



STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA [SCOLE-Kerala]
 [Formerly Kerala State Open School (KSOS)]
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നം: എ1/677/2022/സ്കോൾ-കേരള

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ഓഫീസ് ഉത്തരവ്

വിഷയം : സ്കോൾ-കേരള- വിവിധ തസ്തികകളിൽ ജോലി ചെയ്തുവരുന്ന ജീവനക്കാർക്ക് അവരുടെ തസ്തിക അടിസ്ഥാനമാക്കി ചുമതലകളും ഉത്തരവാദിത്തങ്ങളും നിശ്ചയിച്ചും, ഓഫീസ് നടപടിക്രമങ്ങൾക്ക് Manual of Office Proceedings ബാധകമാക്കിയും ഉത്തരവാകുന്നത് - സംബന്ധിച്ച്
സൂചന : 31.01.2022 ലെ കുറിപ്പുപയലിലെ ബഹു. ചെയർമാന്റെ അനുമതി

സ്കോൾ-കേരളയിൽ വിവിധ തസ്തികകളിൽ ജോലി ചെയ്തുവരുന്ന ജീവനക്കാർക്ക് അവരുടെ തസ്തിക അടിസ്ഥാനമാക്കി ചുമതലകളും ഉത്തരവാദിത്തങ്ങളും നിശ്ചയിച്ച് നൽകുന്നതിന് സൂചന പ്രകാരം അനുമതി ലഭിച്ചിട്ടുണ്ട്. ആയതിന്റെ അടിസ്ഥാനത്തിൽ ചുവടെ പ്പറയും പ്രകാരം ഓരോ തസ്തികകൾക്കും ചുമതലകളും ഉത്തരവാദിത്തങ്ങളും നിശ്ചയിച്ച് ഉത്തരവാകുന്നു.

Sl.No.	Name o Post	Duties & Responsibilities
1	Academic Associate	Supervision of the entire academic activities of SCOLE-Kerala in 14 Districts, Conduct of Courses, re-structuring of courses, conduct of workshops/Examination & Evaluation/ Continuous Evaluation/Programmes, Bring-out Self-help guides, Formulation of entrance guidelines, preparation of annual reports, preparation of prospectus, preperation of guidelines for all contact classes of various courses conducted by SCOLE-Kerla, supervision of course registration, Study/ Exam centre allocation, conduct of Digital Classes and Motivation classes, supervision of preperation of Self Learning Modules and its verification, supervision of second level verification of registration process, Conduct of all kinds of academic programmes.
2	District Co-ordinator	Sole responsibility of the activities of SCOLE-Kerala in each District, to ensure the functioning of district office as per manual, Implementation of Orders issued from State Office and its supervision, to ensure timely sending of all applications from District Office to State Office, Supervision of proper conduct of contact classes, to ensure attendance of students in contact classes, Preperation of Panel of qualified teachers to be appointed in study centres/ exam centres, Supervision of study/exam centres from time to time and report the status to State Office in detail as seen, to ensure the supply of self learning materials to students before starting of contact classes,to organise students support programmes as and when needed with concurrence of State Office, conduct of

		exam related activities in a productive way, to ensure and support CCE works of students, preparation of school capacity list, supervision of release of Caution Deposit and TC distribution, to ensure distribution for remuneration for various academic and non academic activities on a timely basis, to ensure that students are getting all services including doubt clearance at the district level except for certain cases where Head quarters can be contacted, to ensure that district office function as an information office for students, to hold the responsibility of custodian of all fascimilie register, office seals & records etc.
3	PA to Executive Director	To assist Executive Director in all administrative matters
4	Receptionist	Answer all direct and Telephonic queries, operation of exchange, general co-ordination of District offices and Head office
5	Liaison Officer	To liaison with Government/Non-Government offices, Study/exam centres, Bank, SCOLE-Kerala District-offices, regional office, office of standing counsel, Office of Advocate General, Universities and other departments related with SCOLE-Kerala
6	Commercial Accountant	<p>Maintenance of Books of Accounts:- Manual and Computerised Cash Book, Bank Books, Ledger Accounts etc.</p> <p>Maintenance of various Registers:- Budget allotment Register, Cheque issue Register, Advance Register, Journal Register, Assets Register etc.</p> <p>Finalisation of Accounts:- Preparation of Financial year accounts, Trial Balance, Receipts & Payments A/c., Income & Expenditure A/c., Balance Sheets, Depreciation Schedule, Fixed Assets Schedule etc.</p> <p>Timely conduct of Audit of Financial Year accounts through the Chartered Accountant appointed by SCOLE-Kerala.</p> <p>Preparation of Annual Budget of SCOLE-Kerala.</p> <p>Preparation of Voucher entries in Tally Accounting software.</p> <p>Doing the role of Cashier.</p> <p>Reconciliation of various Bank accounts, Treasury accounts and preparation of Reconciliation statements.</p> <p>Reconciliation of Fee remittance challan transactions of various Courses in a Fianancial Year with Bank, Postal</p>

		<p>Department fee collection Account statements and preparation of reconciliation report.</p> <p>Sorting of various course fee from fee collection Bank/GPO account statement and its proper accounting.</p> <p>Handling of all types of Receipts & Payments of SCOLE-Kerala:- Payment of Salary/Wages, Salary deductions, Electricity/ Water/ Telephone charges, ESI, EPF contribution etc.</p> <p>Receipts of unspent balance of advances and all other receipts.</p> <p>Preparation of ESI, EPF monthly contribution statement and to upload the same to concerned department site and make payment.</p> <p>Monitoring of program advances and timely settlement of its vouchers and refund of unspent balances if any.</p> <p>Handling of Petty cash advances and its timely settlement.</p> <p>Monitoring of fund flow for the smooth functioning of SCOLE-Kerala.</p> <p>Maintenance of Fixed Deposit Register and timely renewal of the Deposits.</p> <p>To Attend hearing /meetings of ESI, EPF, Bank, Income Tax Department and submit reports.</p> <p>Preparation of TDS chalans and its timely payment.</p> <p>Filing of Quarterly TDS Returns.</p> <p>Handling day to day Bank and Treasury transactions.</p> <p>Scrutiny of Bills, Vouchers and check their accuracy.</p> <p>Preparation of periodical financial reports.</p> <p>Handling correspondence on Bank transactions.</p> <p>Maintenance of proper filing of all financial records.</p>
7	Computer Assistant	<p>All DTP/typing works of Academic, Administration and Financial wings of SCOLE-Kerala, all typing works of Vice Chairman/Excutive Director/Secretary, Generation of salary bills of employees, data entry works relating to workshops, D.T.P and layout of Self Learning Modules of various subjects of Higher Secondary Course, TC printing, DTP and layout works of Certificate & Marklist of Diploma in Computer Application course and all other new courses to be commenced by SCOLE-Kerala.</p>
8	Executive Assistant	<p>General Administration of State and District Offices.</p> <p>Handling contingency grant, court related affairs, answering legislative assembly questions, Execution of Contracts between Organisation and SCOLE-Kerala, Purchase, payments, printing, maintenance of vehicle, issuing</p>

		proceedings for payment of electricity/ water/ telephone/ internet bills. Disbursement of wages/salary, payment of EPF/ ESI/TA/DA/Taxes, Record/Stock keeping, verification of certificates to ensure eligibility for admission, to ensure that clerical assistants are carrying out their responsibility, to carry out the responsibility of clerical assistants in their absence, distribution of modules, payment/remuneration for personalcontact classes/ orientation classes, settlement of accounts,second level verification of admission process etc. In District office, to assist District Co-ordinators.
9	Clerical Assistant	Rectification of defects in Registration applications by issuing memo, preperation of students list of study centres/exam centres, preperation of Admission/ chalan register and its maintenance, sending back originalcertificates, verification of details in TC, Printing/ Binding/Distribution of TC, Issuing duplicate TC/ID card/Cancellation memo/discontinued TC etc.,verification and registration of applications submitted by students for various courses. Preperation of marklist & certificate and its distribution, to assist District Co-ordinators, to record all letters and postal articles in despatch register, give receipts for accepted application /documents.

2. അതോടൊപ്പം സ്കോൾ-കേരള ജീവനക്കാർ അനുവർത്തിക്കേണ്ട ഓഫീസ് നടപടിക്രമങ്ങൾക്ക് Manuel of Office Proceedings (MOP) ബാധകമാക്കിയും ഉത്തരവാകുന്നു.



[Handwritten Signature]
സെക്രട്ടറി

സ്വീകർത്താവ്,
എല്ലാ ജീവനക്കാരും, സ്കോൾ-കേരള
പകർപ്പ്,
എക്സിക്യൂട്ടീവ് ഡയറക്ടറുടെ പി.എ
സ്റ്റോക്ക് ഫയൽ