

# Administrative and Executive Officials, Local Bodies

**Aliases:** State Civil Servant

**Industry/Sector(s):** Public Administration

## JOB DESCRIPTION <sup>1</sup>

The tasks an Administrative and Executive Officials, Local Bodies is expected to perform include:

- Planning, organising, co-ordinating and controlling functions of city corporation, improvement trust, municipality, district board, cantonment board, notified area committee or other local body
- Executing and implementing or supervising execution and implementation of decisions, rules and regulations and by-laws of local bodies
- Assessing and collecting local taxes

## WORK ENVIRONMENT <sup>1</sup>

- It is a desk job
- Handling a team is not required
- Local travelling maybe a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

### Working hours

- Government departments usually work from 5/6 days a week and 8/9 hours everyday. This may vary from department to department
- Shift system maybe available

### Is the job suitable for a candidate with special needs?

This job is suitable for candidates with Both Legs (BL), One Arm and One Leg (OAL), One Leg (OL), One Arm (OA), Both Eyes with Low Vision (BLV) and those who have their Hearing Impaired (HH)

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>4</sup>

Minimum – Bachelors Degree in any stream and State Civil Service Exam cleared

## KEY COMPETENCIES <sup>1</sup>

- Skilled in organising, planning and executing all the functions of the department headed
- Knowledge of all the necessary law
- Skilled in removing vital projects and schemes from bottlenecks
- Ability to intervene in any matter of disharmony and try to solve it
- Knowledge of the area of jurisdiction, the problems in it and the ways to solve them
- Skilled in implementing new rules, according to the need

#### DESIRABLE COMPETENCIES <sup>4</sup>

Not Applicable

#### AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES <sup>5</sup>

Government and private institutes across India

#### AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

Coming soon

#### SAMPLE OF TRAINING AND LEARNING COURSES

<http://puchd.ac.in/syllabus.php?qstrfacid=11>

#### CAREER PROGRESSION PATH

Coming soon

#### Transfer option

- India: Yes
- Abroad: No

(\*This field to open the relevant job title when clicked)

#### EXPECTED EARNINGS <sup>4</sup>

For freshers - ₹ 15,600 to ₹ 39,100 per month  
(These figures are indicative and subject to change)

## REQUIRED WORK EXPERIENCE <sup>3</sup>

Not required

## PROBABLE EMPLOYERS <sup>1</sup>

State governments

## PEOPLE'S CORNER

Coming Soon

## KEYWORDS

- Administrative and Executive Officials, Local Bodies
- State Civil Servant

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	1112.0800	Administrative and Executive Officials, Local Bodies
ISCO 2008	1112	Senior Government Officials
NIC 2008	84111; 84119	General public service activities relating to executive; General public service activities n.e.c.
QP Reference	NA	NA
NSQF	NA	NA

## REFERENCES

1	<a href="http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf">http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf</a>
2	<a href="http://socialjustice.nic.in/policiesacts3.php">http://socialjustice.nic.in/policiesacts3.php</a>
3	<a href="http://timesofindia.indiatimes.com/lifestyle/health-fitness/health-news/Warning-Sitting-is-the-new-smoking/articleshow/34691938.cms">http://timesofindia.indiatimes.com/lifestyle/health-fitness/health-news/Warning-Sitting-is-the-new-smoking/articleshow/34691938.cms</a>
4	<a href="https://targetstudy.com/exams/hcs">https://targetstudy.com/exams/hcs</a>
5	<a href="http://www.bestcollegehunt.com/degree">http://www.bestcollegehunt.com/degree</a>
6	<a href="http://www.employmentnews.gov.in/CAREER%20IN%20PUBLIC%20ADMINISTRATION.asp">http://www.employmentnews.gov.in/CAREER%20IN%20PUBLIC%20ADMINISTRATION.asp</a>
7	<a href="http://www.censusindia.gov.in">http://www.censusindia.gov.in</a>