**JOB PROFILE AND RESPONSIBILITIES OF OFFICERS AND OFFICIALS**

1. **Director** - Director is the Head of Department. He performs responsibilities for preparation of Budget Estimate, Revised Estimate, according Technical Sanction and overall Supervision and monitoring of the Department.
2. **Additional Director-** AD is generally entrusted with the preparation of budget and all works under planning. He assists the Director in other administrative works from time to time. He is also responsible for overall supervision of various units of the department.
3. **Joint Director-**Joint Director (PR) supervises the works of publicity &public relation of the department .He helps Director in other Administrative Work from time to time. He/She is also responsible for overall Supervision of Departmental works.
4. **Deputy Director-** Deputy Director (HQ) is attached with the Director in the Headquarters and is responsible for administration and other works of the Directorate and also helps Director in other administrative works. Deputy Director (Press & Publication) is responsible for various works under Press & Publication Sections. At district level, they are the head of the office.
5. **Designer** - Designer's role is to design display advertisements for print media and outdoor advertisements, designs tableaux on the occasion of Republic Day, display for exhibitions of various kinds.
6. **Public Relations Officer (PRO)**- Public Relations Officer plans publicity strategies and campaigns by writing and producing presentation and press release. A PRO generally deals with public, press and related organizations and organizes and attends promotional events etc.
7. **Editor**-TheEditorlooksafterthecontentandeditsmaterialsforpublications such as Calendar, Diary, Monthly Magazine (Manipur Today),booklets, Coffee Table Book, and other publications from time-to-time.
8. **Manager of Publication**-Manager of Publication heads the Publication Section which publishes all the publications of DIPR such as Calendar, Diary, Monthly Magazine (Manipur Today), booklets, Coffee Table Book and other publications from time-to-time. The Manager of Publication also looks after translations, draft speeches of VVIPs, etc.
9. **Assistant Publicity Officers** -Assistant Publicity Officers' role is to look and assist in any type of Publicity work for the Government.
10. **District Information Officers**- District Information Officers are the Heads of Office and Drawing and disbursing Officers of the District offices. They are in charge of dissemination of Government related news in the concerned district.
11. **Librarian-** A Librarian is in-charge of collecting, organising and issuing library resources such as book, films and articles files. Librarian work includes issuing resources, cataloguing books and conducting regular audits ,clarify the use of library amenities and provide information about library policies, manage budgeting and planning etc. oversee the check-out process for books and other materials.
12. **Assistant Librarian** - To assist the Liberian in checking-out and circulation of library materials; to assist staff in collecting, cataloguing, preparing and organizing library materials according to established policies; to maintain library records and ensure updates, to provide research and reference materials of scholars to students of colleges and university.
13. **Accountant**-The role of Accountant is administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets and financial statements, analyzing accounts and business plans, preparing accounts and tax returns, managing colleagues, workloads and deadlines.
14. **Head Clerk**-Head Clerk performs all clerical duties associated with office procedure, provide administrative assistance to Director and Deputy Director and supervise junior clerical staff. He maintain all the files and inventive of all stocks and provide training, plan and prepare roster duties etc.
15. **Field Supervisor** –Field Supervisor is responsible for management of files and inventory of the cinema section of DIPR. He plans and prepare schedule for all works assignment of the field staff and maintain registers.
16. **Stenographer**-Stenographer types and takes dictation in shorthand and to transcribe it accurately. He/She is to keep an accurate list of engagement, meeting etc.
17. **Upper Division Clerk (UDC)**-Upper Division Clerk assists the Head Clerk in day to day work of establishment/accounts, daily disposal of files of administrative and other matters put up by LDC. His/Her duties include recording, endorsing, periodical weeding of papers, daily allocation of work to LDC and supervise its completion.
18. **Office Assistant (OA) / Lower Division Clerk (LDC)** – Dealing office files, maintaining DAK, preparation of pay bills, dealing and handling of accounts matters, maintaining records of newspapers & magazine.
19. **Reporter /Information Assistant** - The works of News staff are accompanying VIP/ Minister on tour for news coverage, preparation of Press Releases of Govt., Election, Assembly Sessions, Achievements, Media Liaison, Task for Tour, Announcement for Important function like Republic Day, Statehood Day and other Department functions.
20. **News Scanner** - A News Scanner monitors Print Media report and makes News clippings regularly. Prepared News clippings were sent to the Ministers /HODs concerned.
21. **Photo Technician** - A Photo Technician supervises Photo Section and chalk out programmes for capturing of photographs. Maintenance of the photographic equipments and upkeep are also looked after by a Photo Technician.
22. **Photographer**-Photographers accompany VIPs on tours, functions, festivals, etc. They capture photographs of WIPs attending important functions, programmes, national & State, election and assembly sessions.
23. **Dark Room Assistant** –Compiling & editing of photographs submitted by photographers, archiving photographs and issuing photographs to the VIPs/ HODs concerned as per demand. They also issue photographs as supporting photos for related press release.
24. **Video Cameraman/Cameraman/Movie Cameraman** -Their roles are video coverage of tour programmes of VIPs, video coverage of National & State functions, election and assembly sessions. They take videos of the activities and special occasions of thee State Government for making TV documentaries.
25. **Tape Recordist** - Audio Recording of National & State functions, VVIPs/ VIPs programmes, assembly sessions, etc.
26. **Video Editor** - Video editing of news, video documentary, special reports on Assembly Sessions, etc.
27. **Cinema Operator** – They are responsible for screening and display of any media contents at events. They install public address systems during the State and National functions, VVIP/VIPs programmes.
28. **Assistant Cinema Operator and Light Assistant** - Handling of movie projector and other cinema related equipment in the field publicity, multimedia campaign, handling operation and installation of PA system in State, National and other Government functions, publicity of Government announcement through PA system.
29. **Translator (Manipuri)** – A Manipuri Translator's job is to translate texts from English to Manipuri and vice versa. Besides, a Translator performs translation of Finance Minister's Budget speeches and Governor's Address during Assembly Sessions, schemes, projects, guidelines, handbook of various Government Departments both central and state Government from English to Manipuri or vice versa. They also take an active role in publication of DIPR annual publications such as Calendar, Diary, Monthly Magazine (Manipur Today), booklets, Coffee Table Book, and other publications from time-to-time.
30. **Translator (Hindi)** - A Hindi Translator's primary duty is to translate Hindi to English/ManipurioflettersreceivedfromvariousministriesofCentralGovernment, union ministers, NGO's etc received by the Chief Minister's Secretariat. Besides, translation of letters in Hindi from various departments under the Government of Manipur. A Hindi Translator also transcribe and transliterate speeches given in Hindi to English/ Manipuri during the visits of Hindi Speaking dignitaries like Prime Minister or Union Home Minister.
31. **Translators (Dialects)-** The Dialect Translators (Kabui, Thadou, Hmar, Tangkhul, Zou, Paite, Poumai, Vaiphei) translate government programmes/schemes from English to the concerned dialects for dissemination of the programmes/schemes to the concerned dialect speaking citizens. Translation of a Press Release for Dialect newspapers to English / Manipur and newspaper clippings in concerned dialects to English are also performed by a Dialect Translator.
32. **Announcer** - The announcer conducts all the important National, State and official functions organized by the State Government.
33. **Journalist** -The role of the Journalist is to prepare draft speeches for VIP/VVIPs in Manipuri and English for State and National functions.
34. **Artist** - To assist Designer in designing of magazine covers published by the DIPR, designing of hoardings and billboards highlighting Government achievements, policies and programmes, designing of display advertisement of the Government.
35. **Film Librarian**- To maintain and archiving of Award winning films and to supervise the staff of cinema section.
36. **Producer-** To prepare script for video documentary on Government achievements, policies and programmes by compiling video footages and press releases and to monitor video coverage of VVIPs, VIPs and other important functions.
37. **Data Entry Operator** –Typing of VIP speeches in English and Manipuri along with regular digital art, designing and layout of Monthly Magazine (Manipur Today), journals /publications published by the DIPR, Manipur. The data entry operator also uploads Press Releases and other official documents in the DIPR website and social media handles.
38. **Grade-IV**-Utilized as DAK Runner and assist the officers of DIPR officers and other superior officials.
39. **Counter Attendant** - Greet patrons as they come into the library and offer his/her assistance with their orders, maintain attendance register of patrons visiting the library, to man the counter of the library and issue and receipt books, newspaper etc. as well as arrangement to the library section.
40. **Driver** – Transportation of officials in official duties/functions/programmes, transportation of officials and news staff in accompanying VIP/VVIPs' programme for news coverage, transportation of PA system and other equipment for State, National and other functions.
41. **Cleaner**- To clean and wash office vehicles besides cleaning cinema equipment and

P.A (Public Address) system equipment.