

**जाहिरात क्रमांक - ०१/२०१८**

**Name Of the post- Assistant Secretary, (Technical), Maharashtra State Board of Technical Education, Maharashtra Engineering Administrative Service, Group-A**

**Duties And Responsibilities.**

१. The Assistant Secretary shall perform the duties as may be assigned to him from time to time, by the Director, Secretary, Joint Secretary, Deputy Secretary. Where the Assistant Secretary is working as a head of the Section, he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Secretary above.
२. He shall be in charge of the units/ sections and shall be responsible for their normal and smooth working.
३. He shall look after day-to-day work of the Section/ Unit of which he is in charge as per the instruction from the higher authorities from time to time
४. He shall be responsible for planning and scheduling of the entire work of the Section/Unit department well in advance and shall take the periodical reviews of its execution.
५. He shall assign/ reassign specific jobs to his subordinates, and shall also decide the time — dimension in respect of each of the jobs so assigned where the norms are not laid down.
६. He shall ensure and maintain proper co-ordination and follow up with other Department Unit/ Section and shall be very accountable for follow up actions on the decisions given by the Board authorities.
७. He shall be responsible for smooth and efficient running working of the Section/ Unit/Department and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
८. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
९. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/Unit/Department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
१०. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Governing Council/Board for other authorities/Bodies of the Board.
११. He shall keep exhaustive self-contained notes of important papers passed down and keep track of their movements till final disposal and also consider the proceeding of the work.
१२. He shall exercise constant vigilance which is sine/ quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.

१३. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Secretary through Deputy Secretary. The Assistant Secretary shall also issue warning in writing, to the staff working under him from time to time and report the cases of erring employees to the Secretary through the Deputy Secretary for suitable disciplinary action .
१४. He shall record verbal discussions, orders and instructions, which shall be, attested by the Secretary.
१५. He shall hold meeting every fortnight with staff to discuss the arrears of work procedural knot —points and other problems which create bottlenecks in the quick disposal of cases of his Unit/Department.
१६. He shall appraise the plan, which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, shall show no discrimination on whatever ground, and would look after the welfare of the employees working under him.
१७. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

ठिकाण : मुंबई  
दिनांक : २४/०१/२०१८

श्रीधर पाठक,  
उप सचिव, महाराष्ट्र लोकसेवा आयोग.