

Extract of E.C. meeting
held on 2/06/2014. cf

Duty and Responsibility

Name of Post:- Director, Allahabad Museum

1. The Director shall be principal executive officer of the Society. He shall be responsible for proper administration of the affairs of the Society under the direction and guidance of the Chairman and for the preparation of accounts and budget of the Society.
2. The Director may delegate any of his powers and functions to any other officer in the Allahabad Museum as per bye-laws.
3. Being the member-secretary of the Society Director may convene any meeting of the Society and any committee or sub-committee thereof.
4. The Director will keep all the proper records and minutes of the proceedings of the meeting of the Society and send copies thereof to the Central Government. The Director will do everything necessary to give effect to the resolution passed by the Society and any Committee thereof.
5. The Director will execute all contracts, deeds and other instruments on behalf of the Society as per its resolution.
6. The Director will prescribe the duties of all employees of the Society and exercise supervision and disciplinary control as per Rules and bye-laws of the Allahabad Museum Society.
7. It shall be the duty of the Director to coordinate and exercise general supervision over all academic seminars and other activities under the Society.

Name of Post:- Curator (Keeper)

1. Responsible for planning, development and maintenance of the museum galleries.
2. To head the documentation/ digitization and coordinate with Assistant Keepers for documentation and digitization of object/maintaining the digitized data.
3. To prepare list of works under plan for fulfilling the strategy for various developmental works of the museum in consultation with the Director.
4. To prepare the detailed project report of works under heads of various sections.
5. To ensure safe custody of museum objects in the galleries and in the reserve collection.
6. To ensure Display and reorganization of galleries and arrangement of materials for furnishing the galleries.
7. To ensure Supervision of periodical verifications of museum objects and submission of report to the Director.
8. To ensure Publication of Journal.
9. To ensure collection of data and related information for preparation of periodicals/Annual Reports of activities of the Museum
10. To ensure compiling and submission of a consolidated report to the Director within a week on receipt of the reports from Assistant keeper
11. To take round the VIPs/VVIPs and eminent scholars in the Museum.
12. To ensure the opening and closing of the museum along with two technical officers/staff deputed for the job for timely opening and closing of the Museum. The Keeper will countersign in the Register of Opening and Closing along with the technical officers/staff.
13. To ensure timely attendance of all Group B & C officers/staff.
14. To look after the whole Museum in the absence of the Director as incharge.
15. Any other duty assigned by the Director which he deems fit in the interest of the Institution.

Finance cum Account Officer

1. Cash receipts including sale of entrance tickets models and publications etc.
2. Payments after scrutiny of T.A., Contingent and other bills of stores and other Technical Departments etc.
3. Maintenance of accounts ledger, vouchers and other connected records
4. Submission of monthly, quarterly and annual return on accounts

5. Preparation of Annual accounts
6. Audit (internal and external) and disposal of local Audit and special Audit reports
7. Budget (original, revised and vote on accounts)
8. Grants-in-aid (Central and State) and utilisation Certificate therefore
9. Meetings of Budget Estimate Committee and Finance Committee
10. Five year and Annual plans
11. Preparation of pay bills
12. Income-tax calculation, deduction and returns
13. G.P. Fund Accounts and advances
14. Reporting of availability of funds before the case is submitted to the Chairman for sanction.
15. Any other work not specified above but assigned by the Director/Chairman.

Assistant Administrative Officer

1. General Office including diary, despatch, type record and returns (other than accounts) etc.
2. Recruitment (regular, ad-hoc and daily wages)
3. Establishment including service book, increment, leave (E.L., Committed, E.D.L., casual leave and R.H. etc.) and L.T.C.
4. Tour programme, advances and their adjustments .
5. Seminars, exhibitions, educational and cultural activities, advances and their adjustments.
6. Civil and electrical construction and maintenance including carpentry, generator, planning
7. Invitation of quotations/ tenders, preparation of comparative statement and placing of orders/entering into contacts for servicing, maintenance of equipment and I.S.S. etc. In consultation with Finance-cum-Accounts Officer.
8. Store
9. Hindi Cell
10. Guest House
11. Reception, conservatory watch and work including opening and closing of Museum.
12. Garden
13. Galleries
14. Vehicles
15. Computer
16. Photocopier
17. Meetings of Allahabad Museum Society, Executive Committee, Works Committee, Art Purchase Committee and Library etc.
18. Any other work not specified above but assigned by the Director/Chairman.

Name of Post:- Assistant Curator

1. To keep their collection/exhibits free from dust deposits/fungi etc.
2. To undertake proper cleaning, lighting in their galleries and the floor.
3. To undertake the checking of their collections and write at least two research papers in a year on their respective collection.
4. To undertake submission of proposals for mounting at least one exhibition of their respective collections/new acquisitions in a year.
5. To undertake selection of art pieces for printing picture postcards for sale, for preparation of art albums and illustrated catalogue for the Museum.
6. To undertake preparation of monograph based on their respective collection in a span of five years.
7. To undertake maintenance and updating of General Accession Register.
8. To undertake complete photo-documentation of their respective collection on display, in the Reserve Collection and new acquisitions under their charge.
9. To undertake selection of art pieces for making slides.
10. To undertake conservation/restoration with the help of conservation unit from time to time.
11. Any other duty assigned by the superiors.

Name of Post:- Technical Assistant

1. To keep their collection/exhibits free from dust deposits/fungi/alien impressions etc.
2. To ensure proper cleaning, lighting in their galleries and the floor.
3. To organise the exhibitions as when required for their respective collections under the guidance of Asstt. Keepers/Asstt. Chemists.
4. To deliver lectures to the students in a workshop in connection with the antiquities displayed in the galleries.
5. To put up a proposal for modernization of galleries as & when required by immediate superiors.
6. To deliver gallery talks, gallery visits and VIPs/VVIPs & school tips.
7. To maintain and update General Accession Register.
8. To undertake conservation/restoration with the help of Assistant Chemist/Chemical Assistant from time to time.
9. Any other duty/assigned to him by immediate superior.
10. To make survey & study of visitors/audience/audience augmentation & development programmes.

Name of Post:- Dy. Curator (Exhibition and display)

1. Responsible for planning, development and maintenance of the museum galleries.
2. To assist the Keeper for the implementation of project under plan budget
2. To undertake safe custody of museum objects in the galleries and in the reserve collection.
3. To undertake Display and reorganization of galleries and arrangement of materials for furnishing the galleries.
4. To undertake Supervision of periodical verifications of museum objects and submission of report to the Director.
5. To undertake requisition and collect data and related information for preparation of periodicals/Annual Reports of activities of the Museum. All Gallery In-charges to submit their activity reports to the Keeper through the Assistant Keeper who will compile and submit a consolidated report to the Keeper within a week on receipt of the reports.
7. To take round the V. I. Ps. /V. V. I. Ps. and eminent scholars in the Museum.
8. To undertake the supervision of the opening and closing of the museum for timely opening and closing of the Museum.
9. Any other duty assigned by the Director which he deems fit in the interest of the Institution.

Name of Post:- Dy. Curator (Modernisation of Galleries)

1. Responsible for planning, development and maintenance of the museum galleries.
2. To assist the Keeper for the implementation of project under plan budget
2. To undertake safe custody of museum objects in the galleries and in the reserve collection.
3. To undertake Display and reorganization of galleries and arrangement of materials for furnishing the galleries.
4. To undertake Supervision of periodical verifications of museum objects and submission of report to the Director.
5. To undertake requisition and collect data and related information for preparation of periodicals/Annual Reports of activities of the Museum. All Gallery In-charges to submit their activity reports to the Curator through the Dy. Curator who will compile and submit a consolidated report to the Keeper within a week on receipt of the reports.

7. To take round the V.I.Ps. /V.V.I.Ps. and eminent scholars in the Museum.
8. To undertake the supervision of the opening and closing of the museum for timely opening and closing of the Museum.
9. Any other duty assigned by the Director which he deems fit in the interest of the Institution.

Name of Post:- Assistant Chemist

1. To ensure inspection of objects on display at least once in a month.
2. Responsible for all kinds of conservation, preservation and monitoring of artifacts in galleries and reserve collection as well as the internal and external environmental issues
3. To ensure inspection of reserve collection once in a month.
4. To ensure receipt of objects from Gallery In-charges for preventive/curative treatment.
5. To ensure preventive and restorative treatment to be completed in a timeframe to be decided with respective Collection In-charges.
6. To ensure acquisition of chemicals for conservation.
7. To ensure maintenance of accounts of issues/consumption of various chemicals and other allied materials.
8. To ensure immediate conservation support to various Sectional In-charges in times of need.
9. To ensure propagation of preservation of cultural heritage through various courses and workshops.
10. Any other duties as and when assigned by the Director.

Name of Post:- Chemical Assistant

1. To inspect objects on display at least once in a month
2. To inspect the reserve collection once in a month.
3. To receive the objects from Gallery In-charges for preventive/curative treatment. preventive and restorative treatment to be completed in a timeframe to be decided with respective Collection In-charges and Assistant Chemist.
5. To make proposal for purchase of chemicals for conservation.
6. To maintain the accounts of issue/consumption of various chemicals and other allied materials.
7. To undertake immediate conservation support to various Sectional In-charges in times of need.
8. To undertake propagation of preservation of cultural heritage through various courses and workshops.
9. Any other duties as and when assigned by the Assistant Chemist/Next Officer to him.

Name of Post:- Guide Lecturer

1. Ability to talk in Hindi/English with public/VIPs in connection with gallery visit.
2. To maintain the register and records of the visitors in connection with Museum's visit.
3. To organize the exhibitions as when required.
4. To assist TA/CA/Astt. Keepers in organizing Seminar, Symposia / Children day programme and workshop.
5. To deliver lectures to the students in a workshop in connection with the antiquities displayed in the galleries.
6. To put up a proposal for modernization of galleries as and when required by immediate superiors.
7. To arrange an educational tour and to deliver lectures there in to the participants in connection with the Archaeological sites.

Name of Post:- Assistant Curator (Education)

1. To organize the Cultural activities– Seminars, Colloquiums, Lectures/Memorial Lectures and all related works.
2. To keep their collection/exhibits free from dust deposits/fungi etc.
3. To undertake proper cleaning, lighting in their galleries and the floor.
4. To undertake the checking of their collections and write at least two research papers in a year on their respective collection.

5. To undertake submission of proposals for mounting at least one exhibition of their respective collections/new acquisitions in a year.
6. To undertake selection of art pieces for printing picture postcards for sale, for preparation of art albums and illustrated catalogue for the Museum.
7. To undertake preparation of monograph based on their respective collection in a span of five years.
8. To undertake maintenance and updating of General Accession Register.
9. To undertake complete photo-documentation of their respective collection on display, in the Reserve Collection and new acquisitions under their charge.
10. To undertake selection of art pieces for making slides.
11. To undertake conservation/restoration with the help of conservation unit from time to time.
12. Any other duty assigned by the superiors.

Name of Post:- P.A. to Director

1. To arrange meetings of the various committees and taking dictation as well.
2. Liaisoning in proper discharge of duties of the Director.
3. To keep records and minutes of the meetings of the society and to keep maintained and upto date APARs of the employees.
4. To assist and coordinate in vigilance, administration, accounts & establishment works and analyse the files received from office before put up to Director for approval.
5. To assist in the work of Director in execution of contracts deeds and other instruments as per order of member secretary of the Society.
6. To coordinate with AAO in exercising supervision on the duties of the employees of the society and disciplinary control thereon.
7. To assist Director in coordinating and exercising general supervisory work over all activities of the Society.
8. Supervision of the works of staff and regular monitoring of their progress along with annual progress reports.
9. Director's L.T.C., Tour programme, ITR, Accounts, advances and their bill adjustments along with Society members etc.
10. Any other duties as when assigned by the immediate superiors.

Name of Post:- Head Clerk

- 1 To supervise the Bills of Salary and pension, GPF, Grievances of employees, attendance and legal works.
- 2 Supervision of establishment works.
- 3 Supervision of the works of subordinate staff and regular monitoring of their progress report.
- 4 To assist in administrative as well as in accounts & establishment works.
- 5 Any other duties as when assigned by the immediate superiors.

Name of Post:- Accounts Clerk

Duties of the post detail:-

1. Bank reconciliation.
2. Hindi and English typing works minimum speed of 35-40 wpm.
3. After scrutiny of bills and further approval of the superiors.
4. Budget Preparation and control.
5. Preparation of Monthly accounts
6. Ledger posting and Diary/Dispatch/Typing etc.
7. Any other duties assigned by the superiors.

Name of Post:- Upper Division Clerk

Duties of the post detail

1. To ensure preparation of Bills of Salary and pension.
2. Hindi and English typing works minimum speed of 35-40 wpm.
3. To ensure speedy disposal of cases of GPF of employees and to maintenance of GPF records and other records of the office.
4. To ensure typing work/diary, dispatch.
5. To put up solution of grievances of employees.
6. Any other duties as when assigned by the immediate superiors.

Name of Post:- Lower Division Clerk.

1. Typing.
2. Diary/Dispatch.
3. Noting and drafting in personnel file.
4. Maintenance of leave Accounts and pay bills of the employees, pensioners, GPF ledger etc.
5. Other works as when assigned by the immediate superiors.

Name of Post:- Junior Engineer-Cum-Supervisor.

- 1 To look after the collection and compilation of engineering data, preparation of estimates, supervision of works, drawings, ensuring quality and adherence to design specifications, recording of measurements, maintaining records/registers etc.
- 2 To supervise the civil, electrical works, of the Museum and premises. Maintenance of telephone connection, water supply, registration of society of the Museum.
- 3 To supervise the duties of the electrician and generator operator.
- 4 Any other work assigned by the Director.

Name of Post:- MTS

Works Assigned by the immediate officer such as:-

1. Watch and ward the gallery.
2. Operation of photocopier/fax machine/diary and dispatch.
3. Receiving of telephone calls in absence of concerned officers/officials.
4. To assist in Maintenance of register.
5. To attend the works related with gardening, photocopy, chemical and store sections and any other duty allotted by the superiors.

Name of Post:- Carpenter

To prepare pedestals, showcases and repairing of wooden items and other related works also works assigned by the superiors.

Name of Post:- Driver

1. To drive and caretaking of museum's vehicle.
2. To receive & drop museum's guests.
3. Any other works assigned by Director.

Name of Post:- Electrician

1. To maintain electrical fittings in applications/electrical in running state.
2. To visit the gallery & check the electrical problems it any thereon.
3. To maintain the register/stock books for consumption of electrical items.
4. To put up the proposal of electrical items as per demand of gallery.
5. Any other works assigned by the authority.

Name of Post:- Generator Operator

1. To operate Generator at the time of failure of electrical supply.
2. To maintain the D.G. set of the Museum.
3. To assist the duties of the store department related with the maintenance of stock books for consumption of Diesel for D.G.Set.
2. Any other works assigned by Director.

Name of Post:- Library Information-cum-Professional Assistant.

1. To assist in account records of books/ Journals/Magazines etc.
2. To assist in collection of catalogues on museum requirements across the world and purchase of books after proper approval of the competent authority.
3. To operate library software application & the computer.
4. Providing readers services and must have experience of collection management activities likes showing books journals to help visitors with the help of PC etc. other than indexing cataloguing.
5. Any other duty assigned by the Director.

Name of Post:- Assistant Librarian

1. To maintain account records of books/ Journals/Magazines etc.
2. Collection of catalogues on museum requirements across the world and purchase of books after proper approval of the competent authority.
3. Familiar with library software application & the computer.

4. Providing readers services and must have experience of collection management activities likes showing books journals to help visitors with the help of PC etc. other than indexing cataloguing.
5. Any other duty assigned by the Director.

Name of Post:- Maintenance-Cum-Store Assistant

1. General Purchase of articles for Museum. On demand supply of article to the sections.
2. Tender, tender inviting notices etc.
3. Maintenance of Indent.
4. Supervision materials and Maintenance of the record on stock book.
5. Supervision stock book.
6. To assist in administrative as well as in accounts & establishment works.
7. Any other duties as when assigned by the immediate superiors.

Name of Post:- Modeller

1. Preparation of sculptures
2. Preparation of replicas
3. Coloring and dusting replicas and sculptures.
4. Preparations plaster piece moulds, rubber moulds and mother mould.
5. Super of the Modelling Section.
6. Any duty assigned from time to time by the Director.

Name of Post:- Projectionist-cum-Dark Room Assistant.

1. Photo-documentation of all the exhibits on display in the Museum.
2. To help in proper upkeep and maintenance of equipments, accessories, raw materials and other items related to photography section.
3. Print and supply of photographs on requisition.
4. To maintain number of black and white and colour films in stock.
5. To help in maintenance of collection/ programme-wise registers of negatives, slides.
6. To help in coverage of various programmes of the Museum from time to time.
7. To undertake proper airing of the video-tapes, audio-cassettes/DVD/pendrive.
8. Any duty assigned from time to time by the Director.

Name of Post:- Senior Photographer

1. To ensure photo-documentation of all the exhibits on display in the Museum.
2. To ensure proper upkeep, safety, security and maintenance of equipments in photography section.
3. To ensure the availability of sufficient number black and white and colour films.
4. To ensure coverage of various programmes of the Museum on video and still cameras.
5. To ensure proper airing of the video-tapes, audio-cassettes/DVD/pendrive under the charge of photography section.
6. Any other duty assigned from time to time by the Director.

Name of Post:- Publication Assistant

1. Publication of Annual Report and Annual Accounts including Audit reports, Cultural Activities, Exhibition and coverage of all other museum's activities etc.
2. Publication of certificates, Greeting Cards, Exhibition brochure, New year's greeting and miscellaneous official works.
3. Editing/proof reading of the articles before final print of the article/books/seminar proceedings.
4. Any other duty assigned from time to time by the Director.
