activities and programs done in Academy; • To write relevant speech content for the boss for various events; • To perform other related duties as required/assigned.
21	Sub Engineer (BPS-16)	<ul style="list-style-type: none"> • To conduct surveys/assessments; document such assessment including construction practices; • To provide technical guidance in the relevant field; • To ensure adherence to Academy's operational policies, procedures and standards of conduct; • To ensure construction quality and building materials according to the standards and specifications; • To supervise the construction and other demonstration works; • To ensure the activities of the project/s according to the design, drawings when assigned; • To prepare all required project documentation and keep reports; • To perform other related duties as required/assigned.
22.	Superintendent (BPS-16)	<ul style="list-style-type: none"> • To make all correspondence pertaining to Academy; • To deal with the general affairs of Academy; • To generally supervise of the work of staff; • To ensure proper maintenance of personal files, service registers, etc., of all the staff; • To arrange for purchase of stationeries, printing of books and forms as per the requirements and ensure keeping up of adequate stock of stationery, books and forms etc; • To maintain office files;

		<ul style="list-style-type: none"> • To distribute minutes; • To coordinate repairs of office equipments; • To maintain record of decisions; • To perform other related duties as required/assigned
23.	Stenographer (BPS-15)	<ul style="list-style-type: none"> • To draft official minutes sheets/note sheet; • To type/compose official letters; • To perform other related duties as required/assigned.
24.	Assistant (BPS-14)	<ul style="list-style-type: none"> • To answer phones, taking memos and maintaining files; • To monitor and record expenditures; • To store, organize and manage files; • To process data and provide information; • To perform other related duties as required/assigned.
25.	Store Keeper (BPS-14)	<ul style="list-style-type: none"> • To exercise general control over all activities in Stores Department; • To ensure safe keeping both as to quality and quantity of materials; • To maintain proper records; • To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof; • To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit; • To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places; • To reserve a particular material for a specific job when so required; • To issue materials only in required quantities against authorized requisition notes/material lists; • To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.; • To perform other related duties as required/assigned.
26.	Steno-Typist (BPS-12)	<ul style="list-style-type: none"> • To draft official minutes sheets/note sheet; • To type/compose official letters; • To perform other related duties as required/assigned.
27.	Machine Operator (BPS-01)	<ul style="list-style-type: none"> • To ensure equipment is operating correctly by utilizing monitors and gauge on the equipment; • To document everything that goes with the equipment; • To ensure that his piece of equipment is maintained on the recommended maintenance schedule. This will include cleaning, checking fluids or greasing the equipment as directed by the maintenance department; • To perform other related duties as required/assigned.
28.	Junior Clerk (BPS-07)	<ul style="list-style-type: none"> • To deal with all routine correspondence relating to the branch; • To maintain the files, submit the note of fresh PUC and dispatch all Daak; • To perform other related duties as required/assigned.

29.	Tele. Operator (BPS-05)	<ul style="list-style-type: none"> • To operate switchboard equipment in order to answer incoming calls; determine intent of caller and make appropriate connection; • To receive and route a variety of calls for general campus information including complaints, emergencies, bomb threats and security calls; • To assist in maintaining and updating telephone directories and event schedules via computerized data base when notified of changes in order to access correct information; • To place long distance and conference calls for authorized parties; • To assist in reporting telephone equipment or service complaints and problems; • To maintain logs of calls placed and any additional information required for various reports or special projects; • To train or assist with training new telephone operators in performance of job duties; • To operate and maintain telephone system which disseminates informational messages to callers regarding specific topics; determines what information caller requires and plays appropriate tape; maintains tape inventory; • To perform other related duties as required/assigned.
30.	Chef (BPS-05)	<ul style="list-style-type: none"> • To prepare a menu; • To cook such as Baking, Roast, Broil and Frying meat, fish and fowl etc.; • To mix and cook specialty dishes and delicate foods; • To plan the way to present the food to the participants; • Shall be responsible to check the quality of food before it is served to people; • Shall be responsible to prepare food within cost; • Shall figure food cost and record on daily food cost sheet; • Shall maintain record of food used and supplied; • Shall be responsible to conduct training programs and learning sessions for workers; • To perform other related duties as required/assigned.
31.	Cook (BPS-04)	<ul style="list-style-type: none"> • To cook all kinds of food items under the supervision of chef; • To plan the way to present the food to the participants; • To clean and sanitize work areas; • Shall be responsible to prepare food within cost; • To perform other related duties as required/assigned.
32.	Driver/Chauffer (BPS-04)	<ul style="list-style-type: none"> • Driving of official vehicle; • To be responsible for maintenance, care and repair of vehicle; • To maintain log book other record of vehicle; • To deposit changed parts in store; • To perform other related duties as required/assigned.

33.	Technician (Plumber) (BPS-01)	<ul style="list-style-type: none"> • To identify required tools and special equipment; • To select the type and size of pipe required; • To locate and mark positions for connections and fixtures; • To install supports and hangers for pipe, fixtures and equipment; • To assemble and install valves and fittings; • To install, repair and maintain water treatment equipment, piping and controls; • To install, repair and maintain underground sanitary and water piping systems etc; • To install, repair and maintain sinks, tubs and toilets; • To install, repair and maintain water heaters and conditioners; • To install, repair and maintain plumbing fixtures, appliances and trim; • To test pipe systems and fixtures for leaks; • To perform other related duties as required/assigned.
34.	Electrician (BPS-01)	<ul style="list-style-type: none"> • To assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools; • To diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem; • To provide preliminary sketches and cost estimates for materials and services; • To provide assistance during emergencies by operating floodlights and generators; • To perform other related duties as required/assigned.
35.	Chowkidar/ Watch man/ Security Guard (BPS-01)	<ul style="list-style-type: none"> • Duty of watching building, assets & record of the Academy; • Shall monitor the premises and keep track of personnel in the building; • If an incident occurs to the property he will be responsible for reporting the details to the authorities and his superiors; • To protect people and property in their workplace by patrolling / monitoring the perimeter; • To perform other related duties as required/assigned.
36.	Naib Qasid/Peon (BPS-01)	<ul style="list-style-type: none"> • To carry files/papers from one department to other; • To distribute daak/letters; • To assist officers in storage and retrieval of files, papers etc; • To clean the furniture of the section to which attached; • To perform other related duties as required/assigned.
37.	Mali/Gardener (BPS-01)	<ul style="list-style-type: none"> • Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting; • Lawn maintenance and cultivation; • To ensure all equipment, machinery and tools for

		gardening are secure; • To keep the gardens, thoroughfares and footpaths clear and free from litter at all times; • To perform other related duties as required/assigned.
38.	Sweeper/ Scavenger (BPS-01)	• To Sweep the Academy premises and offices; • To clean toilets at least twice a day per shift and also as and when required; • To clean all area including stair case with broom and wet mop daily; • To empty waste buckets at least twice a day or as and when required; • To cleaning outside premises and garbage disposal twice daily; • To keep free of dust the fire house closets and extinguishers at all times; • To sweep total floor area of the office twice daily with broom, followed by mopping same number of times; • To perform other related duties as required/assigned.
39.	Bread Maker (BPS-01)	• To prepare bread and perform related work; • To perform other related duties as required/assigned.
40.	Dishwasher (BPS-01)	• To wash dishes, glassware, flatware, pots, and pans etc.; • To maintain kitchen work areas, equipments, and utensils in clean and orderly condition; • To place clean dishes, utensils, and cooking equipment in storage areas; • To clean garbage cans with water or steam; • To sort and remove trash, placing it in designated areas; • To transfer supplies and equipment between storage and work areas, by hand or using hand trolley; • To perform other related duties as required/assigned.
41.	Waiter/Waitress (BPS-01)	• To write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff; • To clean tables and counters etc; • To prepare tables for meals, including setting up items such as linens, silverware, and glassware; • To fill salt, pepper, sugar containers; • To perform other related duties as required/assigned.
MANAGEMENT INFORMATION SYSTEM CADRE		
42.	Director IT (BPS-19)	• To provide overall leadership, direction, technical advice, and assistance in Academy's Management Information System cadre; • Shall be responsible for installing and maintaining computer, hardware, software and networks; • Member of I.T & media and Executive Committees; • To promote and highlight the academic programs and academic support functions, research activities and results, activities of editorial board in the form of

		<p>journals, books, papers or other publications of the Academy etc by using I.T tools;</p> <ul style="list-style-type: none"> • To set timelines and allocate work to the team members to ensure the completion of various projects within time limit; • Shall be responsible to maintain an update website providing information regarding programs and activities of Academy for general public information; • To write reports to the relevant bodies about progress of I.T wing or any other information required; • To provide technical assistance to other directors and employees of Academy in preparation of programs, presentation and modules etc; • To identify human resources needed; • To perform other related duties as required/assigned.
43.	Network Administrator (BPS-17)	<ul style="list-style-type: none"> • To design, support, maintain, and evaluate computer networking and telecommunication systems; • To install, configure, and maintain both physical and virtual computer servers; • To maintain employee network, e-mail and card key access accounts; • To provide technical assistance to other staff of Academy whenever such assistance is required; • Perform other related duties as required/assigned.
44.	Web Developer (BPS-17)	<ul style="list-style-type: none"> • Shall be responsible for the design, layout and coding of website; • Shall be responsible to maintain and update technical and graphical aspects of website; • To provide technical assistance to other staff of Academy whenever such assistance is required; • To perform other related duties as required/assigned.
45.	Programmer (BPS-17)	<ul style="list-style-type: none"> • To perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements; • To maintain and modify programs; • To provide technical assistance to other staff of Academy whenever such assistance is required; • To perform other related duties as required/assigned.
46.	Computer Operator (BPS-12)	<ul style="list-style-type: none"> • To draft official minutes sheets/note sheet; • To type/compose official letters; • To perform other related duties as required/assigned.
47.	Audio/Video Tech. (BPS-12)	<ul style="list-style-type: none"> • To repair audio visual equipment such as motion picture projectors, slide projectors, either computerized or manual, television/cablevision equipment, recorders, video taping, sound equipment, public address systems, etc.; • To control utilization of service contracts and perform preventative maintenance on the above items; • To set up audio visual equipment for special projects; • To conduct tests on audio visual equipment to determine

		<ul style="list-style-type: none"> operating efficiency; • To requisition tools, supplies and equipment; • To maintain work shop and inventory of parts; • To maintain records and make reports; • To use computer application software in the performance of the job; • To perform other related duties as required/assigned.
48.	Photographer (BPS-11)	<ul style="list-style-type: none"> • To perform custom and specialized photography in-house or on location using a variety of still cameras and other photographic equipment; • To determine film type, camera setting, lighting requirements and other specifications to ensure quality shooting; • To develop films, makes color prints, enlargements and projection slides to be used for publications, exhibits and displays; • To mount slides and operate photographic equipment and slide duplicating equipment to duplicate slides and filmstrips; • To maintain print and negative file of photographs taken for future use/reference and to maintain files; • To maintain inventory of various photographic supplies such as chemicals and papers; order supplies according to Academy's policies/budget constraints; • To requisition supplies according to department policies/budget guidelines; • To operate various graphic design equipment such as cameras, graphic computers and printing and lettering equipment; • To consult with Director to determine needs based on end use, budget and time; • To perform other related duties as required/assigned.
FINANCIAL MANAGEMENT CADRE		
49.	Director B&A (BPS-19)	<ul style="list-style-type: none"> • To monitor and supervise the work of staff of Financial Management Cadre; • Member of Executive and Financial Management Committees; • To review, analyze, evaluate and recommend long and short range budget and accounts plans for Academy; • To review, analyze, recommend and implement resource allocations and budget requirements for the execution of the approved operating budget; • To evaluate expenditure patterns to assure all critical needs are met and the budget is balanced; • To recommend alternative methods to finance programs. Establish budgetary control procedures for Academy on forecasted financial requirements and availability of funds; • To assist in the development of fiscal policies and financial plans and control for Academy; • To meet with Chairman or Board to clarify the budgetary requirements, answer questions related to the preparation of the budget to assist the programs;

		<ul style="list-style-type: none"> • To perform other related duties as required/assigned.
50.	Budget & Account Officer (BPS-17)	<ul style="list-style-type: none"> • To manage day-to-day activities of Accountant and Budget Procurement officer; • To track and monitor overall account performance to meet revenue targets; • Shall be responsible for all related budget and accounts preparation documents, including the development of current work sheet, budget request documentation, budget support worksheets, budget tables etc.; • To prepare and submit complete and final reports pertaining to requirements relating to budget matters and financial data; • To analyze and research financial statement and audit related issues; • To perform other related duties as required/assigned.
51.	Accountant (BPS-16)	<ul style="list-style-type: none"> • To maintain the Accounts of the Academy; • Signatures of all the Officers to be kept. • Correspondence connected with financial matters; • Control over office contingencies; • Preparation of progressive statement of expenditure; • Monthly reconciliation of all deposits in treasury; • To perform other related duties as required/assigned.
52.	Budget & Procurement Officer (BPS-16)	<ul style="list-style-type: none"> • To plan, supervise and coordinate the preparation of annual budget of the Academy; • To monitor budget and coordinate data collection for cost and income analysis; • To perform other related duties as required/assigned.
53.	Senior Auditor (BPS-16)	<ul style="list-style-type: none"> • To maintain all Auditable record and pursue the matters in A.G/D.A.O offices. • To ensure that the financial operations of Academy are according to the government policies; • Preparation of Pay & TA Bills; • Preparation of contingent bills; • To perform other related duties as required/assigned.
54.	Assistant/Cashier (BPS-14)	<ul style="list-style-type: none"> • To maintain the cash record and bring the cash from bank; • To keep proper record of total transactions; • To keep periodic balance sheets of amounts and number of transactions; • To provide any kind of information regarding payments to the concerned; • To perform other related duties as required/assigned.
55.	Junior Clerk (BPS-07)	<ul style="list-style-type: none"> • Dealing all routine correspondence relating to the branch; • Maintain the files, submit the note of fresh PUC and dispatch all Daak; • All typing works; • To perform other related duties as required/assigned.
F.M RADIO		
56.	Station Director (BPS-21)	<ul style="list-style-type: none"> • To Supervise and monitor the work of staff of F.M

		<p>Radio;</p> <ul style="list-style-type: none"> • Besides making communication and conveying various programs and events and other F.M Radio activities of the Academy to the relevant authority and persons interested in both inside and outside Academy, also to help in the preparation of program set out for highlighting the F.M Radio activities in the Academy; • Member of Executive and I.T, Media & Public Relation Committees; • To develop, administer, and promote the F.M Radio programs and functions of the Academy including international programs; • To identify human resources needed; • To set timelines and allocate work to the team members to ensure the completion of various projects within time limit; • To process all equipment purchases; • To prepare quarterly report related to the overall performance status of F.M Radio and propose plans for improvement; • To arrange payment of all invoices and other expenses; • Undertake additional duties as required/assigned.
57.	Producer (BPS-17)	<ul style="list-style-type: none"> • To generate and research ideas for Programs; • To develop content, write material for scripts, bulletins and links; • To source potential contributors and interviewees; • To select music appropriate to the programme, the audience and the station; • To produce pre-production briefings for presenters, reporters, technical staff and other contributors; • To manage the logistics of getting people, resources and equipment together to the right place at the right time; • To undertake edit, interview and report duties as necessary; • To present programs or manage presenters for both pre-recorded and recorded output; • To check that copyrights are cleared and understanding media law; • To convert text, graphics, video and audio files into other formats; • To contribute to and making use of an archive of audio resources which can be re-used; • To respond to audience feedback, referring on to other departments as necessary; • To produce and make use of user-generated content; • To use technology, such as Radioman, Cool Edit Pro, Protools and Adobe Audition, for editing and production purposes; • To perform other related duties as required/assigned.
58.	Broadcasting Engineer (BPS-17)	<ul style="list-style-type: none"> • To operate, maintain, troubleshoot and repair complex electronic, computer based, optical and mechanical broadcasting systems. Repairs and maintains equipment in emergency and preventative situations; • To set up and operate various broadcasting equipment such as recording, video and editing equipment; checks equipment for operational readiness; provides operational

		<p>assistance/instruction to others as needed;</p> <ul style="list-style-type: none"> • To prepare and maintain various technical records and engineering logs pertaining to broadcast equipment performance and discrepancies according to regulations; • To participate in all aspects of audio postproduction, including audio mixing, technical direction, computer editing, videotape operation and editing; • To set up, maintain and operate remote production facilities, to include all engineering activities associated with productions; • To test and align new equipment prior to installation in broadcast facility. • To set up and maintain transmission equipment for broadcast and point-to-point microwave links; • To perform other related duties as required/assigned.
59.	News Editor (BPS-17)	<ul style="list-style-type: none"> • To gather news, stories and information in order to organize a radio show or program. • To review information and content in order to help manage radio productions. • To scrutinize headlines, stories and scripts in order to ensure that programs present factual information that is compliant with standards. • To include researching local events, checking data, following up with participants and write headlines or content • Shall work with the production team in order to develop ideas for radio shows. • To archive tapes and monitor station supplies. • Shall organize anchors and reporters, guiding them in the direction of good stories and advising them on the type of reporting that needs to be done. • Shall be in charge of the station's news broadcasts.
60.	Broadcasting Technician (BPS-12)	<ul style="list-style-type: none"> • To maintain specialist equipment for audio production, broadcast and satellite transmission, and interactive media; • To set up and monitor audiovisual links between units in different locations; • To install and test new facilities and equipment; • To set up and operate editing facilities in post- production suites; • To analyze and rectify technical faults on equipment and systems; • To minimize loss of service at times of equipment failure by rapidly identifying and implementing alternative methods of service provision; • To keep abreast of constant changes in technology by investigating new systems, techniques and equipment – especially new internet technologies; • To set up and operate equipment and transmission links during outside broadcasts; • To design and install custom audiovisual circuits; • To repair hardware, software and other broadcast technology systems; • To design and manufacture new circuits, hardware and systems; • To develop and use awareness of best practice in health and safety for the workplace;

		<ul style="list-style-type: none"> • To interpret and implement instructions and requests from producers, directors and other colleagues; • To communicate effectively with members of one's own and other teams and project members; • To keep up to date with the industry by building and maintaining a network of contacts; • To perform other related duties as required/assigned.
T.V CHANNEL		
61.	General Manager (BPS-21)	<ul style="list-style-type: none"> • To supervise and monitor the work of staff of T.V Channel; • Besides making communication and conveying various programs and events and other T.V Channel activities of the Academy to the relevant authority and persons interested in both inside and outside Academy, also to help in the preparation of program set out for highlighting the T.V Channel activities in the Academy; • Member of Executive and I.T, Media & Public Relation Committees; • To develop, administer, and promote the T.V Channel programs and functions of the Academy including international programs; • To identify human resources needed; • To set timelines and allocate work to the team members to ensure the completion of various projects within time limit; • To process all equipment purchases; • To prepare quarterly report related to the overall performance status of T.V Channel and propose plans for improvement; • To arrange payment of all invoices and other expenses; • Undertake additional duties as required/assigned.
Engineering Department		
62.	Executive Engineering Manager (BPS-18)	<ul style="list-style-type: none"> • To confer with management, production, and marketing staff to discuss project specifications and procedures; • To coordinate and direct projects, making detailed plans to accomplish goals and directing the integration of technical activities; • To analyze technology, resource needs, and market demand, to plan and assess the feasibility of projects; • To plan and direct the installation, testing, operation, maintenance, and repair of facilities and equipment; • To direct, review, and approve product design and changes; • To assign, direct, and evaluate work of staff; and oversee the development and maintenance of their competence; • To perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services; • Set scientific and technical goals within broad outlines provided by top management; • To confer with and report to officials and the public to provide information and solicit support for projects; • To perform other related duties as required/assigned.
63.	TV Engineer	<ul style="list-style-type: none"> • To act as Engineering Liaison with Engineering Personnel

	(BPS-17)	inside and outside Academy; <ul style="list-style-type: none"> • To supervise the functions of Assistant Engineer; • To support the values of the Academy diversity, teaching excellence, participants success, innovation and creativity and service to the Academy; • To test and perform regular maintenance and repair on system equipment; run bench tests; troubleshoot live broadcast setups; • To use interpersonal skills, thinks, reasons, and make sound judgments to decide how duties and responsibilities are completed; • To set up and maintain satellite program distribution; • To perform other related duties as required/assigned.
64.	Asst: Engineer (BPS-14)	<ul style="list-style-type: none"> • To maintain records of maintenance repair and installation of equipment; • To receive equipment and install television production; • To assist production staff with television production equipment; • To produce and edit visual and audio presentations for distribution; • To use interpersonal skills, thinks, reasons, and make sound judgments to decide how duties and responsibilities are completed; • To perform other related duties as required/assigned.
65.	Video Tape Recorder Engineer (BPS-14)	<ul style="list-style-type: none"> • To set up and operate videotaping equipment to record and play back television programs; • To apply knowledge of videotaping equipment operation; • To read television programming log to ascertain program to be recorded or program to be aired; • To select source, such as satellite or studio, from which program will be recorded, and selects videotaping equipment on which program will be recorded; • To observe monitor to verify that station is on-air, and informs supervisor if station not on-air; • To clean videotape path to remove contaminants that would affect quality of recording or playback, and mounts videotape onto videotaping equipment; • To set audio level and record test pattern and program onto videotape, using videotaping equipment; • To verify quality of recording, using videotape equipment, and inform designated personnel of quality of recording; • To inspect tape for defective ends, remove defective end, using cutting tool, and mounts videotape onto videotaping equipment to play back program; • To start videotaping equipment and turn video and color monitors on to verify setting of video and color levels; • To observe scales in video and color monitors and operates controls to adjust video and color levels; • To cue program, using videotaping equipment, and places videotaping equipment in remote control mode for use by other operator; • To operate videotaping equipment to dub and edit tapes; • To wire audio and video patch bays (socketed) equipment that allows for transfer of audio and video

		<p>signals between different pieces of equipment, via cables);</p> <ul style="list-style-type: none"> • To set up videotaping equipment to play station breaks; • To set up film equipment to play program; • To make minor repairs to equipment; • To perform other related duties as required/assigned.
66.	Boom Operator (BPS-09)	<ul style="list-style-type: none"> • To assist the production sound mixer on film and television sets, and operate the boom microphone, which is either hand held on a long armor dolly mounted (on a moving platform); • If radio or clip microphones are required, Boom Operators position them correctly around the set or location, or on actors' clothing; • To be responsible for positioning microphones so that sound mixers can capture the best quality dialogue and sound effects; • To be responsible for all the sound equipment, ensuring that it is in good working order, and carrying out minor repairs where necessary; • To perform other related duties as required/assigned.
67.	Store Officer (BPS-14)	<ul style="list-style-type: none"> • To exercise general control over all activities in Stores Department; • To ensure safe keeping both as to quality and quantity of materials; • To maintain proper records; • To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof; • To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit; • To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places; • To reserve a particular material for a specific job when so required; • To issue materials only in required quantities against authorized requisition notes/material lists; • To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.; • To perform other related duties as required/assigned.
68.	Mechanic (BPS-07)	<ul style="list-style-type: none"> • To ensure equipment is operating correctly by utilizing monitors and gauge on the equipment; • To document everything that goes with the equipment; • To ensure that piece of equipment is maintained on the recommended maintenance schedule. This will include cleaning, checking fluids or greasing the equipment as directed by the maintenance department; • To perform other related duties as required/assigned.
Program Department		

69.	Executive Program Manager (BPS-18)	<ul style="list-style-type: none"> • To coordinate and monitor program scheduling for television station(s) broadcasts. Prepares and updates schedules, screens and acquires programs and participates in program promotions; • To supervise the activities of subordinates. • To preview and evaluate local, unsolicited independent, regional and national television programs to determine appropriateness for station usage; • To ensure program quality for broadcast by deciding whether program tape or film is technically acceptable; • To prepare and update weekly/monthly program schedule by establishing program availability and determining the best time to air. • To respond to viewers questions, comments/complaints regarding television programming/scheduling; • To prepare and maintain various departmental reports for submission to supervisor such as program evaluations and preparation of audience research information; prepares and responds to various surveys such as program rating surveys; • To coordinate broadcast traffic and logging activities as it relates to program scheduling. • To develop alternatives to planned schedule; authorizes last minute changes and replaces material; • To participate in the development of station goals, policies and procedures; • To operate computer in order to maintain and update the program schedule; • To confer with promotional department to discuss content of programs scheduled to air; determines which programs to promote; • To ensure compliance with provincial and federal regulatory agencies in broadcasting; • To perform other related duties as required/assigned.
70.	Program Producer (BPS-17)	<ul style="list-style-type: none"> • To plan and coordinate various aspects of radio, television, or cable television programs: Interview and select SCREEN WRITERS and cast principals from staff members or outside talent; • To outline program to be produced to SCREEN WRITERS and evaluate finished script; • To compose or edit program script to meet management or other requirements, using typewriter or computer terminal; • To coordinate various aspects of production, such as audio work, scenes, music, timing, camera work, and script writing; • To give instructions to staff to schedule broadcast and to develop and coordinate details to obtain desired production; • To review production to ensure objectives are attained; • To view taped program to select scenes to be used for promotional purposes, using video equipment; • To listen to audio tape recording to verify program, script, or sound effects conform to broadcast standards,

		<ul style="list-style-type: none"> using audio equipment; • To obtain costumes, props, music, or other equipment or personnel to complete production; • To represent television network, acting as liaison to independent producer of television series produced for network broadcast; • To review budget and expenditures for programs or commercial productions for conformance to budgetary restrictions; • To coordinate production details to produce live television programs from locations distant from station; • To perform other related duties as required/assigned.
71.	Script Producer (BPS-17)	<ul style="list-style-type: none"> • To read copy or proof to detect and correct errors in spelling, punctuation, and syntax; • To prepare, rewrite and edit copy to improve readability, or supervise others who do this work; • To develop story or content ideas, considering reader or audience appeal; • To verify facts, dates, and statistics, using standard reference sources; • Write prose such as biographies, articles, descriptive or critical analyses, and essays; • To read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication; • To review and approve proofs submitted by composing room prior to publication production; • To confer with management and editorial staff members regarding placement and emphasis of developing news stories; • To plan the contents of publications according to the publication's style, editorial policy, and publishing requirements; • To meet frequently with artists, typesetters, layout personnel, marketing directors, and production managers to discuss projects and resolve problems; • To oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements; • To allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles; • To monitor news-gathering operations to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, wire services, and other reporters; • To assign topics, events and stories to individual writers or reporters for coverage; • To supervise and coordinate work of reporters and other

		<p>editors;</p> <ul style="list-style-type: none"> • To select local, state, national, and international news items received from wire services, based on assessment of items' significance and interest value; • To read material to determine index items and arrange them alphabetically or topically, indicating page or chapter location; • To arrange for copyright permissions; • To perform other related duties as required/assigned.
72.	Transmission Officer (BPS-14)	<ul style="list-style-type: none"> • To plan and manage Transmission/ broadcast of channels. Ensure error free transmission of channels; • To Prepare and follow up the daily cue sheet; • To decide emergency action if cue sheet is changed; • To check every program before going on-air; • To check Second by second play out; • To avoid any on-air black; • To cover all the fumbles during Programs from backend departments; • To perform other related duties as required/assigned.
73.	Male Make-up Artist (BPS-12)	<ul style="list-style-type: none"> • To communicate with clients to clarify visual requirements; • To read scripts to ascertain the materials and the look required, budget implications and identifying areas where research is required; • To produce and sketch design ideas for hairstyles and make-up; • To ensure continuity in hair and make-up and liaising with other members of the design team to ensure the overall look/effect is consistent and coherent; • To demonstrate and implement a practical understanding of lighting, the photographic process, colors and the impact of special effects/make-up processes on the skin; • To ensure that appropriate action is taken to minimize unpleasant side effects from the use of specialist make-up/hairdressing techniques; • To take detailed notes and photographs of work, maintaining an up-to-date portfolio of work; • To maintain awareness of health and safety issues; • Hairdressing; • To maintain an up-to-date knowledge of available make-up and beauty products; • To source, budget and order materials and equipment from specialist suppliers; • To manage the time - knowing how long a subject will take to be made-up; • To perform other related duties as required/assigned.
74.	Female Make-up Artist (BPS-12)	<ul style="list-style-type: none"> • To communicate with clients to clarify visual requirements; • To read scripts to ascertain the materials and the look required, budget implications and identifying areas where research is required; • To produce and sketch design ideas for hairstyles and make-up;

		<ul style="list-style-type: none"> • To ensure continuity in hair and make-up and liaising with other members of the design team to ensure the overall look/effect is consistent and coherent; • To demonstrate and implement a practical understanding of lighting, the photographic process, colors and the impact of special effects/make-up processes on the skin; • To ensure that appropriate action is taken to minimize unpleasant side effects from the use of specialist make-up/hairdressing techniques; • To take detailed notes and photographs of work, maintaining an up-to-date portfolio of work; • To maintain awareness of health and safety issues; • Hairdressing; • To maintain an up-to-date knowledge of available make-up and beauty products; • To source, budget and order materials and equipment from specialist suppliers; • To manage the time - knowing how long a subject will take to be made-up; • To perform other related duties as required/assigned.
Design Department		
75.	Designer (BPS-17)	<ul style="list-style-type: none"> • To integrate requirements including script, research, budget, and available locations to develop design; • To select furniture, draperies, pictures, lamps, and rugs for decorative quality and appearance; • To confer with heads of production and direction to establish budget, schedules, and discuss design ideas; • To direct and coordinate set construction, erection, or decoration activities to ensure conformance to design, budget, and schedule requirements; • To assign staff to complete design ideas and prepare sketches, illustrations, and detailed drawings of sets, or graphics and animation; • To examine dressed set to ensure props and scenery do not interfere with movements of cast or view of camera; • To read script to determine location, set, or decoration requirements; • To research and consult experts to determine architectural and furnishing styles to depict given periods or locations; • To perform other related duties as required/assigned.
76.	Asst: Designer (BPS-14)	<ul style="list-style-type: none"> • To present drawings for approval and make changes and corrections as directed; • To select furniture, draperies, pictures, lamps, and rugs for decorative quality and appearance; • To coordinate set construction, erection, or decoration activities to ensure conformance to design, budget, and schedule requirements; • To estimate costs of design materials and construction, or rental of location and props; • To prepare rough draft and scale working drawings of sets, including floor plans, scenery, and properties to be

		constructed; • To perform other related duties as required/assigned.
77.	Wardrobe Officer (BPS-14)	• To work closely with the costume designer; • To ensure costumes are maintained throughout the performance; • To arrange the proper storage of costumes when a production has finished; • To decide which costumes will be made and which will be hired or bought (depending on the budget); • To purchase fabric; • To arrange costume fittings; • To keep records of the designs and samples of materials for use in revivals or other productions; • To perform other related duties as required/assigned.
78.	Studio Hand (BPS-01)	• To keep the set clean and tidy to delivering equipment; • To convey messages between team members; • To look after studio guests; • To answer the telephone and hiring props; • To drive vehicles on set and between locations; • To make tea; • To perform other related duties as required/assigned.
Camera Facility Department		
79.	Chief Cameraman (BPS-17)	• To supervise the performance of Camera Facility Department; • To handle television camera to record scenes for newscasts, motion pictures, TV shows, and live events; • To work closely with staff, and other members of a production team to make creative and technical decisions; • To be responsible for recording shots for broadcast purposes. Use technical aspects of lenses, filters, zooms and other camera settings to capture scenes to the liking of clients and film directors; • To clean, test and maintain camera equipment; • To analyze sets for potential challenges during filming and give instruction to other film crew members concerning set-up, distance, angles and lighting; • To work on location at remote destinations for documentaries, short films or other programs; • To perform other related duties as required/assigned.
80.	Cameraman (BPS-16)	• To handle television camera to record scenes for newscasts, motion pictures, TV shows, and live events; • To work closely with staff, and other members of a production team to make creative and technical decisions; • To be responsible for recording shots for broadcast purposes. Use technical aspects of lenses, filters, zooms and other camera settings to capture scenes to the liking of clients and film directors; • To clean, test and maintain camera equipment; • To analyze sets for potential challenges during filming and give instruction to other film crew members concerning set-up, distance, angles and lighting; • To work on location at remote destinations for documentaries, short films or other programs;

		<ul style="list-style-type: none"> • To perform other related duties as required/assigned.
81.	Light man (BPS-01)	<ul style="list-style-type: none"> • To work with producers, directors, set designers and other essential crew members to create the 'look' of the show as it is interpreted through the writing; • To instruct the electricians' crew in their work in the lighting gallery; • To design the lighting for multi camera television productions; • To perform other related duties as required/assigned.
82.	Cable man (BPS-01)	<ul style="list-style-type: none"> • To install and repair wires and cables to provide customers with cable television service. • To maintain these cable periodically. • To connect wiring to residences and check connections with voltage readings. • To perform other related duties as required/assigned.

APPENDIX-IX
PERFORMANCE EVALUATION REPORT

S.NO	Officer/Employee Reported Upon	Reporting Officer	Counter Signing Officer	Appellate Authority
1.	BPS 20 to BPS 22	Chairman	Chairman	Government Body

2.	BPS 18 to BPS 19	Director General	Chairman	Government Body
3.	BPS 1 to BPS 17	Immediate Superior Officer	Director General	Chairman

ORGANIZATIONAL CHART

