

**ICAR-SUGARCANE BREEDING INSTITUTE**  
**COIMBATORE -641007**

**Brief Description of Duties**

Supervision of Establishment Section, Purchase Section, Estate Section, Vehicle section and Guest House. Brief descriptions are:

- To recruit personnel to the Group 'B' and 'C' category of posts for which the Director is the appointing authority.
- To hire/engage workers viz SRF, JRF etc on contract in different externally funded projects.
- Officiating as Member-Secretary of Institute Management Committee, Senior Officers Committee DPCs and Assessment Committees for Technical staff.
- Duties of Central Public Information Officer.
- Member of Store Purchase Committee, Institute Grievance Cell, Women Cell and other committees wherever nominated by the Director.
- Participate in the recruitment process of other ICAR institutes as a representative of ICAR or expert member, as and when nominated by the Council/Director of sister Institute
- To officiate as representative of ICAR whenever nominated viz. Presenting Officer in Vigilance case.
- Guiding and monitoring the work of the staff in the Establishment, purchase section, cash & bill section, store section etc.
- To maintain uninterrupted flow of materials to support the research schedule of the Bureau.
- To ensure that all purchases are made against properly authorized requisitions and valid sanction and within the proper fund allocation as per BE & RE
- To maintain cordial and harmonious relations with all section/division of the Bureau.
- To maintain discipline and decorum in the Office.