

Proposed staff structure for the National Centre for Biological Sciences (NCBS)

The purpose of this document is to initiate a discussion on the number and function of staff who will be employed at NCBS. In recruiting academic, scientific, administrative and supporting staff several underlying principles need to be laid down and observed. This document will restrict itself to such issues with respect to non-academic staff and refer to the composition of academic staff only in relation to the duties of other staff members.

Principles.

1. NCBS must develop and maintain the highest academic standards in its research activities. All staff recruitment and the specification of duties will be subservient to this purpose. It is therefore essential that NCBS have a trim and efficient staff which has the ability to handle diverse functions and change its activities with changing requirements. This requires that the number of permanent supporting staff be kept to a minimum.
3. The list of duties of each section of the Centre shall be specifically stated. The duty of the staff of each section is to see that these duties are performed. The specific duty and work of a particular staff member may thus vary considerably depending on the section a person is working in and the number of colleagues a person has. The specific salary level of a person performing a particular task may vary with time but the duties need not necessarily change. Further, a particular staff member may belong to more than one section.
4. A career profile for each staff member who joins NCBS must be prepared and be made available to this person. This profile should clearly outline what the possible growth profiles are, which of these are likely, and should specify the mechanism of assessment of function and promotion. This profile should stress that the duties expected of a staff member will very likely involve shifts between sections and type of work and may often require the ability to function to perform varied tasks must be developed.
5. Administrative duties are expected of, and can be delegated to, all staff members including academic, scientific and technical staff. It is possible, and should be made clear that recruitment under a particular category does not exclude the possibility of subsequent change into another category. Thus an academic staff member can be transferred to a scientific officer's post, a scientific officer may be required to take on largely administrative duties etc.

Functional requirements.

1. **General Administration:** Establishment and personnel section, overall administrative responsibilities and control, public relations
2. **Accounts section**
3. **Purchase section**
4. **Estate management:** Electrical, mechanical and civil maintenance; gardens and landscape, security, transport, guest houses, hostels, housing colony, fire fighting. etc.
5. **Technical and scientific services:** electrical and mechanical workshop, glassblowing, photography and graphic arts, animal house, specific general facilities (such as monoclonal antibody facility, electron microscope, NMR etc.), computer centre and electronic mail and networking
6. **Library:** Library, reprographic services, database access.

Staff structure.

1. General Administration.	
Registrar/Administrative Head	1
Deputy	1
2 clerk	2
Driver	1
2. Accounts section	
Chief Accountant	1
Deputy	1
1 clerk	1
3. Purchase section	
Chief Purchase and Stores	1
Deputy	1
1 clerk	1
4. Estate management and engineering services	
Engineer & Architect	1
Deputy	1
Canteen and Guest House Supervisor, Drivers	1
5. Laboratory technical and scientific services	
Laboratory Manager	1
Deputy	1
Electrical and mechanical services.	1
Scientific officers	3
6. Library:	
Librarian	1
Deputy	1
7. Canteen & Guest House	
Total number of permanent non- academic staff: 22 (15 Administrative +6 Technical staff)	

All other services will be on contract. These include:

1. Security
2. Transport
3. Gardening, landscaping, building maintenance and cleaning.
4. Laboratory washing and kitchen duties
5. A/C and electrical shift workers
6. Plumbers, carpenters, electricians.

7. Canteen