

(Manual – II) Powers and Duties of Officers and Employees:

The major functional divisions in the Agency are Administration, Engineering, Medical, Misc. Exams (Management/ Law/ Aptitude Testing etc.), UGC-NET, Research and Academics, IT and Finance and Audit. Each area is headed by a Director assisted by Jt. Director, Deputy Director, Assistant Director, IT professional(s) and support staff to carry out its activities and implementation of policies and schemes. The Directors report to the Director General. Summarized details in this regard are given below:

- **Chairman**

Chairman chairs the General Body (GB) Meetings and guide the Agency in achieving its aims and objectives. Chairman may approve the proposals for decision in urgent matters, subject to ratification of the same by the GB in its subsequent meeting.

- **Director General**

The Director General shall be the Chief Executive Officer of the Agency who attends to day- to- day functioning and is responsible for achieving the objectives of the Agency. The powers delegated to Director General under the National Testing Agency Rules are as given below:

- To oversee overall functioning of the Agency in smooth conduct of tests entrusted to the Agency;
- To work as Member Secretary to the General Body (GB);
- To chair the meetings of the Managing Committee;
- To make appointments of the officers and employees;
- To exercise administrative and financial powers delegated to him;
- To prescribe duties of all officers and staff of the Agency and exercise such supervision and disciplinary control as may be necessary;
- To sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the Office of the Agency;
- To require the Agency or any Committee thereof defer taking action in pursuance of any decision taken by the Agency or the Committee, as the case may be pending a Reference to the Central Government on such decision;

- To take decision in respect of matters that cannot for the approval of the GB or MC or a Committee, as the case may be. The action taken by the DG shall be put up to the Chairman/ General Agency for ratification at its next meeting.
- Provided that where the GB modifies or reverses the decision taken by the DG, such modification or reversion shall be without prejudice to the validity of any action taken before such modification or reversion.
- To enter into any contract for the discharge of the functions of the Agency, provided the proposal/scheme is approved by the GB;
- To re-appropriate between Sub-Heads under Heads of Expenditure
- To re-delegate the administrative/financial powers to the Officers of the Agency.
- To control and approve Secret Activities and Expenditure

- **Directors**

Directors will head their respective Units and are responsible for all aspects of functioning in their respective units for smooth running of the Administration and successful conduct of tests from inviting applications till declaration of results. They will exercise control/ supervision over staff under their charge. They will work as members to the Managing Committee. They will exercise Administrative/ Financial powers delegated to them from time to time. In addition to above, they will discharge any other duties assigned from time-to- time by the Director General. They will report to Director General.

- **Joint Directors/ Dy. Directors**

They will assist the Director in discharge of day- to- day duties in their respective Units for smooth functioning of the Units and successful conduct of the tests/ other activities. They will report to the Director concerned. They will exercise supervision over the subordinate staff of their Units.

- **Assistant Directors**

They will assist the Director/ Joint Director in discharge of day to day duties in their respective Units for smooth functioning of the Units and conduct of flawless and time bound conduct of the tests/other activities. They will report to the Director/ Joint Director concerned:

- They will be responsible for proper & timely disposal of work in time related the units under their control and specific works assigned to them by the Agency from time to time.
- They shall organize meetings as per requirement in their Units.
- They will be responsible for timely disposal of works pertaining to their units.
- They shall be responsible for the punctuality of the staff working in their units.
- They will be responsible for the following before forwarding the cases to the Competent Authority for consideration / approval / orders: -
 - to see whether all facts / rules have been correctly stated;
 - to point out any mistakes or incorrect statement of the facts;
 - to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
 - to bring out clearly the question under consideration and suggest a course of action wherever possible.
- They will make planning / adequate proposal time to time as per requirements for smooth functioning of the unit.
- They will process the cases / matters which needs special attention of the Competent Authority.
- They will be responsible for maintenance of office decorum & discipline in the Unit.
- They will make general correspondence with other offices / units as per requirement of the office for disposal of the work after the approval of Competent Authority.
- Any other work assigned to him/her from time to time by the Competent Authority.