

## DUTIES OF OFFICERS / EMPLOYEES IN SECTIONS

Sl. No.	Designation of the Officer/s	Sections allotted	Work dealt by the Sections
1.	Secretary	-	Chief Executive
2	Controller of Exams.	All Exam. Sections (Gen. & Voc. Stream)	To exercise control over the programme relating to the examinations, etc. – Conduct of Spot Valuation Camps and publication of results.
3	Joint Secretary (Exams-I)	B	To discharge all functions relating to confidential work of examinations i.e., appointment of paper setters, appointment of Examiners, printing of question papers and dispatch to the examination centres, scrutiny of malpractice cases.
4	Joint Secretary (Exams-II)	C1 to C29	To supervise all items of work undertaken by the Sections viz., processing of Nominal Rolls, Sending of Hall-tickets to the Colleges concerned, Feeding of old marks to the computer, process of change of centres, appointment of sitting squads, etc. for malpractice cases, recounting cases, etc.
5	Deputy Secretary (Exams-I)	C1 to C4 & C28	Deals with the work of all examination matters of Vizianagaram, Visakhapatnam, East Godavari, West Godavari and Srikakulam
6	Deputy Secretary (Exams-II)	C5 to C9 & C20	Deals with the work of all examination matters of Krishna, Guntur, Prakasam and Khammam
7	Deputy Secretary (Exams-III)	C10 to C14	Deals with the work of all examination matters of Nellore, Chittoor, Kurnool, Anantapur and Kadapa
8	Deputy Secretary (Exams-IV)	C15 to C17, C19, C27 & C29	Deals with the work of all examination matters of Medak, R.R.-I, Secunderabad, Nizamabad, Karimnagar, Adilabad and R.R.-II
9	Deputy Secretary (Exams-V)	C18 & C21 to C24	Deals with the work of all examination matters of Mahabubnagar, Warangal, Nalgonda, Hyderabad-I and Hyderabad-II.
10	Deputy Secretary (Exams-VI)	C25 & B	Malpractice cases of all districts, disposal of Examination schedule and due dates, all circulars related to examination centres, constitution, etc. issue of press release, notification of payment of exam. fees, Constitution of D.E.C./H.P.C., appointment of examiners theory and practical spot valuation camps
11	Deputy Secretary (Exams-VII)	C26	All items of work pertaining to processing of examination results, issue of general circulars to all examination sections, recounting cases, marks wanting

			cases, supplying inputs to the computer and supplying output from the computer to the examination sections, statistics of results.
12 13	Joint Secretary (Admn.) & Deputy Secretary (Admn.)	A	Office establishment and service matters of all employees (Gazetted & Non-Gazetted and Class-IV employees). Loans & advances, HBA, MCA, Marriage advances, Festival advance, Children Education advance, Cycle Advance, GPF Part-final, GPF advance & Medical reimbursement.
		D	Purchase of stationery and furniture, printing of answer scripts, maintenance of stock & purchases, office procedure.
		K	Maintenance of office building, construction of RIOs. Offices, Telephones, Office Machine. Inward and Outward
14 15	Joint Secretary (Acad.) & Deputy Secretary (Acad.)	E1	All academic matters i.e., permission for opening of new Jr. Colleges, Affiliation, Recognition, Shifting of college, change of name of College, change of Management, conversion from Boys Jr. College to Girls Jr. college & Co-education & vice-versa, etc.
		E2	All academic matters i.e., permission for opening of new Jr. Colleges, Affiliation, Recognition, Shifting of college, change of name of College, change of Management, conversion from Boys Jr. College to Girls Jr. college & Co-education & vice-versa and <b>Conduct of Board Meetings</b> , etc.
		E3	All academic matters i.e., permission for opening of new Jr. Colleges, Affiliation, Recognition, Shifting of college, change of name of College, change of Management, conversion from Boys Jr. College to Girls Jr. college & Co-education & vice-versa, etc.
		E4	All academic matters i.e., permission for opening of new Jr. Colleges, Affiliation, Recognition, Shifting of college, change of name of College, change of Management, conversion from Boys Jr. College to Girls Jr. college & Co-education & vice-versa, etc.
16 17	Joint Secretary (Voc.) & Deputy Secretary (Voc.)	V1	All academic matters relating to Vocational Education
		V2	Examination work of vocational Education pertaining to 10 Districts
		V3	Examination work of vocational Education pertaining to 13 Districts

18	Joint Secretary (Accts) & Deputy Secretary (Accts)	F	Office pay bills – all cash transactions
19		H	Contingent bills on theory & practical examinations – TA bills
		I	Reconciliation of budget
		J	Board employees Provident Fund, PF & Contributions, Educational concessions, Leave salary & Pension contributions, TA, DA & TTA bills of the staff, DEC advances & settlement.
		Audit cell	Audit of expenditure of Spot Valuation Camps & RIOs. Offices
20	Special Officer (Urdu)	Urdu cell	Inspection of Urdu Medium Colleges, Sanction of Merit-cum-Riyati scholarships and other related matters. Urdu Medium Text Books.
21	Public Relations Officer	PR Cell	Dealing with public relations, press release, conduct of press conferences, receipt of applications for recounting cases, duplicate pass certificate, migration certificates, duplicate memo of marks, etc. and arrangements for their dispatch, controlling of public entry into the Office.
22	Additional Secretary	ERTW	Identification of areas for research especially on rural areas, Girls & Backward Sections.
23	Professor	ERTW	Tele Education, AV Education, News Letter, Value education, Curriculum development, Restructuring of courses.
24	Assistant Professors	ERTW	- do -
25	Reader	ERTW	conduct of Subject Committee meetings for optionals and languages, new syllabi, text book preparation & publishing, model question papers.
26	Asst. Professors	ERTW	- do -
27	Reader	ERTW	Orientation and training, evaluation of training programmes, issue of eligibility and equivalency certificates, etc.
28	Asst. Professors	ERTW	- do -