

F.No.1-2/2014/CRC/APAR /287 -364
Confidential Report Cell
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-110016


Dated: 16th September, 2015

ORDER

This is in supersession to Council's Order No.F 1-2/2014/CRC/APAR dated 8/20th August, 2014 regarding Reporting & Reviewing Officers in respect of different categories of posts existing in the Council and its constituents Units. The Order stands effective from the year 2015-16 and onward.

The Circular contains details list of Reporting and Reviewing Officers in respect of various categories of posts of the Council and its constituents Units which may be followed strictly for the year 2015-16 and onward.

This issues with the approval of the Competent Authority.


(Krishna Kumar)
Section Officer

Encl: As above

Copy to:

1. All Heads of Departments/Units of NIE
2. All Principal of RIEs/OSD. NERIE, Shillong
3. PS to Director, NCERT
4. Joint Director, NCERT
5. Secretary, NCERT
6. Joint Director, CIET
7. Joint Director, PSSCIVE, Bhopal
8. Deputy Secretaries/VSO/OSD
9. CAO, NCERT
10. All under Secretaries/Adm. Officer/Sr. Accounts Officer of the Council's Hqr. and RIEs for their information and circulation amongst all the concerned officers.
11. All concerned SOs/APCs of the Council/RIEs

Reporting/Reviewing Officers in Respect of Different Categories of NCERT Staff.

Department/ Units etc. Of NIE at Council Headquarters (Academic)

S.No.	Designation of the post to be reported upon	Existing		Revised	
		Reporting Officer	Reviewing Officer	Reporting Officer	Reviewing Officer
1	2	3	4	5	6
1.	Dean(A)	-	-	Joint Director	Director
2.	Head of the Department	Dean(A)	Joint Director.	Joint Director	Director
3.	Professor	Head of the Department	Dean(A)	Joint Director	Director
4.	Associate Professor's & Assistant Professor's	Head of the Department concerned	Dean(A)	Head of the Department concerned	Joint Director
5.	Headmistress	Head of the Department Concerned	Dean(A)	Head of the Department Concerned	Joint Director
6.	Nursery School Teacher	Head of the Department	Head of the Department to which attached	Headmistress	Head of the Dept. to which attached

Regional Institute of Education (Academic)

1	2	3	4	5	6
1	Principal	Joint Director, NCERT	Director, NCERT	Joint Director	Director
2.	Dean (Instruction)	Principal	Joint Director	Joint Director	Director
3.	Head of the Department	Dean (Instruction)	Principal	Joint Director	Director
4.	Professor	Head of the Department	Principal	Joint Director	Director
5.	Associate Professor's & Assistant Professor's	Head of the Department	Principal.	Principal	Joint Director
6.	Headmaster	Principal	Joint Director, NCERT	Principal	Joint Director
7.	PGTs	Headmaster	Principal	Headmaster	Principal
8.	Demonstrator	Professor/Reader	Principal	Professor/Reader	Head of the Department

9.	Counselor	Headmaster	Principal	Headmaster	Principal
10.	TGTs	Headmaster	Principal	Headmaster	Principal
11.	Primary Teacher	Headmaster	Principal	Headmaster	Principal
12.	Work Experience Teacher	Headmaster/Relevant Superior Officer	Principal	Headmaster/Relevant Superior Officer	Principal
13.	Librarian	Principal	Joint Director, NCERT	Principal	Joint Director
14.	Assistant Librarian	-	-	Principal	Joint Director
15.	Asstt. Headmaster	Headmaster	Principal	Headmaster	Principal
16.	Medical officer	Dean(Instruction)	Principal	Dean (Instruction)	Principal

PSSCIVE Bhopal (Academic)

1	2	3	4	5	6
1.	Head of the Division	Joint Director PSSCIVE	Joint Director, NCERT	Joint Director	Director
2.	Professor	Head of the Department	Joint Director PSSCIVE	Joint Director	Director
3.	Associate Professor	Head of Div./Group Incharge	Joint Director, PSSCIVE	Joint Director PSSCIVE	Joint Director
4.	Assistant Professor	Head of Div./Group Incharge	Joint Director, PSSCIVE	Joint Director PSSCIVE	Joint Director
5.	Librarian	Professor/Deputy Secretary (as the case may be)	Joint Director, PSSCIVE	Professor Incharge	Joint Director, PSSCIVE
6.	Assistant Librarian	-	-	Professor Incharge	Joint Director, PSSCIVE

CIET(Academic)

1	2	3	4	5	6
1.	Professor/Head of the Division	Joint Director CIET	Director, NCERT	Joint Director	Director
2.	Associate Professor	Head of Div.CIET	Joint Director, CIET	Joint Director CIET	Joint Director
3.	Assistant Professor	Head of Div.CIET	Joint Director, CIET	Joint Director CIET	Joint Director

Council Secretariat(Administrative/Ministerial Staff)

1	2	3	4	5	6
1.	Deputy Secretary	Secretary	Joint Director, NCERT	Secretary, NCERT	Joint Director
2.	VSO	Secretary, NCERT	Joint Director, NCERT	Secretary, NCERT	Joint Director
3.	PRO	Secretary, NCERT	Joint Director	Head of the Publication Division	Joint Director
4.	APRO	PRO	Secretary, NCERT	PRO	Head of the Publication Division
5.	Under Secretary	Deputy Secretary, NCERT	Secretary, NCERT	Deputy Secretary	Secretary, NCERT
6.	Section Officer	Branch Officer/US/ VSO	Deputy Secretary/ VSO	Under Secretary/ VSO	Deputy Secretary
7.	Private Secretary	Officer to whom attached	—	Officer to whom attached	—
8.	PA/Steno Gr.III	Officer to whom attached	—	Officer to whom attached	—
9.	Asstt./UDC/LDC	Section Officer	Branch Officer	Section Officer	VSO/Under Secretary
10.	Sr. Analyst	Deputy Secretary	Secretary	Deputy Secretary	Secretary
11.	Jr. Analyst	Sr. Analyst	Deputy Secretary	Sr. Analyst	Deputy Secretary
12.	Asstt Analyst	Jr. Analyst	Sr. Analyst	Jr. Analyst	Sr. Analyst
13.	Guest House Manager	Chairperson	Joint Director, NCERT	Chairperson, NIEGH	Joint Director
14.	Receptionist	V S O	Secretary	Manager Guest House/ S.O. concern section/ Unit	US Concern Section

Departments/Units(Administration)

1	2	3	4	5	6
1	Administrative Officer/Under Secretary (Publication Division)	Head of the Department	Joint Director NCERT/ Secretary	Head of the Department	Joint Director

2.	Section Officer	Head of the department	Joint Director NCERT	Head of the Department	Secretary
3.	APC	Head of the Department	Joint Director NCERT	Head of the Department	Secretary
4.	Assistant/UDC/LDC	Section Officer/APC	Head of the Department	Section Officer/	Head of the Department
5.	PA/Steno Gr.III	Officer whom attached	—	Officer to whom attached	—
6.	Assistant /UDC/LDC Where there is no supervisory staff	Head of the Department	Joint Director NCERT	Head of the Department	Secretary

Council Headquarter (Accounts)

1	2	3	4	5	6
1	Chief Account Officer	Secretary	Joint Director	Secretary	Joint Director
2.	Senior Account Officer	CAO	Secretary	CAO	Secretary
3	Account Officer	CAO	Secretary	Sr.AO	CAO
4.	Section Officer	Sr.AO/CAO	Secretary	AO/Sr.AO	CAO
5.	Accountant (Senior & Junior)	AO/Sr.AO	CAO	AO/Sr.AO	CAO
6	Asstt./Cashier/UDC/LDC	AO/Sr.AO	CAO	AO/Sr.AO	CAO

Council Headquarter & RIE's (Non Ministerial)

1	2	3	4	5	6
1.	Senior Store Officer	Dy. Secretary/Head as the case may be	Secretary/Joint Director as the case may be	Secretary	Joint Director
2.	Store Officer	Sr. Store Officer/Store Officer/Asstt.Store Officer or next Sr. relevant superior Officer	Head/Secy./Joint Director	Sr. Store Officer	Head of the Unit/ Secretary
3.	Asstt. Store Officer	Stores Officer/OR next Sr. Officer	Head/DS	Store Officer	Unit/Wing Incharge
4.	Store Keeper Grade-1	Sr.Store Officer/Store Officer/Asstt.Store Officer or next Senior Relevant Superior officer	Head/Next Senior Officer	Asstt. Store Officer/ Store Officer	Unit/Wing Incharge
5.	Store Keeper Grade-II	Sr.Store Officer/Store Officer/Asstt.Store Officer or next Senior Relevant Superior officer	Head/Next Senior Officer	Asstt. Store Officer/ Store Officer	Unit/Wing Incharge

6.	Store Keeper Grade-III	Sr.Store Officer/Store Officer/Asstt.Store Officer or next Senior Relevant Superior officer	Head/Next Senior Officer	Store Officer/Asstt.Store Officer	Unit/Wing Incharge
7	Data Entry Operator	Reader	Head of Deptt./Div.	Incharge Associate Professor/Professor	Head of Deptt./Div.
8.	Artist Grade-I	Head of Deptt./Div.	Joint Director	Unit/Wing Incharge	Head of Deptt/Div.
9.	Artist Gr-II& III	Relevant Superior officer	Head of Deptt./Div	Unit/Wing Incharge	Head of Deptt./Div
10.	Lab Assistant	Reader/Lecturer	Head of Deptt./Div.	Lab Incharge	Head of Deptt./Div.
11	Driver	Relevant Superior officer	Head /Secretary	Relevant Superior officer	Head/ Secretary
12.	Sr. Bradama Operator	Relevant Superior officer	Next Superior officer	Relevant Superior officer	Next Superior officer
13.	Electric Stencil Cutter-cum-Machine Operator	Relevant Superior officer	Next Superior officer	Relevant Superior officer	Next Superior officer
14.	Gestetner Operator Sr.	Relevant Superior officer	Next Superior officer	Relevant Superior officer	Next Superior officer
15.	Compounder	Medical Officer	Secretary	Medical Officer	Secretary
16.	Binder-cum-Cutter	Relevant Superior officer	Head of Deptt./Div	Relevant Superior officer	Head of Deptt./Div
17.	Multilith Operator	Relevant Superior officer	Head of Deptt./Div	Relevant Superior officer	Head of Deptt./Div

RIE Non Academic

1	2	3	4	5	6
1.	Administrative Officer	Principal	Secretary	Principal	Joint Director
2.	Section Officer	Administrative Officer	Principal	Administrative Officer	Principal
3.	APC	Officer to whom attached	Principal	Head of the Department	Principal
4.	Asstt.UDC/LDC	Next Senior Officer	Principal	Next Senior Officer	Principal

5.	Farm Superintendent	Principal	Joint Director, NCERT	Head of the Department	Principal
6.	Workshop Superintendent	Principal	Joint Director, NCERT	Head of the Department	Principal
7.	Lab. Technician	Head of the Department	Principal	Lab Incharge	Head of the Department
8.	Sr. Foremen	Workshop Supdt.	Principal	Workshop Supdt.	Head of the Department
9.	Professional Asstt.	Librarian	Principal	Assistant Librarian	Principal

PSSCIVE, Bhopal (Non Academic)

1	2	3	4	5	6
1.	Deputy Secretary	Secretary	Joint Director, PSSCIVE	Joint Director PSSCIVE	Joint Director
2.	Admn. Officer/Under Secretary	Deputy Sectary	Joint Director	Deputy Secretary	Joint Director PSSCIVE
3.	Sr. Account Officer	Deputy Secretary	Joint Director PSSCIVE	Deputy Secretary	Joint Director, CIVE
4.	Section Officer	Under Secretary	Deputy Secretary	Under Secretary	Deputy Secretary
5.	APC	Under Secretary	Deputy Secretary	Under Secretary	Deputy Secretary
6.	P.S.	Joint Director, PSSCIVE	—	Joint Director, PSSCIVE	—
7.	Sr. Accountant	Sr. Accountant Officer	Joint Director, PSSCIVE	Sr. Accounts Officer	Joint Director, PSSCIVE
8.	UDC/LDC/Store keeper	Section Officer	Under Secretary	Section Officer	Under Secretary
9.	P.A./Steno Gr. III	Concerned Officer	—	Concerned Officer	—
10.	Account Clerk	Sr. Accountant	Sr. Accountant Officer	Sr. Accountant	Sr. Accountant Officer
11.	Library Clerk	Librarian	Deputy Secretary	Asstt. Librarian	Joint Director, PSSCIVE
12.	Computer Operator Gr. II/III	Concerned Officer	Next Higher Officer	Concerned Officer	Joint Director, PSSCIVE

NEI-RIE Shilong (Non Academic)

1	2	3	4	5	6
1.	Administrative OFFICER	Principal	Secretary	Principal	Joint Director
2.	Section Officer	-	-	Administrative Officer	Principal
3.	P.A.Steno Gr.III	Officer to whom attached	-	Officer to whom attached	-
4.	Assistant/UDC/LDC	Next Superior Officer to whom attached	OSD/Principal	Section Officer	Administrative Officer
5.	Driver	Officer to whom attached	-	Officer to whom attached	-

CIET (Ministerial Post)

1	2	3	4	5	6
1	Deputy Secretary	Joint Director CIET	Director, NCERT	Joint Director, CIET	Joint Director
2.	Under Secretary	Deputy Sectary	Joint Director, CIET	Deputy Secretary	Joint Director, CIET
3	Accounts Officer	Deputy Secretary	Joint Director CIET	Deputy Secretary	Joint Director, CIET
4	Section Officer	Under Secretary	Deputy Secretary	Under Secretary	Deputy Secretary
5	APC	Head of the Div. or officer to whom attached	Joint Director, CIET	Head of the Div. or officer to whom attached	Joint Director, CIET
6	P.S./P.A./Steno Gr.III	Head of the Div. or officer to whom attached	--	Head of the Div. or officer to whom attached	--
7	Accountant (Sr./Jr.)	Accountant Officer	Deputy Secretary	Accounts Officer	Deputy Secretary
8	Asstt./UDC/LDC	Section Office/APC as the case may be	Head of the Div. as the case may be	Section Office/APC as the case may be	Head of the Div. as the case may be

CIET (Technical)

1	2	3	4	5	6
1.	Supdt. Engineer	Joint Director, CIET	Director	Joint Director, CIET	Joint Director
2.	Senior Engineer	Supdt. Engineer/Head of Div.	Joint Director, CIET	Supdt. Engineer	Joint Director, CIET
3.	Film Producer	Divisional Head	Joint Director, CIET	Divisional Head	Joint Director, CIET

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4	Film Director	Divisional Head	Joint Director, CIET	Divisional Head	Joint Director, CIET
5.	Maintenance Engineer	Supdt. Engineer/Divisional Head	Joint Director CIET	Supdt. Engineer	Joint Director, CIET
6.	Production Manager	Film Producer/Incharge ETV Production	Divisional Joint Director, CIET	Film Producer/Incharge ETV Production	Joint Director, CIET
7	Sound Recordist	Film Producer/Incharge ETV Production	Divisional Head	Film Producer/Incharge ETV Production	Divisional Head
8	Cameraman Gr.I	Film Producer/Incharge ETV Production	Divisional Head	Film Producer/Incharge ETV Production	Divisional Head
9	Film Editor	Film Producer/Incharge ETV Production	Divisional Head	Film Producer/Incharge ETV Production	Divisional Head
10	T.V. Producer Gr.I	Divisional Head/I/C ETV Production	Joint Director, CIET	I/C ETV Production	Divisional Head
11.	Asstt. Engineer	Supdt. Engineer	Divisional Head	Supdt. Engineer	Divisional Head
12.	Audio-Radio Producer Gr.I	Divisional Head	Joint Director, CIET	Divisional Head	Joint Director, CIET
13.	Store Officer	Supdt. Engineer/Divisional Head	Joint Director, CIET	Supdt. Engineer/Divisional Head	Joint Director, CIET
14.	T.V. Producer Gr.I	Divisional Head/ I/C ETV Production	Joint Director, CIET	Divisional Head/ I/C ETV Production	Joint Director, CIET
15.	Script Writer	Incharge ETV Script	Divisional Head	Incharge ETV Script	Divisional Head
16.	Graphic Artist Gr.I	Incharge ETV Graphic	Divisional Head	Incharge ETV Graphic	Divisional Head
17.	Professional Asstt.	Incharge Librarian	Divisional Head	Incharge Librarian	Divisional Head
18.	Process Cameraman II	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
19.	Draftsman(Electrical)	Sr. Engineer/Mech. Engr.	Divisional Head	Sr. Engineer/Mech. Engr.	Divisional Head
20.	Asst. Storekeeper	Sr. Engineer/Mech. Engr.	Divisional Head	Sr. Engineer/Mech. Engr.	Divisional Head
21.	Set Designer	Incharge Scenic Design	Divisional Head	Incharge Scenic Design	Divisional Head
22.	Make up Artist	Incharge Scenic design	Divisional Head	Incharge Scenic design	Divisional Head
23.	Asstt. Animation Cameraman	Film Director	Divisional Head	Film Director	Divisional Head
24.	Sound Recordist Gr.I	Film Director	Divisional Head	Film Director	Divisional Head

25.	Photographer Gr.I	Film Director	Divisional Head	Film Director	Divisional Head
26.	Engineering Asstt.	Sr. Engineer/Mech. Engr.	Supdt. Engineer/Divisional Head	Sr. Engineer/Mech. Engr.	Supdt. Engineer/Divisional Head
27.	Field Investigator	Controlling Officer of the project at the place of posting	Divisional Head	Controlling Officer of the project at the place of posting	Divisional Head
28.	Photographer Gr.II	Film Director	Divisional Head	Film Director	Divisional Head
29.	Graphic Artist Gr.III	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
30.	Draftsman Gr.I	Supdt. Engineer	Divisional Head	Supdt. Engineer	Divisional Head
31.	T.V. Producer Gr.II	I/C ETV Production	Divisional Head	I/C ETV Production	Divisional Head
32.	Floor Manager	I/C ETV Production	Divisional Head	I/C ETV Production	Divisional Head
33.	Audio-Radio Producer Gr.II	Concerned ARP Gr.I	Divisional Head	Concerned ARP Gr.I	Divisional Head
34.	Make up Artist	Incharge Scenic design	Divisional Head	Incharge Scenic design	Divisional Head
35.	Technician	Supdt. Engineer	Divisional Head	Assistant Engineer	Senior Engineer
36.	Projectionist Gr.I	Sr. Engineer/Mech. Engr./I/C Film Library	Supdt. Engineer/Divisional Head	Sr. Engineer/Mech. Engr./I/C Film Library	Senior Engineer/Divisional Head
37.	Multilith Operator	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
38.	Sound Recordnist Gr.III	Film Director /I/CETV Production	Divisional Head	Film Director /I/CETV Production	Divisional Head
39.	Storekeeper Gr.I	Store Officer/Purchase Officer/Section Officer	Supdt. Engineer /Divisional Head	Store Officer/Purchase Officer/Section Officer	Senior Engineer /Divisional Head
40.	Tracer	Sr. Engineer	Supdt. Engineer/Divisional Head	Assistant Engineer	Senior Engineer/Divisional Head
41.	Storekeeper Gr.II	Store Officer	Supdt. Engineer /Divisional Head	Store Officer	Asstt. Engineer
42.	Toucher	Film Director	Divisional Head	Film Director	Divisional Head
43.	Electrician	Sr. Engineer	Supdt. Engineer/Divisional Head	Asstt. Engineer	Senior Engineer
44.	Graphic Ast.	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
45.	Floor Asstt.	Incharge Graphic Design & Set Unit (Group A Officer)	Divisional Head	Incharge Graphic Design & Set Unit (Group A Officer)	Divisional Head
46.	Semi Professional Asstt.	Incharge Lib. Concerned	Divisional Head	Incharge Lib. Concerned	Divisional Head
47.	Film Joiner	Film editor	Divisional Head	Film editor	Divisional Head

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48.	Light man	I/C ETV Production	Divisional Head	I/C ETV Production	Divisional Head
49.	Dark Rom Asstt.	Camèraman Gr.I	Divisional Head	Camèraman Gr.I	Divisional Head
50.	Khalasis	Incharge Set Designer/ Sr. Engineer/Mech. Engineer (Group A Officer)	Divisional Head	Assistant Engineer (Group-A)	Senior Engineer
51.	Dark Rom Attendant	Camèraman Gr.I	Divisional Head	Camèraman Gr.I	Divisional Head
52.	Graphic Attendant	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
53.	Projectionist Gr.II	St. Engineer/Mech. Engr./I/C Film Library/ Incharge Film Auditorium	Supdt. Engineer/Divisional Head	Sr. Engineer/Mech. Engr./I/C Film Library/ Incharge Film Auditorium	Supdt. Engineer/Divisional Head
54.	Film Asstt.	Incharge Film Lib.	Divisional Head	Incharge Film Lib.	Divisional Head
55.	Mechanic Electrical	Sr. Engineer/Mech. Engr.	Supdt. Eng r./Divisional Head	Assistant Engineer	Senior Engineer
56.	Mechanic	I/c of the Unit viz. Camèraman/ Process Camèraman	Divisional Head	Incharge of the Unit Viz Camèraman/ Process Camèraman	Divisional Head
57.	Technician Gr.II	Sr. Engineer (Group A Officer)	Divisional Head	Assistant Engineer (Group A Officer)	Senior Engineer
58.	Machine Man-cum- Operator	Incharge Graphic	Divisional Head	Incharge Graphic	Divisional Head
59.	Library Attendant	Incharge Library	Divisional Head	Incharge Library	Divisional Head

DEK

1	2	3	4	5	6
1.	Senior Technical Officer	Head of the Dept./Div	Secretary, NCERT	Head of the Department	Joint Director
2.	Technical Officer	Head of the Departments/ Deputy Secretary	Joint Director/ Secretary, NCERT	Senior Technical Officer	Head of the Department
3.	Foreman/Jr.Foreman	Technical Officer	Head of the Department	Technical Officer	Senior Technical Officer
4.	Mechanical Asstt.(Jr.)	Technical Officer	Head of the Department	Technical Officer	Senior Technical Officer
5.	Sr. Draftsman/Jr. Draftsman	Technical Officer/Head of the Dept.	Head of the Department	Technical Officer/ Head of the Dept.	Senior Technical Officer
6.	Fine Mechanics/Mechanics/ Carpenter-cum- Workshop Attendant	Foreman/Technical Officer	Head of the Department	Foreman/Technical Officer	Senior Technical Officer

Educational Survey Division (ESD)

1	2	3	4	5	6
1.	Sr. System Analyst	Head of the Dept./Div.	Secretary, NCERT	Head of the Dept./Div.	Joint Director
2.	Programmer	Sr. System Analyst	Head of the Dept./Div.	Sr. System Analyst	Head of the Dept./Div.
3.	Computer Operator Gr.I	Sr. System Analyst	Head of the Dept./Div.	Sr. System Analyst	Head of the Dept./Div.
4.	Computer Operator Gr.III	Sr. System Analyst	Head of the Dept./Div.	Sr. System Analyst	Head of the Dept./Div.

DLDI

1	2	3	4	5	6
1.	Head of the Department/Librarian	Dean(A)	Joint Director	Joint Director	Director
2.	Deputy Librarian	Librarian	Dean(A)	Librarian	Joint Director
3.	Assistant Librarian	-	-	Deputy Librarian	Librarian/Joint Director
4.	Documentation Officer	Head of the Department	Joint Director	Assistant/Deputy Librarian	Head of the Department/Joint Director
5.	Professional Asstt.	Dy. Librarian as the case may be	Joint Director	Assistant/Deputy Librarian as the case may be	Head of the Department
6.	Semi Professional Asstt.	Dy. Librarian	Head of the Department	Assistant/Deputy Librarian	Head of the Department

Publication Division

1	2	3	4	5	6
1.	Head of Division	Dean (A)	Joint Director	Joint Director	Director
2.	Chief Editor	Head of the Deptt./Div.	Dean (A)	Head of the Dept./Div.	Joint Director
3.	Editor	Chief Editor	Head of the Dept./Div.	Chief Editor	Head of the Department
4.	Assistant Editor	Chief Editor/Editor	Head of the Dept./Div.	Editor	Chief Editor
5.	Editorial Assistant	Chief Editor/Editor	Head of the Dept./Div.	Editor/Asstt. Editor	Chief Editor
6.	Proof Reader/Copy Holder	Editor/Asstt. Editor	Chief Editor/Head	Editor/Asstt. Editor	Chief Editor

7.	Chief Production Officer	Head of the Department	Dean(A)	Head of the Department	Joint Director
8.	Production Officer	Chief Production Officer	Head of Deptt./Div.	Chief Production Officer	Head of Deptt./Div.
9.	Asstt. Production Officer	Production Officer	Chief Production Officer	Production Officer	Chief Production Officer
10.	Production Assistant	Chief Production Officer	Head of Deptt./Div.	Production Officer/Asstt. Production Officer	Chief Production Officer
11.	Art Officer	Chief Production Officer	Head of Deptt./Div.	Chief Production Officer	Head of Deptt./Div.
12.	Artist Gr. I,II,III	Art Officer	Chief Production Officer	Art Officer	Chief Production Officer
13.	Chief Business Manager	Head of the Department	Dean(A)	Head of the Department	Joint Director
14.	Business Manager	Chief Business Manager	Head of Deptt./Div.	Chief Business Manager	Head of Deptt./Div.
15.	Asstt. Business Manager	Business Manager/Chief Business Manager	Head of Deptt./Div.	Business Manager	Chief Business Manager
16.	Marketing Executive	Business Manager/Chief Business Manager	Head of Deptt./Div.	Business Manager/Asstt. Business Manager	Chief Business Manager
17.	Store Officer	Chief Production Officer /Chief Business Manager	Head of Deptt./Div.	Business Manager/Production Officer	Chief Business Manager/Chief Production Officer