

Government of West Bengal  
School Education Department

Job Chart for Assistant Technicians (A.T.)  
(Education Technology/ Statisticians/ Computers)

- i) Development of teaching aids for elementary education & teacher education
- ii) Development of charts, models, photographs, cassettes & CDs, Play-scripts, songs etc.
- iii) Arranging radio/TV broad casts
- iv) Maintenance of A/V (Audio-Visual) equipment, Computer lab, display area, Library of A/V cassettes/ CDs files etc.
- v) Creation and maintenance of database on TEACHERS at primary, upper-primary, secondary and higher secondary schools in the districts. This will include records of qualification of teachers, their training status both pre and previous two years, innovative practices etc and submit quarterly reports to SCERT. State level database will be maintained at SCERT for planning and monitoring of teacher education
- vi) Creation and maintenance of database on implementation of mid-day meal scheme in the districts. SCERT and DIETs will undertake studies on assessment of the said scheme on a quarterly basis, reports are to be sent to the state level database at SCERT for monitoring and publication of reports.
- vii) Creation and maintenance of database of relevant information on student achievements/ responses/questions etc as well as comments from teachers collected in the form of worksheets from the schools, particularly as a result of the programme initiated by SCERT for activity based science and mathematics teaching for curricular innovations and action research.

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- viii) Assistance in development of computer aided teaching- learning materials in collaboration with the Computer and English Language Cells at SCERT, for which service of some statisticians and technicians will be required at SCERT
- ix) Assistance to the faculty members of DIETs at SCERT in different academic programmes and administrative matters
- x) The technicians will be responsible for regular maintenance of the computer laboratory/ computer systems and keeping of stock books for all consumable and non-consumable items