

SIND TEXTBOOK BOARD, SIND UNIVERSITY CAMPUS, JAMSHORO.

JOB DESCRIPTION OF EMPLOYEES.

SUBJECT SPECIALISTS SECTION.

SENIOR SUBJECT SPECIALIST

B-18

1. To Supervise, guide and Co-ordinate the work of all the Subject Specialists working in this Editorial Wing.
2. To Supervise and guide Proof Reading Cell in order to ensure smooth operation of Proof Reading.
3. To Co-ordinate and manage academic exercises under taken from time to time.
4. To take guide line and direction in academic matters from time to time from Chairman.
5. To deal and make arrangement of academic Seminars, Workshop and Committees.
6. To deal with the Official Correspondence and ensure that all the corrected copies are prepared and manuscripts are up-to-date in all respect.
7. Any other work assinged by Chairman.

SUBJECT SPECIALIST (URDU)

B-18

1. To study of Curriculum relating to Urdu Compulsory, Asan Urdu and additional Urdu from Class I to XII.
2. To recommend the suitable and well experienced teachers and experts of Urdu for authors/Editors/Reviewers and translators.
3. To participate in the meeting of authors of Urdu Books in order to ensure proper projection of the Curriculum in the manuscripts.
4. To Co-ordinate the activities of the authors of Urdu books in order to ensure uniformity of style and approach.
5. To edit the manuscripts of Urdu, Asan Urdu and additional Urdu.
6. To finalised/to get finalised the manuscripts in the light of recommendation of Review Committee.
7. To make the Urdu Manuscript pressworthy detailing instructions for the publishers and the printers.
8. To finalise the proofs of the calligraphed and composed matter in order to recommend print order.
9. To check Amanin/Machine proof with a view to verify that the content material is in conformity with corrected copy already supplied.
10. To represent the Board on the when required on various Committees constituted by the Government from time to time for the development of Curriculum and evaluation of content material of the books.
11. To participate in Workshops and Seminars as and when required.
12. To prepare Corrected Copies of Urdu Reader and Economics from Class IX to X and X to XII.
13. To check specimen copies and recommend release of the book if found in order.
14. Any other related assignment directed by the Chairman

1. Check English language textbooks for classes VI to XII.
2. Check English language manuscripts for Class VI to XII
3. Counter check final proofs/Ammonia proof/Machine proofs at the time of Printer order.
4. Issue print orders.
5. Recommend release of textbooks.
6. Suggest improvement in the textbooks and provide suggested material to the Publishers if possible (At present redesigning Middle Stage English Book II for Class VI).
7. Compare curriculum and the manuscript.
8. Check Pakistan Studies, English version only.
9. Check Civics, English version only.
10. Check Teacher's guide for teaching English prepared by the Ministry of Education Islamabad.
11. Check Text Items for Secondary Classes prepared by the Ministry of Education Curriculum Wing Islamabad.
12. Member Majlis-o-Tanzeer, Committee of Chairmen Board of Pakistan.
13. In charge Research Cell preparing duties of the Research Cell.

SUBJECT SPECIALIST (SINDHI) B-16

1. To study of curriculum relating to concerned.
2. To participate in the meetings of authors in order to ensure proper projection of the Curriculum.
3. To co-ordinate the activities of the authors in order to ensure uniformity of style and approach.
4. To suggest and recommend the authors/editors/reviewers and translators.
5. To edit and make the manuscript press worthy.
6. To finalise and supply the press copy for the academic sessions.
7. To get finalised the ammonia/machine/caligraphy/new composed proofs.
8. To issue final print order.
9. To check specimen copy and recommend release of the book.
10. To represent the Board as and when required on various committees constituted by the Government from time to time for the development of curriculum and evaluation of content material of book.
11. To translate some manuscripts.
12. Any other related assignment directed by Chairman.

JECT SPECIALIST (SCIENCE) B-18

23

To study the curriculum of Science for Classes I-XII.

To suggest and recommend the Authors/Editors/Reviewers and Translators.

To participate in the meetings of Authors.

To coordinate the activities of the Authors in order to get uniformity of style and approach.

To edit check and finalise the manuscripts of Science subject (I to XII) to get approval from the National Review Committee.

To finalise the manuscript in the light of recommendations of National Review Committee.

To provide the press worthy manuscript.

To approve the type face/calligraphy.

To finalise the Ammonia/Machine/Calligraphy/new composed proofs.

To issue final print orders to start the printing work of the textbooks of science subject after finalisation of the proofs.

To check the specimen copies with remarks for their release order.

To participate in the meetings and work shops from time to time for the development of curriculum and evaluation of content material of the textbooks in science by the order of Authorities/Chairman.

To give suggestions for the improvement in textbooks of Science.

To check edit and finalise all the subjects of Science such as General Science, Physics, Chemistry, Biology, Food and Nutrition, Physiology & Hygiene etc.

Any other assignment directed by the Chairman.

JECT SPECIALIST (MATHEMATICS) B-18

To acquaint myself with the curriculum of Mathematics for Classes I-XII.

To suggest and recommend the Authors/Editor/Reviewers and Translators.

To participate in the meetings of Authors in order to get projection of the curriculum.

To coordinate the activities of the Authors in order to get uniformity of style and approach.

To edit, check and finalise the manuscripts of Mathematics so that the same should be got approved from the National Review Committee.

To finalise/et finalised the manuscripts in the light of recommendations of National Review Committee.

To supply the press worthy manuscripts alongwith instruction for the publisher/printers.

To approve the type-face/calligraphy for new manuscripts.

32

32

9. To finalise and supply the corrected copies of the textbook of Mathematics in singhi, urdu and english versions for the next editions or ensuing academic sessions.
10. To get finalised the Ammonia/Machine/Calligraphy/new composed proofs with a view to verify that the contentmaterial is in conformity with the corrected copy/Manuscript already supplied
11. To issue final print orders for starting the printing work of the textbooks in Mathematics after finalisation of the proofn.
12. To get specimen copies checked and supply the checking report along with the remarks that the book may be released or may be released after pasting an errata if authorities agree.
13. To represent the Board or participate in meetings and workshops as and when required on various Committees constituted by the government from time to time for the development of currioulum and evalution of content material of the textbooks in Mathematics by the order of the Chairman.
14. To suggest local workshops for the better improvement in the textbooks of Mathematics.
15. Any other related assignment directed by the Chairman.

SUBJECT SPECIALIST (ARTS) B410

1. To study curriculum of Arts.
2. To finalise manuscripts of Arts for PTO/CT and Teachers Guide in the light of recommendations of Review Committee.
3. To guide/instruct the Publishers and Printer while production and reproduction work is in process.
4. To participate in Workshop and Seminars.
5. Different work/job assigned by the Chairman.
6. To check the illustrations designs maps diagrams title covers composing and calligraphy of textbooks (including PTO/CT) before and after the release of books.
7. To check production and reproduction work even after allocation of textbooks to the printers from classes I to XII in all subjects and to guide/instruct the printers/publishers.
8. Some time to prepare the illustrations, designs, title covers, etc of textbooks.
9. Some times I have to act as a Publisher for PTO/CT books.
10. Some times I have to act as a Publication Officer to get the textbook printed on comparative rates.
11. To look after the entire of Own Publition such as issuing of print ord r, paper permits, etc.
12. To deliver the printed stock at Board's Godowns.
13. To submit final report to the Chairman regarding bills paper adjuntment and expenditure.
14. I am also performing duties as Incharge Gardening.
15. To supervise the rule of waste paper strips of Printing areas.

ASSISTANT SUBJECT SPECIALIST (URDU) B-17

1. To acquaint myself with the existing curricula of Urdu, Islamiat, Arabic, Persian, Agro-Technics, Home-Economic Education and Moral Education.
2. To edit/check the manuscripts of Urdu for class I-VIII, Arabic VI-X, Islamiat III to XII, Persian VI-XII, Agro-Technics Class VI-X, Home Economic VI-X, Civics class IX-X Education and Moral Education class IV-VIII, as ordered by the authorities.
3. To make the manuscripts of above mentioned subject press-worthy already approved by the Federal Ministry of Education Islamabad.
4. To check the translation of any manuscript assigned by the Chairman.
5. To prepare corrected copies of textbooks of the subjects mentioned above at Sr.No.2 for the next edition or ensuing academic year.
6. To check thoroughly and finalise the ammonia/machine/Calligraphy/Composed proofs of all the textbooks given at Sr.No.2 already read by proof reader.
7. To check the specimen copies of all the textbooks given at Sr.No.2, for release.
8. To participate in the meeting regarding the development of curriculum of Urdu and review of textbooks/workshops for evaluation of existing T.B. at Provincial as well as National level by the order of the Chairman.
9. To assist Subject Specialist Urdu in his work.
10. To perform all the duties of S.S.Urdu also in his absence.
11. Any assignment given by the Chairman.

ASSISTANT SUBJECT SPECIALIST (MATHS) B-17

1. To acquaint myself with the existing curriculum of Maths for classes I to XII.
2. To edit/check the manuscripts of Mathematics.
3. To make the manuscript press-worthy already approved by the Federal Ministry of Education, Islamabad.
4. To check the translation of manuscripts.
5. To prepare corrected copies of textbook of Mathematics in Urdu and English versions for classes I to XII for next edition of ensuing academic year.
6. To finalise the ammonia/machine/Calligraphy/composed proofs in English, Urdu and Sindhi medium, already read by proof reader.
7. To check the specimen copies of the textbooks of Mathematics for release.
8. To participate in meetings/workshops as desired by the Chairman.
9. To assist Subject Specialist Mathematics.
10. To perform all the duties of Subject Specialist Maths in his absence.
11. Any assignment given by Chairman.

JUNIOR SUBJECT SPECIALIST (SOCIAL STUDIES) B-16

1. To acquaint myself with the existing curricula of Social Studies.
2. To edit/check the manuscripts of Social Studies for Class-III XII urdu and sindhi version, as ordered by the authorities.
3. To make the manuscripts of above mentioned subject press worthy, already approved by the Federal Ministry of Education Islamabad.
4. To check the translation of any manuscript assinged by the Chairman.
5. To prepare corrected copies of textbooks of the Subject mentioned above at Sr.No.2 for the next edition or ensuring academic year.
6. To check thoroughly and finalise the ammonia/machine/calligraphy/composed proofs of all the textbooks of Social Studies.
7. To chekc the specimen copies of all the textbooks of social studies in both the versions i.e. Urdu & Sindhi.
8. To participate in the meetings regarding the development of curriculum of social studies and review of Textbooks/ workshops for evaluation of existing T.B. at provincial as well as National level.
9. To perform all the duties of subject specialist of Social Studies.
10. Any assignment given by the Chairman.

JUNIOR SUBJECT SPECIALIST (SINDHI) B-16

1. To cheko the Ammonia/Machine/Calligraphy/composed proofs already checked by Proof Readers and tosubmit the same to S.S.Sindhi for final approval.
2. To check the specimen of the Sindhi Textbooks from Class I to XII.
3. To check the specimen copies of the Sindhi Textbooks for release.
4. To compare the books with Urdu version as Agro-Techics textbooks, Deonyst, Home Economics, Civics, Economics and Akheliqui Taleem also.
5. To participate in the meetings in workshop held by Board/Federal Ministry and with Chairman.
6. To perform the dution of S.S.Sindhi in his absence.
7. Any other assignment given by S.S.Sindhi and Chairman.

JUNIOR SUBJECT SPECIALIST (SCIENCE)B-16

1. To finalize the ammonia/machine/composed/calligraphy proofs of Science Subject.
2. To prepare corrected copies from class I to XII.
3. To chekc the specimen copies for release.
4. To check the manuscripts of Science subject.
5. To make the manuscript press worthy.
6. To translate the manuscript/in Urgent need or condition.

- To participate in any assignment given by the Chairman.

INCHARGE PROOF READING CELL B-16

- Supervision of work of all the Proof Readers working in Proof Reading Cell.
- Maintaining of Daily Diary of Proofs.
- Checking of Proofs of Gujarati Textbooks.

PROOF READER (URDU) B-15

- Proof Reading of the textbooks for preparation of corrected copies of all the following textbooks.
- Proof Reading of Amoni composed, machine proofs and calligraphy of all the following textbooks.
- Proof Reading of all the following specimen copies for their release order.
- Maintaining the file of each textbooks.
- Maintain the proof reading register of the following textbook of Urdu Reader I to VIII(10), Urdu Misab Lazmi IX to XII(4), Asan Urdu III to XII(10), Mabade Yate Taleem IX to X(2), Urdu Tarekh ka Khana XII(1), Khaya ban-e-Adab XI(1), Urdu Adab (Optional) IX-X(1), Deeniyat III to XII(10), Umoor-e-Khanadari VI to VIII(3), Sunati Ramon VI to VIII(3), Zara-i-Taleem VI to VIII(3), Economics IX to X(2), Civics IX to XII(4), Arabic (Urdu) Section VI to IX(4), Persian(Urdu Section)VI to X(4).

PROOF READER (SCIENCE) B-15

- Proof Reading of the textbooks for preparation of corrected copies.
- Proof Reading of Ammonia/Composed/Calligraphy and Machine proofs.
- Proof Reading of specimen copies for release order.
- Maintaining of proof reading register.
- Maintaining file of each textbooks.
- Copying of the work of Manuscripts of Science textbooks (Sindhi) (Urdu) and (English).
- To prepare duplicate corrected copies/proof and manuscript of Science subject of Elementary Science I to VII Sindhi and Urdu, General Science VIII Sindhi and Urdu, General Science IX-X Sindhi Urdu and English Chemistry IX-X Sindhi Urdu and English Physics IX-X Sindhi Urdu and English Biology IX-X Sindhi Urdu and English food and Nutrition IX-X Urdu and English Physiology & Hygiene IX-X English Physics XI-XII Engt and Urdu Test Item Pool General Science IX-X Sindhi Biology IX-X Sindhi Teacher's Guide IX-X Urdu.

PROOF READER (SINDHI) B-15

- Proof Reading of the textbooks before preparation the correction copies.
- Proof Reading of 1st, 2nd and final proof reading.
- Proof Reading of specimen copies for release order.
- Maintaining of files of each textbook.

2. Maintaining of files according to syllabus of the subjects in Sindhi Primer Class I, Sindhi Reader Class I to VIII, Sindhi Nisab Lazmi Class IX-XII Asean Sindhi Class III to IX-X Deenya Class III to IX-X Islamiat Class XI-XII, Home Economics VI to VIII Industrial Art Class VI to VIII, Zarae Ta'leem VI-VIII Civics Class IX-X & XI-XII and all books of P.T.C. & C.E. in Sindhi language.

PROOF READER (SINDHI) B-15

1. Proof reading of the textbooks for preparation of corrected copies.
2. Proof Reading of Ammonia/Composed/Machine proofs.
3. Proof Reading of specimen copies for release order.
4. Maintaining of Files of each textbooks Sindhi Primer, Ist Sindhi Reader I to VIII Sindhi Nisab Lazmi IX to XII Deenya Sindhi III to IX-X Deenya Class XI-XII Home Economics VI to VIII Economics IX-X Industrial Art VI to VIII Zarae Ta'leem VI to VIII Civics IX-X and XI-XII Moral Education IV to VIII Usool-e-Taleem F.T.C. School-jo-Intezam I.T.C. Samaji Abhyas P.T.C. Baran-ji-Nasho Niwas P.T.C. General Methodology of Teaching G.T. Principle of Business Methods IX-X Book keeping & Accountancy IX-X Islamiat & Methods of Teaching P.T.C.

PROOF READER (MATHS) B-15

1. To proof reading of Textbook of Maths in Urdu, Sindhi, English medium for Classes I to XII.
2. Proof Reading of Ammonia/machine calligraphy/composed proofs.
3. Making second copy of corrected copies, proofs and manuscripts.
4. Maintaining the record of proof reading movement.

PROOF READERS READER (ENGLISH) B-15

1. Proof Reading of the textbooks before preparation the corrected copies.
2. Proof Reading of Ist 2nd and final proof reading.
3. Proof Reading of specimen copies for release order.
4. Maintaining of files of each textbooks.
5. Maintaining/proof reading register and files of the book of Middle Stage English book-I for Class VI, Middle stage Eng. Book-II for class VII Middle Stage English Book-III for Class VIII Sec.Stage English Book I for Class IX Sec.Stage Book II for Class X Great Expectation for Class IX-X Pakistan Studies for Class IX-X Education part one for Class IX Education part II for Class X Civics for Class IX-X Winslow Boy for Class IX-X Power and Progress IX-X Anthology of Essay and short stories for class IX-X Intermediate English Book-I for Class XI Intermediate English Book-II for class XII Selection from English verse for Class XI-XII Prisoner of Zenda for Class XI-XII Two one act play for class XI-XII Living English Structures for class XI-XII English Essays of Today for Class XI-XII Poems for young peoples for class XI-XII Test Item for class IX-X Teachers Guide for Class IX-X English Composition and Translation for class IX-X Education Code for the Schools in Sind.

PROOF READER (ENGLISH) B-15

1. Proof Reading of all the Textbooks of English language Class VI to XII.
2. To check the Machine/Ammonia proofs of Textbooks of English language.