

[Section 4(1) (b)(ii)]Power and duties of its officers and employees

Director : Director is principles executive and controlling officer of the library and is responsible proper administration of the library.

Lib. & Info. Officer: Assisting the officer and scholars.

Asstt. Lib & Info. Officer : providing reference books manuscripts and other material of Library.

Library & information Asstt. : providing reference books manuscripts and other material of Library and Accessing, Classification of books.

Senior Technical Restorer : Conservation work.

Technical Restorer : Conservation work.

Library Clerk : Assisting and providing facilities to the scholars.

Library Attendant : Will be responsible for cleaning and dusting of books.

Duster cum peon : Assisting the officer and scholars, maintenance of book and files.

Head Clerk : Administrative and account matter.

UDC : cash handling, preparation of account of administrative return.

LDC : Dairy and dispatch work.

Chowkidar : watch and ward of office premises

Mali : maintenance of garden.

Farras cum peon : sweeping, dusting and cleaning.