

UNIVERSITY OF CALICUT
(EG-I)

67

No. 88673/EG-I-ASST-1/2016/PB

Calicut University.P.O

Dated: 29.12.2016

U.O. NOTE

Sub:- Right to Service Act - Duties and responsibilities of staff - forwarding of - reg.

Ref:- Letter dated 23-12-2016 forwarded from the Office of the Vice Chancellor.

With reference to the above, details regarding the duties and responsibilities of staff working under JCE-I is forwarded in the proforma enclosed for further necessary action.

Sl.No	ID No:	Name	Designation	Branch/ Section	Telephone No:	Duties and responsibilities
1	1692	Sreedharan.P	Joint Registrar	Exam I	0494-2407207	Supervision and coordination of works in the Sections under.
2	3672	Rajesh Kumar.K.P	Computer Assistant	JCE I Office	"	Confidential work-keeping records and typing work
3	3952	Alikoya.T	Roneo Operator	"	"	Taking photo copies and work of Office attendant on work arrangement
4	4332	Sajeer.C.M	Binder Grade II	"	"	Binding works of tabulation registers
5	2332	Stanli Thomas	Section Officer (Hr.Gr)	EX - I	0494-2407218	Question paper setting and related work of different UG and PG courses
6	3809	Suresh Kumar.K	Assistant	"	"	"
7	2824	Arathy Vasudevan	Assistant	"	"	"
8	4420	Saritha.T.N	Office Attendant	"	"	Question paper setting related works
9	3196	Sobhana.M.N	Section Officer	EX-II	0494-2407226	Question paper setting and related work of different UG and PG courses

10	4028	Telma Psycho.P	Assistant	"	"	"
11	3879	Vishnupriya.M	Assistant(Sel.Gr)	"	"	"
12	3637	Riju Venugopal	Computer Assistant(Sel.Gr)	"	"	"
13	3168	Beena.V	Section Officer	EX-IV	04942407219	Question paper setting related works
14	3201	Babu.D	Asst.Section Officer	"	"	"
15	3802	Sunil Kumar.K. Deepthi	Assistant	"	"	"
16	4011	Vachana.M.S	Assistant	"	"	"
17	2161	Abdurazack. O	Assistant Registrar	ECQ	04942407231	Supervising the works of the Section Officer and Assistants in the Section and ensuring timely completion of the same.
18	2154	Aravindakshan. V	Section Officer	ECQ	"	Distribution of works among the assistants and verification of the works of the assistants in the section and ensuring timely completion of the same.
19	3462	Saleem Paramban	Asst.Section Officer	"	"	Preparing U.Os and CBs for TA/DA,Contingent Exp., Postage, Repair / AMC, Stationary, Salary of CLR Peons and Drivers etc. and maintaining related files
						Preparing U.Os and CBs for the conduct of regular and SDE examinations

20	3489	Sudha. T	Asst.Section Officer	”	”	incollege / School centres after obtaining sanction from the Vice Chancellor.Fixing the rate of remuneration for various courses, Preparation of consolidated DCB Statement of Pareeksha Bhavan, Consolidation of reply to Audit Objections related to Pareeksha Bhavan.
21	2763	Aboobacker Sidheeq P.T	Assistant	”	”	Preparing U.Os and CBs w.r.t OE & M, Contingent Charges, Hire charges of vehicles, Maintenance /fuel charges of vehicles, remuneration to examiners etc.Keeping cash books / various registers like cheque register, imprest register etc. Payment of remuneration to the Question Paper setters.
22	4403	Suresh. P	Office Attendant	”	”	Carrying official communications and other related documents to other sections & Branches. Attending other routine office works.

23	2595	Abdul Kalam.K	Section Officer	Monitoring I Section	0494- 2407236	Collection of valued scripts from CV camps, residence of Examiners
24	2854	Leela Ramanan.K	Office Superintendent	"	"	Distribution of answerscripts to various tabulation sections of Pareeksha Bhavan, EDE etc
25	3365	Byju.K	Asst.Section Officer	"	"	Distribution of exam materials to various exam centres
26	3392	Poulose.E.J	Asst.Section Officer	"	"	"
27	2318	Velayudhan.P	Assistant(Sel.Gr)	"	"	"
28	2338	Venugopalan.K.T	Assistant	"	"	"
29	2904	Diljith.K.M	Clerical Assistant	"	"	"
30	2262	Rajesh.A.R.	Section Officer	Monitoring II	"	Supervision of duties of monitroing I & II and Collection & Distribution of Exam materials to various exam & tabulation centres
31	2771	Sajeesh.M	Asst. Section Officer	"	"	Collection & Distribution of Exam materials to various exam & tabulation centres
32	2804	Viswanathan.A.T	Assistant	"	"	"
33	2805	Sunil Kumar.K	Assistant	"	"	"
34	4274	Senin Christian Raj	Assistant	"	"	"
35	4357	Lithin Raj	Office Attendant	"	"	"
36	1951	Dinesh Babu Kannoth	Section Officer (Hr.Grade)	Enquiry II	0494 2407227	Monitoring enquiry section
37	2800	Dinesan.V.P	Assistant	"	"	Works related to CSS certificate attestation
38	4137	Shaptaj.M	Assistant	"	"	Attending telephone
		Manoharan	Asst. Section			Providing various information

39	3385	Manikoth	Asst. Section Officer	Enquiry I	"	information related to examinations
40	3419	Mini.M	Assistant (Sr.Grade)	"	"	"
41	2966	Jude.B.Peter	Assistant (Sr.Grade)	"	"	"
42	2896	Mohd.Musthafa	Clerical Assistant	"	"	"
43	3551	Sasi.M.E	Asst. Section Officer	SSE cell	04942407367	Conduct of Special Supplementary exams
44	2630	Praveenkumar K	Section Officer (HG)	Exam Store II	04942407224	Monitoring the activities of Assistants, Office Attendeents & divers of EST II section
45	4254	Nishanth.C.P	Assistant	"	"	Maintenance of vehicles of PB, works related to disposal of waste papers, cardboard bags etc
46	2951	Karunakaran.P	Office Attendant	"	"	All works assigned by the concerned SO
47	4019	Sundaran.P	LV Driver	"	"	Driver of the vehicle No:KL-65B-9999 of PB
48	4473	Shibu.P.K	LV Driver	"	"	Driver of the vehicle No:KL-10Q-5999 and KL-10J 4998 of PB
49	3991	Rajeev.N	LV Driver	"	"	Driver of the vehicle No:KL-11P -5417 of PB
50	2972	Ananda Prakash	LV Driver	"	"	Driver of the vehicle No:KL-10Q -5999 and KL10J 4998 of PB
51	2971	Baburajan.A	LV Driver	"	"	Driver of the vehicle No:KL-65C -9999 of PB
						Driver of the

52	3003	Mohd.Shafi.K.P	HV Driver	„	„	vehicle No:KL-55A 5254 and KL10S 6459 of PB
53	2851	Abee.C.V	Assistant	RV Monitoring	04942407264	Collection of RV answerscripts from various branches and its distribution and related work
54	4026	Anil Kumar.C.R.	Assistant	„	„	„
55	2506	Sharmila Viswanath	Section Officer (Hr.Gr)	EG-1	04942407217	Monitoring of issuance of notification and Time table of all the examinations conducted by PB and all other general works of Pareeksha Bhavan
56	3471	Praveena .C	Asst.Section Officer	„	„	Preparation of notification and Time table of all the examinations conducted by PB and all other general works of Pareeksha Bhavan
57	3568	Nisha Jose	Asst.Section Officer	„	„	Preparation of notification and Time table of all the examinations conducted by PB
58	3813	Nisha Jose.M	Assistant (Sr.Grade)	„	„	Preparation of notification and Time table of all the examinations conducted by PB
59	4353	Sujatha.K.V	Office Attendant	„	„	Distribution of notification & TT to various branches and other related works.
60	3320	Suresh Babu. R	Section Officer	Exam Store -I	7232	Supervising all work in EST-I Section
						Maintaining the

61.	4253	Jackson. C.J	Assistant	"	"	stock of stationary items, electronic goods, furniture etc. for the use of PB
62.	2926	Abdul Rasheed K.M	Office Attendant	"	"	Attending all duties of Office Attendant in EST-I Section, PB
63	1967	Balan Chirayil	Assistant Registrar	AR-Monitoring	7205	Supervising the work in EST-I, EST-II, Exam-Monitoring I and II Sections and RV Monitoring Section.

Sreedharan P
Joint Registrar

To

PS to Vice Chancellor