

6. Assistant Director

(Admn. Gazetted)

- a. To assist the Additional Director (Admn.) through the Deputy Director (Admn.) in all establishment matters relating to the Gazetted officers of the Department of Social Services e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases, pension etc. and preparation of all reports/returns on connected matters.
- b. To be responsible for maintenance of all records, confidential documents/files, personal files etc. relating to the Gazetted officers of the Department.
- c. To assist the Deputy Director in matters of coordination relating to administrative/establishment matters of Gazetted officers of the Department of Social Services.
- d. Any other duties as may be assigned by the Deputy Director/Director (Admn).