

Sl. No.	Name of the Post	Power and duties of officers (administrative, financial and judicial)
1.	Director General	DG is the Bureau Head. The organization functions under his directions. He exercises all the powers of Bureau Head as lead down under the GFR, DFPR's and all other Government rules.
2.	Deputy Director General	He acts as the HOD of the organization and exercises all financial and administrative pass. He also supervises all the activities of the organization.
3.	Deputy Secretary	Deputy Secretary is an officer who acts on behalf of the Secretary, holds charge of a Secretariat Division and responsible for the disposal of Government business dealt with in the Division under his charge. He should ordinarily be able to dispose of the cases as per the powers delegated or as per the channel of submission of the Department.
4.	Under Secretary	Under Secretary is the in-charge of the Branch, Head of Office. He is also establishment administrative Branch Head of NCSC for DA and NCSC for SC/STs and NICS Noida.
5.	Section Officer	<p>He is in-charge of a Section, the primary unit of a Department in the Secretariat, comprising a team of Assistant Section Officers, Senior Secretariat Assistants as Dealing Officers and Junior Secretariat Assistants and MTS as supporting staff. A Section Officer has overall responsibility for supervising the activities and performance of the Section with the help of dealing officers and clerical support besides;</p> <ol style="list-style-type: none"> a) Distribution of work among staff, training, helping, advising them in the matter of work, maintenance of discipline and team spirit in the Section; b) Monitoring of efficient and expeditious disposal of cases; c) Timely submission of reports and returns to higher officers and other concerned unit and; d) Managing effective person-independent information management and records management in the Section.
6.	Senior Secretariat Assistant	Dealing Officer.
7.	Assistant Section Officer	Dealing Officer.