

9. Job-Specifications:

He shall be responsible for the enforcement of the air pollution control Act within his jurisdiction. His duties will consist of collection of data regarding industrial installations located in his jurisdiction, which are having air pollution problems, raw-materials used by them, their manufacturing processes, etc. He should also be required to plan and execute surveys, fix up sampling and monitoring points and frequency of sample collection, and directing his subordinate staff in the methodology of air sampling. Scrutiny of applications for consents would form vital part of his duties.

Job Specific

30

: His prime responsibility will be to see that stack emissions are controlled by the industries within the standards prescribed by the Board and to maintain environmental ecology in his jurisdiction. His other functions would include assisting the Air Pollution Abatement Engineer in the disposal of administrative, technical, financial and legal proposals relating to his jurisdiction.

He will also carry out such other duties as may be assigned to him by his superiors.

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Job-Specifications : He shall be responsible for enforcement of Water & Air(Prevention and Control of Pollution) Acts, within his jurisdiction.

His duties shall consist of
1) Collection of hydrological data of river courses,

ii) details of various polluting agencies,

iii) Establishing and operating monitoring points so as to prepare water pollution survey reports,

iv) Scrutiny of applications for consents and making recommendations to the Board office. It will be his principal responsibility to maintain the waters in his jurisdiction as per the standards as may be prescribed by the Board.

He shall also be responsible for the smooth working of the Sub-Regional Offices, Field Offices and Field Laboratories, if any, under his control.

: He shall also be the controlling Officer/Regional Head, for the purpose of administrative, technical and financial powers as may be delegated to him.

He will also carry out such duties as may be assigned to him by his superiors,

33% posts will be reserved for
~~Post-Graduates in Physics/Chemistry/
Micro-Biology/Biological Science/
Environmental Science.~~

8. Job-Specifications : He shall be responsible for carrying out field work in the matter of collection of ^{air}hydraulogical data of river courses/ambient/data, details of various polluting agencies and establishing monitoring stations, sampling, site inspections, and visits to factories and other polluting agencies, and preparing reports on the extent and gravity of pollution of river basins/Ambient air in his jurisdiction.

: He will be responsible for making first hand scrutiny of applications for consents and recommending them to his superiors.

He will also be the controlling Officer for the purpose of administrative, technical and financial powers as may be delegated to him within his jurisdiction.

He will also carry out such other duties as may be assigned to him by his superiors.

Field Officer

(5)

8. Job-Specifications :

His main duty will be to know the Topography, to collect the hydraulic Data/Air Quality Data.

He shall arrange to collect samples from the sampling and the monitoring points fixed by his superiors.

He should make prima-facie scrutiny of applications of consent and carry out such other duties as may be assigned to him by his superiors.

Field-Inspector

(6)

8. Job-Specifications:

He will be responsible for the preparation of an inventory of industries already developed or developing in the area of his jurisdiction. He will be responsible for collecting the data, such as type of industries, raw-materials used, manufacturing processes involved, and likely quality and quantity of emissions, number and height of chimneys erected. He should also be able to prepare and present a prima-facie case of the polluting industries. He will be responsible for collecting at periodical intervals, samples and other emissions from the sampling and monitoring station already fixed by superiors. He will also carryou. such other duties as may be assigned to him by his superiors.

Field 45841

(7)

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7. Job-Specifications : 1) To collect samples of waters, waste waters, ambient air, stack emissions, gaseous substances, auto exhausts etc. as the case may be from the jurisdiction committed to his charge, in a prescribed manner and in prescribed quantities.
- 2) To seal the samples and transport them to the nearest laboratory for analysis on various parameters.
- 3) To enter the laboratory analytical results in a register and communicate the results to parties concerned.
- 4) To collect information about site conditions, or about individual polluting agencies for office use as well as for use of special study groups or special committee appointed, if any.
- 5) To perform any other duty as may be assigned to him by his superiors.

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JOB SPECIFICATION OF OFFICERS IN SCIENTIFIC WING

(8)

Post

Job Specification

- Principal Scientific Officer
- 1) he will be overall controlling officer for all the scientific activities including laboratories of the Board.
- 2) He will be responsible for giving guidance in respect of Development & Standardisation of different methods in relation to analysis of environment pollutants.
- 3) He will be responsible for research activities to be undertaken by the Board in various fields.
- 4) He will be responsible for planning and establishment of various Regional & Field Laboratories of the Board and inspection/working thereof.
- 5) He will be responsible for granting of recognition to the laboratories and inspection and working thereof.
- 6) He shall be responsible for investigation in the complaints of pollution covering the Laboratory aspects.
- 7) He will be responsible for development and maintenance of Air & Water quality surveys for different areas, rivers/creek, in the State and prepare status reports thereof.
- 8) He will assist authorities for implementation of various Rules relating to manufacture, storage, import, management and handling etc. of hazardous waste/chemicals covered under Environment (Protection) Act, 1986.
- 9) He will be responsible for making inventory of Hazardous Wastes and their disposal sites required in connection with Grant of Authorisation under Hazardous Wastes (Management & Handling) Rules, 1989.
- 10) He will assist the authorities for identification of sites for disposal of Hazardous Waste.
- 11) He will be responsible for organising Training of Laboratory Personnel covering the related aspects.

: 2 :

: 12) He will discharge duties Adminl-
stratively/financially within
the powers delegated to him from
time to time.

13) He will be required to carry out
such other duties as may be
assigned to him by the superiors
from time to time.

Senior Scientific Officer

9. Job Specifications :

1. He will be in-charge of the laboratory committed to his charge. He will be responsible for developing and standardising various tests in relation to analysis of samples of water, waste water and of air
2. He will be required to study the unit processes adopted by various types of industries and interpret analytical results. He will have to develop instrumental methods of analysis and to assist the Board in the matters of purchasing, inspection, stock verification, budgeting for the laboratory equipment, chemicals glass-wares, etc.
3. He shall also perform such other duties as may be assigned to him by his superiors.

Senior Scientific Assist.
Junior Scientific Officer (Grade B)

7. ~~Age Limit~~

Unless already in the Board/
~~Government service~~, candidate should
not be more than 30 years'.

8. Job Specifications:

Apart from coordinating the Junior Scientific Assistants in their day-to-day routine work, the job of a Senior Scientific Assistant is to be instrumental in developing and standardising the tests for analysis of samples of waters and waste waters/emissions, gaseous substances etc. Besides, he will be required to record the analytical reports and to arrange to communicate to the parties sending samples. He will also be required to assess the requirements of his laboratory in respect of chemicals, glasswares, etc. and to arrange their procurement in time. He will also be required to visit sampling spots in cases of special investigations.

He will also be required to carry out such other duties as may be assigned to him by his superiors.

g. Job-Specifications : He will have to evaluate the requirement of the Board's laboratories in respect of equipments, chemicals, glasswares,

RS. 7450 - 225 - 11500

furniture and fixtures and to arrange their procurement in time. To arrange for survey programme, visiting sites and collecting samples in case of special investigation, in the field of water Pollution Control and/or Air Pollution Control activities of the Board.

He will also be responsible for maintaining discipline in the laboratory and to ensure maximum out-turn of analytical work.

He shall also carry out such other duties as may be assigned to him by his superiors.

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8. Job Specifications

: His prime job is to carry out Laboratory analytical tests for various para-meters on the samples of water and waste waters.

He may also be required to carry out such other jobs and duties which may be assigned to him by his superiors.

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Laboratory Asst.

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7. Job-
Specifications : 1) To assist the chemists in

the discharge of their day-to-day
duties.

2) To maintain the record of receipt
of samples, to index them properly,
to write down the tests asked for,
to make copies of the test-reports
and to ensure despatch of the
analytical reports to the respective
field offices and/or private
industries/laboratories.

3) To perform such other duty as may
be assigned to him by his superiors.

Bio Science Station

...2

7. ~~Age Limit~~

: Unless already in Board/Government service, candidate should not be more than 35 years' of age as on the date of appointment.

8. Job-Specifications:

1. To suggest to the Statistical Officer introduction of sound system for building up Statistics in various permutation and combinations.
2. To suggest forms and calendars of returns for different activities.
3. To collect and present different statistical data according to the needs of the hour.
4. To circulate the statistical data maintained periodically.
5. To assist the Statistical Officer in the matter of prescribing norms of work and introduction of O.&M. studies.
6. To perform any other duty as may be assigned to him by his superiors.

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8. Job-Specifications:

He will have to arrange collection of Meteorological observations, analyse the data, interpret the weather charts and advise about the climatology as also the extent to which the dispersal of pollutants in the atmosphere would take place.

He should be capable of developing net work of meteorological monitoring stations with special reference to Air Pollution.

He should be capable of rendering advice regarding meteorological factors in case of episodes.

He should also assist the Air Pollution Abatement Engineer in setting standards for ambient air for different locations.

He shall also carry out such duties as may be assigned to him by his superiors.

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7. Job-
Specifications : 1)

Laboratory Assn.

To assist the chemists in the discharge of their day-to-day duties.

2) To maintain the record of receipt of samples, to index them properly, to write down the tests asked for, to make copies of the test reports and to ensure despatch of the analytical reports to the respective field offices and/or private industries/laboratories.

3) To perform such other duty as may be assigned to him by his superiors.

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8. Job-Specifications : 1) To attend to all types of repairs and maintenance of water/gas supplies.

2) To attend to the initial installation of laboratory instruments and later on to look after their minor repairs.

3) To assist the scientific staff of laboratory in developing instrumentation under the laboratory.

4) To perform such other duty as may be assigned to him by his superiors.

8. ~~Age Limit~~

: Law Officer
~~Not more than 40 years of age at the time of appointment.~~

9. Job-Specifications :

His prime duty is to ensure that pollution control activity of the Board conforms to the provisions of the pollution control Acts. His important duty would consist of interpretation of the various provisions of the pollution control Acts. Suggest amendments thereto, advise the Member Secretary/Chairman/Board/Government on legal matters arising out of practising of the laws concerned to file suits in Law courts, to brief the Government pleaders, to defend the suits filed by the Board, to compile case law on the subject of pollution control.

: Besides, he will have to perform such other duties as may be assigned to him by his superiors.

Asst. Law Officer

9. Job-Specifications: His duties and responsibilities will consist of the following :

- 1) To make first hand scrutiny of all proposals received in the legal wing and to opine thereon.
- : 2) To prepare forms of notices under the Acts.
- 3) To draft complaint applications for filing in the Courts of Law against defaulting agencies.
- 4) To do all other conveyencing work.
- 5) To attend Court matters and hearings.
- 6) To render documentary evidences wherever necessary.
- 7) To carry out such other function as may be assigned to him by his superiors.

7. Job-Specifications:

Legal Assist.

- 1) To draft complaint applications against defaulting agencies.
- 2) To draft agreements, affidavits, contracts etc.
- 3) To brief the Government pleaders.
- 4) To attend law courts for preliminaries.
- 5) To maintain the legal department's library and act as Library Assistant for that purpose.
- 6) To perform any other function as may be assigned to him by his superiors.

23

Chief Accounts Officer

9. Job Specifications: His main duties and responsibilities will consist of the following :

1) To frame budget estimates of the Board and to forward them to the State Government for sanctioning Grant-in-aid to the Board.

2) To call for Grant-in-aid in suitable instalments according to the financial requirements of the Board.

3) To invest part of the Grant, which is surplus to immediate needs, in a remunerative mode of investment.

4) To ensure safe-custody of ~~hard~~ cash and other securities of the Board, if any.

5) To compile periodical and annual accounts of the Board, to place them before the Board for adoption and to forward them to the State Governments as required under the Act.

6) To attend to the Statutory Audit Party, and to ensure a clean audit report, as far as possible.

7) To function also as Internal Audit Officer and financial Advisor to the Board.

8) To act as drawing and disbursing Officer of the Board.

9) To act as a collecting Authority under the Cess Act, 1977.

10) To generally supervise over the Accounts Wing of the Board and to give a good account of this vital wing of the Board.

11) To arrange the Annual Inspections of subordinates offices of the Board and physical verification of stock held by them.

12) To arrange the utilization certificates of Board fund.

13) To arrange the training to the staff of the Board.

14) To give inter-pretation /opinion regarding financial/Establishment and other matters.

15) To carry out such other functions as may be entrusted to him by his superior

14) To give inter-pretation /opinion regarding financial/Establishment and other matters.

Job-Specifications : His duties and responsibilities will consist of the following :

- 1) To estimate the man-power planning for the Board.
- 2) To propose creation of additional posts with full justification.
- 3) To propose the recruitment rules and job-specifications for all posts under the Board.
- 4) To carryout periodical administrative inspections of the subordinate offices of the Board.
- 5) To carry out disciplinary proceedings wherever necessary.
- 6) To plan the recruitment programme and to fill up the vacant posts, by following the attendant procedures.
- 7) To look after the various service matters.
- 8) To arrange for training programmes in respect of Board personnel.
- 9) To investigate and report in the matters of pilferage, damage, thefts, sabotage etc.
- 10) To carry out any other function as may be assigned to this post by his superiors.

...3

Asst. Accounts Officer

(26)

9. Job-

Specifications : His duties and responsibilities will consist of the following :

- 1) To daily sign the revenue receipts
- 2) To carry out physical verification of ~~hard~~ cash occasionally.
- 3) To issue cheques/drafts towards settlement of various payments.
- 4) To pass bills towards services and supplies.
- 5) To impart training to Board employees.
- 6) To daily attest the cash book.
- 7) To generally supervise the working of the Accounts wing.
- 8) To perform such other function as may be assigned to him by his superiors.

no outside as for this category.

9. Job-

Specifications: His duties and responsibilities will comprise of the following :-

- 1) To manage all the meeting work of the Board such as convening meetings, preparing agenda, minutes and watching follow-up actions.
- 2) To maintain liaison between the Board office and Mantrolaya and other Government offices and pursue Board's proposals vigorously by personal contacts.
- 3) To prepare Annual Reports of the Board and all follow-up work connected therewith.
- 4) To deal with tour programmes of Member Secretary/Chairman/Members by road/rail/air.
- 5) To supply information to all other State Boards and outside agencies on various matters.
- 6) To arrange film shows and when films on pollution control subjects are offered by U.S.I.S./British High Commission etc.
- 7) To perform such other duties as may be assigned to this post by the superiors.

28

Statistical Officer

9. Job-Specifications : His duties and responsibilities shall consist of the following:-

- 1) To introduce and develop the sound system of building up of statistics under all activities of the Board.
- 2) To prescribe forms and calendar of returns for various purposes.
- 3) To collect, dissect, compile and rearrange the Statistical data according to different needs of the Board.
- 4) To circulate the Statistical data to all the subordinate offices of the Board.
- 5) To have published the data in a telling manner in different media of publicity.
- 6) To institute 'Time', 'Motion' studies and suggest norms of works.
- 7) To institute Organisation and Methods study and apply it to the activity under the Board.
- 8) To attempt costing of activity under the Board and to establish Cost-Benefit ratio wherever necessary.
- 9) To prepare graphical charts and develop other methods of illustrative elucidation of information required by the Board.
- 10) To perform such other duty as may

Stenographer (Sr. Gr.)

8. Job-Specifications : To take dictations and to transcribe them into English/Marathi over the typewriter.
2. When not busy in dictation, he is required to do general typing work.
3. To supervise over the typing pool of the Board and equitably distribute the typing load.
4. To preserve cut stencils in proper manner so as to be handy for re-use.
- 5) To act as P.A. to whom he is attached.
- 6) To carry out miscellaneous duties such as maintenance of tour programmes, attending telephone duty etc.
- 7) To take/give appointments of/to visitors.
- 8) To attend meetings and to take down deliberations to facilitate drafting of minutes.
- 9) To assist the Administrative Officer in the matter of conducting stenography and typing tests.
- 10) To perform such other function as may be assigned to him by his superiors.

Stenographer Jr. Sr

8. Job-
Specifications : 1) To take dictations and to

transcribe them into English /
Marathi over the typewriter.

2) When not busy in dictation,
he is required to do general
typing work.

3) To supervise over the typing
pool of the Board and equitably
distribute the typing load.

4) To preserve cut stencils in
proper manner so as to be handy
for reuse.

: 5) To act as P.A. to whom he is
attached.

6) To carry out miscellaneous
duties such as maintenance of
tour programmes, attending
telephone duty etc.

7) To take/give appointments of/to
visitors.

8) To attend meetings and to take
down deliberations to facilitate
drafting of minutes.

9) To assist the Administrative
Officer in the matter of
conducting stenography and
typing tests.

10) To perform such other function
as may be assigned to him by
his superiors.

(52)

FOR THE POSTS OF HEAD ACCOUNTANT/SENIOR AUDITOR

8. Job Specifications :

- 1) To check and scrutinise the cash book and allied record.
- 2) To scrutinise the bills of services and supplies.
- 3) To credit the remittances in the Bank which are in the nature of revenue receipts.
- 4) To file the annual returns of Income-Tax, profession tax and recoveries thereof.
- 5) To check and pass the imprest of subordinate Offices.
- 6) To watch the timely remittances of recoveries effected through salaries to outside agencies e.g. Post-Office, Accountant General, Bank etc. I.I.C.
- 7) To scrutinise the Bills
- 8) To propose investment of grant-in-aid which is surplus over immediate needs in a remunerative form.
- 9) To process applications for loans and advances.
- 10) To perform such other function as may be assigned to him by his superiors.

Job-Specifications :

I-First Clerk to work as Cashier
in Accounts Branch:-

- 1) To write and maintain the daily Cash Book.
- 2) To do the ledger posting daily.
- 3) To execute Bank transactions.
- 4) To maintain safe custody of hard cash and securities of the Board.
- 5) To carry out periodical remittances.
- 6) To disburse all payments duly passed.
- 7) To carryout any other function as may be assigned to him by his superiors.

II. First Clerk to work as Assistant
Accountant in Accounts Branch :-

- 1) To scrutinise and pass bills towards services and supplies.
- 2) To conduct periodical inspections of subordinate offices.
- 3) To purchase Fixed Deposit Receipts for investment and present them for encashment/reinvestment.
- 4) To check and certify daily postage stamp account.
- 5) To perform such other function as may be assigned to him by his superiors.

FIRST CLERK TO WORK IN ADMINISTRATIVE BRANCH

- 1) To maintain service record, leave account etc.
- 2) To deal with administrative matters

Tr. Clerk

7. Job-
Specifications:

- 1) To look after the inward and outward of daily tapal received/despached.
- 2) To maintain the accountal of postage stamps.
- 3) To open the daily tapal, mark it to dealing assistants and to distribute the same for further needful actions.
- 4) To file and link up the papers to enable the senior clerks to deal with them.
- 5) To do the general typing duties.
- 6) To act as Sundry errands.
- 7) To perform any other duty as may be assigned to him by his superiors.

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8. Job-Specifications :1)To inspect material according to

specifications and to receive deliveries by physical count in good and sound condition.

2)To maintain safe custody of materials received and to arrange them in a neat and tidy manner.

3)To issue the material to the various wings as requisitioned.

4)To record measurements of materials received.

5) To carryout periodical verification of stocks and to report upon shortages and excesses for further action.

6) To maintain all the registers of a Stores Branch which may include :

(i) Register of Breakages

(ii) Register of Losses with sanctions for write-off.

(iii) Register of Dead-stock.

: (iv) Register for Equipments

(v) Register for Consumable Articles.

8) To perform such other function as may be assigned to him by his superiors.

Electrician

...2

8. Job-Specifications :

- 1) To attend to all the work of electrical installations such as new wiring, extensions to existing wiring, fixing of additional electrical points, for additional installations, repairs to electric fittings, repairs to lab instruments which run on electricity.
- 2) To maintain air conditioning, repairing refrigerators, B.O.D. Incubators, Sterilisers etc.
- 3) To arrange temporary electrical fitting when exhibitions/seminars are to be arranged.
- 4) To perform such other duties as may be assigned to him by his superiors.

Driver

...2

8. Job-Specifications : 1) To maintain the vehicle committed to his charge in a road-worthy condition.
- 2) To keep the readings of mileage and movement of his vehicle.
- 3) To have his vehicle repaired through the help of Stores Superintendent/Store Keeper.
- 4) To arrange for safe parking of vehicle when not in use.
- 5) To perform any other duty as may be assigned to him by his superiors.

Dagtar

...2

5. Job-Specifications : 1) To maintain the record of the office in a systematic manner yearwise.

2) To propose destruction of old record according to procedure laid down.

3) To file the papers.

4) To perform any other duty as may be assigned to him by his superiors.

Peon

7. Job Specifications : 1) To maintain general cleanliness in an office.

2) To do the filing, to arrange set of documents.

3) To attend calling bells of Officers to whom he is attached.

: 4) To distribute tapai to other Officers by hand delivery where so desired.

5) To perform outdoor duty wherever necessary.

6) To assist the Store Keeper/ Stores Superintendent in the matter of annual/periodical stock verification duties.

7) To perform any other duty as may be assigned to him by his superiors.

8. Job-Specifications :

TRACER

He will be responsible for meeting the drawing Branch requirements of the Office to which he will be attached.

He will also carry out such other duties as may be assigned to him by his superiors.

Draughtsman

(49)

8. Job-Specifications : He will be responsible for the maintenance and upkeep of the drawing office instruments of the Board. While he will be responsible for the safe-custody and accountal of degree-sheets and topo-sheets, he will also be responsible for meeting the office requirement of tracing Ammonia-prints and their enlargement, if necessary.

He will also carryout such other duties as may be assigned to him by his superiors.

Asst. Draughtsman

(48)

8. Job-Specifications : He will be responsible for meeting the drawing requirements of the Office to which he would be attached.

He will also carry out such other duties as may be assigned to him by his superiors.

8. Job-Specifications: 1)

Chowkidar

To maintain the overall security of the office, and its various assets, records from pilferage/damage/theft/sabotage during and outside working hours/days.

: 2)

To report any contingency to the Officers/authorities of the Board, who have been provided with residential telephones.

3) To carry out duties of a peon when there is shortage of peons on duty.

4) To perform any other function as may be assigned to him by his superiors.

Roneo Operator

(16)

- Job Specifications :
- 1) To duplicate the stencils either on electrically operated Roneo machine or on a manually operated machine as may be available.
 - 2) To operate xerox printing machine as and when made available.
 - 3) To operate a scanner and maintain it in its working condition.
 - 4) To have the repairs carried out to the aforesaid machines through the help of Stores Superintendent/Store Keeper.
 - 5) To preserve out stencils of importance so as to be handy for reuse.