

CENTRAL POLLUTION CONTROL BOARD
Environmental Training Unit

JOB DESCRIPTION

S.No.	Name & Designation	Responsibilities
1.	Dr. Rekha L. Sitasawad, Scientist 'D' & Incharge, ETU	Overall planning, supervision and coordination of Environmental Training Unit (ETU) activities i.e. National/ International Trainings, Ecomark Scheme, Exposure Visit and other miscellaneous work as and when assigned by MS / CCB.
2.	Ms. Richa Tyagi J.R.F.	Secretarial assistance for : <ul style="list-style-type: none"> • Activities of Inter / Intra Division Presentation of CPCB. • Evaluation of trainings based on feedback received from Institutions and sending letters for necessary action for improvement. • Assisting in conducting in-house monthly trainings. • Dealing with matters related to Hindi Section • Miscellaneous training matters (Receipt of reports from participants who attended the training and arrangement of monthly presentation in CPCB on the topic of the training attended by them). • Preparation and finalization of Training Calender for the year 2011-12. • Developing management of database for ETU activities. One DEO is needed for transferring existing ETU data from MS word to Excel. • Any other work as and when assigned by Incharge, ETU
3.	Shri Gopi P. Nair, U.D.C.	Secretarial assistance for : <ul style="list-style-type: none"> • Exposure visit : All arrangements for 30 participants of HO, ZO & SPCBs official for the visit. • CCB / MS Conference / meeting record / file management. • Board Meetings related work. • Training Budget : maintaining record for UCs, TDS of training institutes. • Reply to letters regarding training / miscellaneous received from others • Assisting in arrangement of inhouse training.

4.	Smt. Anju Bhardwaj, L.D.C. (T/S)	Secretarial assistance for : <ul style="list-style-type: none"> • National / International Trainings • Ecomark • Maintenance of files / records, budget, AAP etc. • Finalisation of Training Calendar • Sending training proposals with ToR • All the procedures for conducting 20 – 25 (technical) and 10 (non-technical) training programme through training institutes. • Compilation of nominations received from HO / ZOs & SPCBs • Approval of nominations, release of budget, issue of office order to participants. • Management of training reports, records and files. • Assisting in conducting in-house training programmes • Correspondence with training institutes.
5.	Shri Ahmed Sayed, Attendant	Dusting, cleaning of ETU Making Photocopies, set making, File distribution etc. Other duties assigned by Staff and I/c ETU.