

DUTIES OF ALL POSTS IN BOTANICAL SURVEY OF INDIA		
Sl. No.	Name of the Post	Duties
1.	Director (Scientist G)	1. The Director will act as an advisor to the Government of India on Botanical matters. 2. He/ She will have the overall administrative control of the Department as Head of Department and will provide high-level leadership to this department in identification of research programmes and projects of nation and international relevance in the area of flora of India and advanced materials in various specialized field of research undertaken by the department. 3. He/ She will enthuse and motivate scientists of this department, promote creativity and excellence and create an atmosphere conducive to harmonies functioning of the department. 4. He/ She will interact and establish rapport with national and international, academic and professional institutions and specialists dealing with the domain area of research in advanced materials and will ensure multidisciplinary and multi-institutional cooperation towards fulfillment of the objectives of the department. 5. He/ She will guide, direct and supervise research work, floristic survey, taxonomy and maintenance of Botanical Galleries of BSI. 6. He/ she will have the overall control of all regional centres/ units of Botanical Survey of India across the India. All the regional Heads will report to him.
2.	Scientist G	1. He/ She will assist Director, Botanical Survey of India in such scientific and administrative duties as assigned. 2. He/ She will look after the flora of India Project by the Central National Herbarium, Regional offices and other units of Botanical Survey of India. 3. Work relating to Environmental Impact Assessment, conservation of biological diversity and taxonomic research.
2.	Scientist F	1. He/ She will look after the flora of India Project by the Central National Herbarium, Regional offices and other units of Botanical Survey of India. 2. Work relating to Environmental Impact Assessment, conservation of biological diversity and taxonomic research. 3. He/ She will assist Director, Botanical Survey of India in such scientific and administrative duties as assigned.
3.	Scientist E	1. To assist the Director, BSI in all scientific and administrative matters and any other duties assigned from time to time for the respective positions. 2. Survey of Indian Flora and research; maintenance and upkeep of herbarium and musea. 3. Revisionary monographic studies on flora; development and execution of Scientific programmes of various gardens and Orchidaira. 4. Guide, direct and supervise research work.
4.	Scientist D	1. To assist the Director, BSI in all scientific and administrative matters and any other duties assigned from time to time for the respective positions. 2. Survey of Indian Flora and research; maintenance and upkeep of herbarium and musea. To identify plants. To prepare proper scientific reports on field or herbarium specimens. To undertake field excursions. To supervise the work of Scientific Asstt. & Technical Assistant. 3. Revisionary monographic studies on flora; development and execution of Scientific programmes of various gardens and Orchidaira. 4. Guide, direct and supervise research work.
5.	Scientist C	Survey of Indian Flora and research; maintenance and upkeep of herbarium and musea. To identify plants. To prepare proper scientific reports on field or herbarium specimens. To undertake field excursions. To supervise the work of Scientific Asstt. & Technical Assistant.
6.	Scientist B	To undertake research on floristic/ taxonomic revisions. To identify plants. To prepare proper scientific reports on field or herbarium specimens. To undertake field excursion. To supervise the work of scientific assistants/ technical assistants.
7.	Scientist B (IT)	Works entrusted with the Digitization of over 4 million plants Database available in this department. Development of National Database, use of Remote Sensing and Geographical Information System and e-governance, maintaining of Biodiversity Informatics Division in BSI etc. Utilization of digital India programme of flora of India by on-line.

8.	Sr. Administrative Officer	a. He/ She will be the overall charge of the administration of the Central Office (Hqrs.) and render help, assistance and advice to the Director, BSI for smooth and efficient functioning of the survey as a whole, b. He/ She will be the O. M. Officer of the Survey. c. He will be the Member Secretary of the DPC for Group-C staff of BSI. d. He/ She will be the Reviewing Officer for check and review of the cases relating to staff cars/offices vehicles. e. He/ She will help Director, BSI and Head of Office, BSI,HQ in all matters. f. He/ She will exercise all powers and functions as have been/are delegated to him by name/designation from time to time.
9.	Finance Officer	a. He will be the over all in-charge of the works related to Finance & Accounts of the Central Office (Hqrs.) of the Botanical Survey of India b. He will look after the Finance and Budget & Accounts of the Central Office (Hqrs.) of the Botanical Survey of India. c. He/She will assist Director, BSI and Head of Office, BSI,HQ in financial matters. d. He will be the Chief Advisor to the Director, BSI with regard to Finance and Budget & Accounts matters.
10.	Library & Information Officer	To supervise printing and publication of Bulletin, Records, Reports and other publications brought out by the Department and the work of the subordinate staff of the Section. To help the Editor of Publications in the sale, printing and publication works and maintenance of up-to-date records.
11.	Administrative Officer	1. He/ She will look after seniority list & gradation lists of the officers and staff (A, B & C) of the Botanical Survey of India. 2. He/ She will look after appointments, promotion, confirmation, pay fixation, preparation of DPC papers, creation and continuance of posts, framing of RR, duties attached to up gradation of posts, policy matters relating to Group-A & B posts. 3. He/ She will maintain of all registers concerning Estt. Section, issue of circulars, submissions of returns in respect of Group-A & B posts. 4. He/ She will issue appointment, promotion, confirmation orders etc. 5. He/ She will maintain all registers regarding Group-C staff. 6. He/ She will also look after & responsible for expansion & development of BSI, parliament question, residential accommodation, office accommodation, delegation of power, organization and method (OM) association activities including JCM and staff welfare, disciplinary action, vigilance, theft cases, central diary & dispatch, Hindi work, telephone, security measures, maintenance of APARs for Group-C staff, etc.
12.	Assistant Director (OL)	1. To hold the responsibility in supervising and disposing of all day to day correspondence and other papers and work relating to use of Hindi in Botanical Survey of India. 2. To supervise the quick disposal of work of Junior Hindi Translator (redesignated as Junior Translation Officer) and other staff entrusted with the work of Hindi in Botanical Survey of India. 3. Any other duties that may be assigned from time to time.
13.	Botanist	To identify plants. To prepare proper scientific reports on field or Herbarium Specimens. To undertake field excursion. To supervise the work of scientific assistants/ technical assistants.
14.	Plant Chemist	1. To work on the Chemistry of important economic plants, specially medicinal plants and allied species. 2. To supervise the work of Technical Assistant.

15.	Jr. Administrative Officer	1. He is to supervise overall sectional activities of administration, establishment, accounts and stores and process all the sectional files routed through him with his observation and interpretation of relevant rules and provisions for necessary approval/ sanction/ instruction by the Head of Office and/ or Head of Department. 2. He is to assist Vigilance Officer/ CPIO to dispose of vigilance matters, RTI issues, staff grievances etc. 3. He is to look after departmental court/ CAT cases and keep liaison with the Govt. counsel on court matters. 4. He is to look after CPWD affairs and keep tract with utilization of Capital budget and budget under Minor Head. 5. He is to assist in preparation of departmental budget estimates and revised estimates and ensure timely reconciliation of expenditure with the PAO and collection of actual expenditure statements of different circle/ unit offices for sending compiled statement of expenditure of the department to the ministry in time. 6. He is to maintain close co-ordination with DDO in all financial matters. 7. He is to scrutinize all cases relating to pension, gratuity, leave encashment, fixation of pay etc. and advances including HBA, GPF, TA, LTC, MCA, medical bills, etc. before placing to the authority for necessary sanction or instruction. 8. He is to assist authority in sending information or replies or audit observations and queries of the ministry on establishment or financial matters. 9. He is authorized to attest all the entries in service books of Group C staff. 10. He is to assist Liaison Officer for proper functioning and implementing reservations for SC/ ST/ OBC/ EWSs and ensure timely conduct of DPC meeting 11. He is to ensure implementation of the departmental committee reports relating to all purchase cases, maintenance of departmental vehicles, write off of surplus and unserviceable stores etc. and timely verification of stores maintaining OM procedures. 12. He is to render assistance to the authority in maintaining office discipline and security of the Govt. property. 13. He is authorized to convey order/ sanction of the Director/ Head of Office, BSI, Hqrs., Kolkata 14. He is to attend any other duties assigned to him by the authority from time to time.
16.	Private Secretary	Work assigned by Director, Botanical Survey of India.
17.	Asstt. Library & Information Officer	Help and assistance to the Editor of Publications in the smooth and efficient functioning of the Section. Supervision of work in Proof reading, printing etc. of the subordinate staff and discipline and any other duties that may be assigned from time to time.
18.	Senior Artist	1. He will look after the work in connection with the Botanical Museum, which is an important centre for visual education. 2. To prepare Cartographs and Vegetation maps of various aspect of plants on modern lines and in high standard, showing distribution over the country to evince plan thereof. 3. Any other duties to assign from time to time.
19.	Publication Officer	To supervise printing and publication of Bulletin, Records, Reports and other publications brought out by the Department and the work of the subordinate staff of the Section. To help the Editor of Publications in the sale, printing and publication works and maintenance of up-to-date records.

20.	Botanical Assistant	1. To assist the scientific research and prepare proper scientific reports on field or herbarium specimen. 2. Identification and cataloguing of Flora and studying them in the various aspects in the field as well as in the Herbarium and Laboratory. 3. To undertake field excursions. 4. Collection of orchids in live condition and preservation of dried specimens in the Herbarium cultivation of orchids in nursery and other cultural media.
21.	Technical Assistant	To assist in the chemical screening and phytochemical survey of Indian plants and assist the officers in the Laboratory work and maintenance of records of Laboratory instruments/ apparatus and any other duty that may be assigned from time to time.
22.	DCM (Special Grade)	1. To carry out major repairs and overhauling of the departmental vehicles and when free he will also be utilized in driving departmental vehicles as and when occasion arise. 2. Any other duties to assign from time to time.
23.	Jr. Translation Officer	1. To translate Government letters/ circulars/ Gazette Notifications/ Forms etc. in Hindi. 2. To correspond all matters required to be submitted in Hindi in Botanical Survey of India. 3. To supervise the work of the Hindi Typist in Botanical Survey of India.
24.	Office Superintendent	1. Holds the responsibility in supervising and disposing of the day-to-day work of the office on the ministerial side. 2. Implementing the various policy matters and Govt. orders having direct bearing on the day-to-day routine work. 3. Responsible for running the office at an efficient level, distribution of work among the Ministerial staff dealing of complicated cases and putting up notes and drafts etc.
25.	Publication Assistant	Help and assistance to the Editor of Publications in the smooth and efficient functioning of the Publication Section. Supervision of work in Proof reading, printing etc. of the subordinate staff and discipline and any other duties that may be assigned from time to time.
26.	Senior Caretaker	1. Supervision of the staff working under him. 2. To be present at the time of opening and closing of the office is necessary for the purpose of enforcing Security arrangements. 3. To be in-charge of the proper maintenance and upkeep of the building and masonry structure of the Indian Botanic Garden Compound or any Botanical Survey of India structure likely to be built up near about the Garden. 4. To look after the fixtures and furnitures of the office building at the above place and to arrange for repair/ replacement, wherever necessary including lights and fans and also to attend to such other work as may be assigned to him from time to time by the In-charge of AJC Bose Indian Botanic Garden. 5. To look after the duties of Caretaker.
27.	Library & Information Asstt.	Maintenance of the Library, accessioning cataloging and classifying Books, Scientific Journals and periodicals etc., received in the Library, preserving them with insecticides, maintenance of records and accounts relating to the Library, issuing books etc. to Scientist and research workers for reference.
28.	Stenographer Gr. I	Doing shorthand and typing work, custody and maintenance of engagement diaries and submission of papers necessary for meetings. General Assistance in ensuring that the matters dealt with are not set aside for and are actually dealt with promptly and in due time. Disposal of certain purely routine matters; preparation for issue after approval of all tour programme, keeping up-to-date reference book, keeping and processing case of secret nature and doing other office work as may be entrusted to him from time to time and general assistance in such manner as directed.
29.	Artist Grade I	1. Drawing of sketches of Botanical Specimens for publication for display, sketching plants, maps, charts, vegetational charts, diagrams, lay-out or publicity materials etc. in black and white, water, water colour and/ or oil

		colour etc. 2. Tracing of maps, charts, drawing layout etc. in connection with the activities of the Botanical Survey of India. 3. Preparing models of plants and industries diagrams of three dimensional exhibits etc. for display in the galleries. 4. Any other duties to assign from time to time.
30.	Caretaker	To assume overall charge of the office building and look after proper arrangements regarding fittings and furnitures of the buildings.
31.	Photographer Gr. I	Photographing, developing, printing, enlarging, copying, preparation of slides, taking indoor and outdoor photographs of Botanical objects and macro and micro photography.
32.	DCM Gr. I	1. Driving station vehicle/ wagons for collection of flora and for carrying heavy equipment like herbarium pressed, vasculums, drawing papers, chemicals, glassware etc. 2. They were also required to do petty wayside repairs to the vehicles. 3. Any other duties to assign from time to time.
33.	Sr. Preservation Asstt.	1. Maintenance of laboratory equipment, scientific instrument and apparatus, chemicals and preparation of reagents, stains, graded alcohol etc. 2. Attending to the regional flora collected in the botanical explorations, classifying them in the proper order and preserving them in the Herbarium method. 3. To afford guidance to visitors to the Botanical Museum and explaining details about the exhibits. Maintenance, preservation and replacement of the preservation and replacement of the perishable collection f plants. 4. Any other duties as may be assigned from time to time.
34.	Sr. Proof Reader	Supervising the printing of the publications of the Botanical Survey of India on the results of its explorations and resources (Records of the Botanical Survey of India) Reprinting the Floras of India and other standard and authoritative works of Indian Botany.
35.	DCM Gr. II	1. Driving station vehicle/ wagons for collection of flora and for carrying heavy equipment like herbarium pressed, vasculums, drawing papers, chemicals, glassware etc. 2. They were also required to do petty wayside repairs to the vehicles. 3. Any other duties to assign from time to time.
36.	Preservation Assistant- cum- Garden Overseer	(1) Accessioning and arranging herbarium specimens and treating them with proper preservation (2) Lay out of the experimental gardens, their maintenance, proper functioning and progressive development under the supervision of the Garden-in-charge
37.	Proof Reader	Comparing and correcting Proof copies of the publication on the results of its explorations and researches, as well as the reprinting of the Flora of India and other works on Indian Botany under the supervision of the Senior Proof Reader.
38.	Photographer Gr. II	Taking and developing photographs of botanical specimens etc. processing and enlarging them, taking micro-photographs from slides for publication and display.
39.	Upper Division Clerk	1. Putting up important notings and independents drafts after proper digestion of cases in all their various aspects and careful analysis of the same. 2. Maintaining important records relating to Establishment and Accounts e.g. recruitment, appointment, Leave, T.A., Pension, returns, statements etc. 3. Keeping proper inventory of valuable Govt. Property, arranging purchase of stores, scientific instruments and apparatus, chemicals, glass were after calling for tender and distribution of consumable and non-consumable stores of officers and staff according to requirement. 4. Assisting Office Superintendent for smooth functioning of office 5. Any other duties assigned by superiors from time to time.

40.	Stenographer Gr. II	Taking down notes from the officers and typing of correspondences dictated by them as well as maintenance of files directly dealt with the officers concerned.
41.	DCM Ordinary	Driving of station vehicle/ wagons for collection of flora and for carrying heavy equipments like herbarium, pressed, vasculums, drawing papers, chemicals, glassware etc. They are also required to do petty wayside repairs to the vehicles.
42.	Field Assistant	1. To assist his/ her superiors in various aspects in field tour, plant/ specimen collection as well as in the Herbarium and Laboratory. 2. To supervise the duties of MTS staff working in the experimental gardens for different Garden operations. 3. He/ she is responsible for works in Nurseries and conservations and arboricultural practices in the garden by himself/ herself or as and when instructed by any other officer responsible for Garden works.
43.	L.D.Clerk + LDC (HT)	1. These are basic posts, the incumbents to which have to attend to filling, indexing, docketing, referencing, maintaining basic records, drafting routine correspondences and typing as and when necessary. 2. LDC (HT) will assist the JHT in typing of Government letters/ circulars/ Gazette Notifications/ Forms etc. in Hindi 3. Any other duties assigned by superior from time to time.
44.	MTS	1. Physical maintenance of the records of the section and physical maintenance of books and journals in the office library 2. General Cleanliness and upkeep of the section/ unit, dusting of furniture and fixtures, cleaning of rooms/ toilets/ Laboratory and IT/ Scientific equipments 3. Carrying of files and other papers within the office building and delivering of dak outside the office building 4. Photocopying of office documents, sending of fax and other non-clerical work in the section/ unit/. 5. Assisting in routine office work like receipt, dairy, dispatch etc. including of computer 6. Opening and closing of office rooms including watch and ward duties in office/ garden premises as and when asked for. 7. Mounting, remounting, stitching, poisoning and labeling of herbarium specimens and assisting the tour party in the field during plant collections by pressing, changing and drying of collected plants. 8. Upkeep of gardens, parks lawns, meadows, nurseries, potted plants, laboratories, museum exhibits and carpological collections. 9. Collecting seeds and assisting in all sorts of unskilled/ arboriculture work in gardens. 10. Driving of office vehicles with proper office order, if in possessing of valid driving license, Maintenance of logbook. 11. Attending superior authority's officially assigned duties of similar nature ordinarily performed by official at this level
45.	Manager	Works related to canteen at AJC Bose Indian Botanic Garden and Tiffin room at BSI, ERC, Shillong for smooth functioning of the same.
46.	Asstt. Halai,	
47.	Halai	
48.	Sales Clerk	
49.	Coupon Clerk	
50.	Cook	
51.	Bearer	
52.	Wash Boy	
53.	Canteen Clerk	
54.	Tea Maker	
55.	Dish Cleaner	