

**THE H.P.STATE COOPERATIVE WOOL PROCUREMENT AND
MARKETING FEDERATION LTD.
BLOCK NO. 23, S.D.A. COMPLEX, KASUMPTI, SHIMLA-171009.**

Job Profile of officers/officials.

Sr.No.	Designation	Job Profile
1	Chief Executive Officer	Overall Administration, supervision, control and implementation of the activities of the Federation.
2	Manager, Marketing and Procurement	Overall Administration, supervision, control and implementation of the activities of the Federation at field level. To assist the Chief Executive Officer in implementation of schemes and programmes of the Federation
3	Wool Graders	Procurement of wool and implementation of schemes at field level. Sheep shearing and allied activities.
4	Senior Assistant / Junior Assistant	Senior Assistants / Jr. Assistants deal with receipts and submit to the higher officer. They are required to compile data, statistics and information and deal matters including Court Cases / Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record /registers.
5	Sr. Assistant (Accounts)	Maintenance of accounts of the Federation.
6	Clerks	Clerks posted in the Federation perform duties and functions as assigned to them by the Chief Executive Officer including the diary/dispatch work, maintain casual leave account, type work of the Federation, maintain attendance register, distribute dak after diarizing to dealing assistants in the Federation, to open files and maintain reminder register.
7	Personal Staff	The general function of Personal staff to assist the Chairman in his day to day work and carry out such duties officially assigned by him. He has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in him by maintaining secrecy. He is also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the Chairman in quick decision making through dictation and typing. Further he has to perform the drafts, attendance to telephone, maintenance of engagement diary, control over Vehicle/Driver, Arrangements for tour/pay etc. and also maintenance of records.
8	Driver	To maintain and ply the vehicle available with the Federation.
9	Peon	Handling files between the officer and official. Deliver local official letters to other offices. Perform other duties assigned by the Officer Incharge

