

Powers and duties of its officers and employees

Powers and duties of officers (administrative, financial and judicial) 1.2

Designation	Powers and Duties
Director	He/She is expected to ensure that the plays a pioneering role in technology field of quality assurance, management and control Biological; should possess technical knowledge, skill and competence to render assistance resolving problems of manufacturer should have professional status dynamism and drive to enable the Institute to establish links with the national and international agencies working in the field related to biological. Will advocate place administer/coordinate & evaluate a scientific and management program policies and procedures as set by the Governing Body and provide leadership and direction to all Institute activities etc.
Dy Director (QC)	He/She will be overall in charge of the protocol and sample cont.-section, Bacterial product section, Viral product section, Bio product section, Immunodiagnostic Section etc. He/she expected to ensure continuation safety, purity, potency and effectiveness of biological products, develop procedures for review and evaluation of biological products guide the testing of products submitted for release; to arrange for inspection of manufacturing facilities: to coordinate with Drug Controller(India) Government India & International agencies and manufactures on issues related quality control of biological products. He/She will assist the Director in the implementation the science program as may be required etc.
Scientist Grade - I	He/she will direct the scientific review of protocols/plan and conduct research related to the development, manufacture and testing of biological; to oversee, coordinate & organize testing of samples (Bacterial Vaccines, Viral Vaccines, Blood Products, Immunodiagnostics, Recombinants, Bio-assay and Toxicity, Analytical Chemistry, Production of Reference Standards etc.) As chief of each laboratory, he/she will be responsible of its functioning, co-ordinate with other Senior Scientist to provide technical support for training, establishment and execution of procedures, evaluation of results, etc.
Scientist Grade - II	He/She will assist the Senior Scientists in carrying out the quality testing of biological in the laboratories etc.

Scientist Grade - III	He/She will assist the Senior Scientists in carrying out the quality testing of biological in the laboratories etc.
Junior Scientist	He/She will give technical assistance to the Senior Scientists in testing of biological and setting up reference standards for biological etc.
Laboratory Technician	To carryout laboratory testing for products required for testing certifying their quality as per prescribed standards under the direction of scientists etc.
Laboratory Assistant,	1. To assist Junior Scientist/ Lab technician in receiving of biological products, labelling and storage at recommended temperature, logging sample details in records from the time of its receipt to dispatch of reports. 2. To assist Junior Scientist/Lab technician in activities related to complete testing, including material management of the laboratory supplies with stock updated inventory & utilization status, maintaining the sufficient buffer stock of Chemicals, reagents and other miscellaneous items required for testing. 3. Receipt of Biological samples, reference material reagents and other chemical supplies, their storage and documentation with traceability. 4. Preparation of reagents/ buffers/ media etc. required for performing QC testing of Biologicals 5. To assist Junior Scientist/ Lab technician in monitoring the renewal of the calibration/ validation and AMC of laboratory equipment. 6. To discharge his duties as per the work assigned. 7. To assist Junior Scientist/ Lab technician in all QMU activities relevant to NABL application for accreditation and its annual surveillance. Any other external assessment and quality audit. To monitor record keeping and relevant document control of the products. 8. Good Laboratory Practices to be strictly followed including Biosafety Practices, Waste handling and management followed by regular monitoring of waste disposal of Lab. 9. To participate in conferences/ workshops/ training as and when required. 10. To perform any other duties assigned by the Seniors/Competent Authority from time to time in addition to the above specified duties. 11 Laboratory Assistant shall be reporting to the immediate senior officer and Laboratory Head.
Jr Animal Caretaker	1. To provide care for laboratory animals in terms of animal husbandry practices as per SOP NO NIB AF/SOP/003/R1 titled & quot;Animal Breeding and Husbandry&quot;. 2. To ensure and provide feed, water, clean cages and bedding to the animals according to the detailed instructions on the subject. 3. To ensure regular washing and sterilization of cages, bottles and other materials like feed, bedding and laboratory glassware and other

	activities related to inventory control. 4. To assist Senior Scientists in observing health conditions and behavior of animals, report their injuries, diseases and abnormal behavior to the Veterinarian. 5. To ensure that environmental conditions in the facility are maintained as per rules and report any deviation in any parameter to the Veterinarian. 6. To assist the Scientists in the Facility for performing QA testing of biologicals and ensure proper handling and restraining of animals. 7. Disposal of Animal House waste in a timely manner. 8. To inform the Scientist Grade III about equipment breakdown in animal house. 9. To perform any other duty as assigned by the competent authority from time to time.
Dy Director (Admin)	He shall be in overall charge of establishment, personal security and generally overall incharge of stores finance and other matters of administration. He will also work as a Vigilance Officer of the Institute etc.
Administrative Officer (A.O)	He will be in-charge of Administration establishment matters, discipline, drafting of Rules/Regulations/Office Orders etc.
A.O (Finance)	He will deal with all matters relating Finance and Accounts & allied matters, pay & allowances, auditing of bills, preparation of budget, balance sheet, statement of account assisting Finance Committee and other matters that may be assign from time to time etc.
PS	He will assist the Officer by taking dictations & typing, handling confidential documents, dealing with visitors, handling telephone calls, maintaining engagement diary's and perform such other functions a may be assigned from time to time etc
JPO	He will operate on computer & assist the Technical & Administrative Divisions in Computerising data/documents/reports etc.
Section Officer	He will be incharge of administration dealing with recruitment, pay and allowances, application of rules & regulations relating to establishment matters etc.
Administrative Assistant	To deal with establishment a personal cases, recruitment rules and policies and to assist the Section Officer/ Division Head in administrative/ Financial and Procurement matters etc.
Assistant - 1	He/She will maintain files, keep leave accounts, Telephone bills, deal with grant of increment, probation period and generally assist the Section officer in administration etc.

Assistant – 11	He/She will attend to Diary dispatch, receipt/issue of stores, typing keeping postage records maintenance of vouchers, records register as may be assigned by section officer etc.
Junior Engineer (Elec.)	Maintenance of electrical appliance, air conditioners, air coolers, refrigerators and other scientific equipment's, testing and commissioning of various equipment's as may be required from time to time etc.
Electrician	To maintenance of electrical appliances and air conditioners equipment in good repair, carry out minor repairs directly and major repairs under the supervision of Junior Electrical Engineer etc.
Driver	Driving of Staff Cars, Vans, Minibus as per need of the Institute, cleaning and general maintenance of vehicle etc.
MTS	Assist in office work including outdoor duties of dak delivery, keeping office files, records neat and clean, photocopying, operating franklin machine, duplicating machine etc.


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