

POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN GROUP B					
Sl. No	Designation	Functional Requirement	Suitable Category of Benchmark Disability	Nature of Work Performed	Working Condition / Remarks
1	2	3	4	5	6
1. ACCOUNTS & AUDIT					
1.	Accounts Manager	S, ST,W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, LC, Dw, AAV, MDy d) ASD, SLD e) MD involving (a) to (d) above	Supervision of preparation of various bills towards staff entitlement such as pay and allowances, TA/DA, medical reimbursement etc. Scrutiny of all contingent bills prepared on the Basis of payment sanctions, General supervision of Accounts (Cash) section and day to day transactions in the section.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
2.	Office Manager (Finance)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	
3.	Assistant Manager (Accounts)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV, MDy	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt.	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD (M), MI e) MD Involving (a) to (d) above	offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw	should be considered with appropriate software, aids & appliances support as per needs.
--	--	--	--	--	---

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	
4.	Assistant Manager (Finance)	S, ST ,BN, MF, RW, SE,	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	Banking (financial related tasks)	Work is performed indoor. Bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
5.	Junior Manager (Account Cadre)	S, ST, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above	To look into the matters of Accounts & Administration.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
6.	Assistant Registrar (Accounts)	S, ST, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) ASD (M) e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts books, and records of business and financial establishments, private institutions of Govt. Quasi Govt. Supervise subordinates e.g. Account clerks engaged in maintenance of accounts, records & receipts, payments etc. Scrutinize bills, receipts, payments and for proper entries in record books.	The work is performed mainly inside in well lighted rooms. The worker does his work alone. No hazards are involved. Mobility and hand activities should be adequate. Incumbent should also have functional communicational skills should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Keep record of all taxes, license, fees etc. required to be paid by the Institution/office and keep up-to- date. Gets annual budgets prepared and consolidated & place it before the 'Board' or Authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement such Balance sheets etc. as required depending upon the type of institutions / office/industries. So that the prescribed accounting procedure is followed by offices, establishments & workers for rectifying issues. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation, award of contract etc.	
7.	Superintendent Grade 1(Accounts)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills,	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				contract etc.,	
8.	Senior Accounts Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	They ensure supervision of PAO and proper maintenance of accounts, scrutinise bills, receipts, payment, all taxes, licences, fee etc. The Sr.AO/AO fully responsible for conducting business of PAO.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.
9.	Senior Accountant Finance	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall responsible for supervising taxation, accounts processing and accounting of salaries and salary bills manage funds and their utilization, manage all financial risk, Budget preparation and finalization, allocation, monitoring and utilization Financial concurrence Insurance Provident Fund & other Trusts.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
10.	Accountant	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes,	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	
11.	Accounts Officer	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH	They ensure proper maintenance of accounts, accounts books records of	The work is mostly performed in well lighted rooms. Worker

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above	business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including	usually works alone. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
12.	Financial &Accounts Officer	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD e) MD Involving (a) to (d) above		
13.	Sections Officer (Accounts & Audit)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	
14.	Treasury Management Officer	S, ST, W, BN, MF, SE, H, C	a) D, HH b) OA,BA, OL, OAL, BL, BLA,CP, LC, Dw, AAV c) ASD (M) d) MD Involving (a) to (c) above	They ensure proper maintenance of account, accounts books, records of business and financial establishments, private institutions, Govt. Or Quasi Govt. Offices. Supervise subordinates e.g. Accounts Clerks engage in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. For proper entries in cash –book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				prescribed accounting procedure is followed by offices, establishments and institutions and account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation, award of contract etc.,	
15.	Investigating Officer	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA,BA, OL, BL, BLOA, CP, LC, Dw, AAV c) MD Involving (a) to (b) above	They investigate account books and records of business establishments, private institutions, Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement. Check items of entries in day book or journal for correct recording Scrutinize bills, vouchers and relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure ensure that disbursements are properly authorized, vouched and correctly classified. Report to The work is performed mostly inside in well lighted rooms but may require working outside also the workers usually work alone and sometimes in groups. Incumbent should be considered with appropriate software, aids & appliances support as per needs.	

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				appropriate authority irregularities in accounts and cases of misappropriation, improper expenditure etc. They investigate financial statement and final accounts such as profit and loss statements, Balance sheets, etc. for private and public undertakings.	
16.	Executive Trainees Finance	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates engaged in maintenance of accounts and records. Scrutinize ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by the analysing on in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement or such Balance sheet etc.as required depending upon type of industry or analysing on in which engaged. See that prescribed accounting procedure is followed by offices, establishments and	The work is mostly performed inside the well-lighted rooms. They have to perform supervision and leadership role. During discussion and presentation, bilateral communication is required. For field work mobility of the incumbent should not be restricted. Appropriate computer software and aids and appliances to be used as per needs of the job.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				institutions as well as account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts.	
17.	Bank Executive	S, ST,W, BN, RW, SE,H,C, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of the wide variety of fields. Determine character and volume of information necessary for solution of any problem. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the Basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating, efficiency, marketing methods and fiscal problems.	The work is performed inside. The work place is well lighted and comfortable. The workers usually work alone though some public dealing is required. The officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.
18.	Assistant Accounts Officer	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt.	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw	should be considered with appropriate software, aids & appliances support as per needs.
19.	Assistant Accounts Officer (Cost)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
20.	Assistant Accountant	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
21.	Assistant Cashier	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
22.	Assistant Chief Accounts Officer	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d)		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.,	
23.	Senior Time Scale	S, ST, W, BN, SE, RW, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books, record of business and financial establishments, private institutions govt. or quasi govt. offices. Supervise subordinates e.g. account clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment for entries in cash book, journal, ledger. Keep record of taxes, licence fee paid by organisation. Get annual budget prepared and consolidated under supervision and place it before "Board" or appropriate authority for consideration. Prepare financial accounts. See that accounting procedures are followed and books maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				disposal of assets, write of depreciation, award of contract etc.	
24.	Junior Time Scale	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books, record of business and financial establishments, private institutions govt. or quasi govt. offices. Supervise subordinates e.g. account clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment for entries in cash book, journal, ledger. Keep record of taxes, licence fee paid by organisation. Get annual budget prepared and consolidated under supervision and place it before "Board" or appropriate authority for consideration. Prepare financial accounts. See that accounting procedures are followed and books maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

25.	Junior Accounts Officer	S, ST, BN, MF, RW, SE, H,C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial Balance, profit and loss statement, Balance sheet etc., as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise	The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
-----	-------------------------	--------------------------------	---	---	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	
26.	Junior Accountant	S, ST, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Accounting / Finance. Passing and verification of bills, preparing MIS, maintain data of expenditure, etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
27.	Selection Grade in JAG	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books, record of business and financial establishments, private institutions govt. or quasi govt. offices. Supervise subordinates e.g. account clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment for entries in cash book, journal, ledger. Keep record of taxes, licence fee paid by organisation. Get annual budget prepared and consolidated under supervision and	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				place it before "Board" or appropriate authority for consideration. Prepare financial accounts. See that accounting procedures are followed and books maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	
28.	Audit Officer	S, BN, L, KC, PP, MF, RW, SE	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M) e) MD Involving (a) to (d) above	They examine account books and records of business establishments, private institutions, Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement. Check items of entries in Day Book or journal for correct recording Scrutinize bills, vouchers and relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure and ensure that all revenue and Expenditure	The work is performed mostly inside in well lighted rooms The workers usually work, alone. Occasional group activity is enquired. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				and disbursements are properly authorized, vouched and correctly classified. Report to appropriate authority irregularities in accounts and cases of improper use of Govt. Money, improper expenditure etc. May prepare financial statement and final accounts such as profit and loss statements, Balance sheets, etc. for private and public undertakings.	
29.	Internal Audit Officer	S, BN, RW, SE, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above	They examine account books and records of business establishments, private institutions, Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement. Check items of entries in Day Book or journal for correct recording Scrutinize bills, vouchers and relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure and ensure that all revenue and expenditure and disbursements are properly authorized, vouched and correctly classified. Report to appropriate authority irregularities in accounts and cases of improper use of Govt. Money,	The work is performed mostly inside in well lighted rooms The workers usually work, alone. Occasional group activity is enquired. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				improper expenditure etc. May prepare financial statement and final accounts such as profit and loss statements, Balance sheets, etc. for private and public undertakings.	
	2. ADMINISTRATION (SECRETARIAL)7				
30.	Under Secretary (CSS Cadre)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	An Under Secretary is in-charge of the Branch in the Ministry/Department consisting of one or more Sections.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.
31.	Assistant Director Grade I (General Administration)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	In the managerial capacity to supervise the subordinate staff in extending Administrative, Establishment, Finance, Budget, Accounts and Khadi& V.I. activities in Khadi V.I. Commission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
32.	Assistant Director (Enquiry) /Liaison Officer (Parliament)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy	Processing of complaints regarding subletting of Govt. accommodation. Conducting random survey of Govt. colonies by deputing officers of	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD, MI e) MD involving (a) to (d) above	Directorate of Estates. Inspection of quarters on the Basis of complaints received. Issuing of Show Cause Notices, etc., to the allottees where subletting is suspected and attending hearings. Issuing of penalty orders and thereafter referring the cases to Litigation Section for initiation of eviction proceedings. Putting up appeals to the Appellate Authority against the penalties imposed on account of subletting Liaison with MPs/Ex-MPs, Lok Sabha/ Rajya Sabha Sect/CPWD regarding allotment, vacation, rent etc. of MPs. Providing accommodation to the Guests of the Union Ministers, monitoring of occupation/ vacation/rent etc. on daily Basis. Arrangement for transit accommodation for the newly elected MPs of Lok Sabha/ Rajya Sabha in State Guest Houses and making payments thereof in consultation with the Secretariat concerned. Allotment of suits in the Western Court Hostel/V.P. House to the Union Ministries, MPs, Ex-MPs, Political parties. Freedom Fighters etc. Liaison with the Lok Sabha/Rajya Sabha Secretariats in connection with meetings of the House	The work place is well lighted It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.
--	--	--	--	---	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Committee(s), Preparation of notes/briefs for Sr. Officers and their briefing etc. Initiation and monitoring of eviction proceedings against MPs/Ex-MPs after cancellation of allotments in respect of regular, guest & hostel accommodations. Handling Court Cases in Liaison with Litigation Division.	
33.	Assistant Director (Ministerial)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	They organize and control all clerical works in the office, mark the dark, allot duties of staff co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave in subordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.
34.	Assistant Director (Cold Storage)	S, ST, BN,L, PP,MF, RW, SE, C	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They are responsible for the availability of various goods required in their office section, factory, etc., and also for their proper supply to the actual users. They make assessment of the quantity of different items required at specified intervals on the Basis of information provided by the actual users. They discuss and settle terms and conditions.	The work is performed mostly inside. Occasional visits to the market are required. Work place is well lighted; it does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Ensure that goods supplied conform to the agreed standards. Arrange for proper storage of goods including Spraying of pesticides to kill white ants, rats, etc. in case of perishable goods. May maintain proper accounts of purchase and supplies. May look after general administration of the stores department and be administrative Incharge of the junior stores staff.	
35.	Assistant Director (Enquiry)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	Processing of complaints regarding subletting of Govt. accommodation. Conducting random survey of Govt.colonies by deputing officers of Directorate of Estates. Inspection of quarters on the Basis of complaints received. Issuing of Show Cause Notices, etc., to the allottees where subletting is suspected and attending hearings.Issuing of penalty orders and thereafter referring the cases to Litigation Section for initiation of eviction proceedings. Putting up appeals to the Appellate Authority against the penalties imposed on account of subletting.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
36.	Chief Superintendent, Govt. Hostel	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP,	All subject matters pertaining to Government Hostels providing temporary accommodation at Delhi.	The work is performed mostly inside. He usually works alone though interaction with

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	Other allied works related to Hostel Administration, RTI queries, Parliament Questions, Court cases, Public Grievance cases, Establishment matters (leave, absentee, records etc.) of staff posted in hostels, maintenance of store accounts, purchase of store (Bed sheets and other daily inventory items), receiving of cash/demand drafts and maintain cash accounts & records, liaison & correspondence with local agencies/CPWD etc. on other hand, the responsibilities, answerability, accountability, compulsion to perform well in ominous/antagonistic situation where diminutive reaction time is minimal to avoid complaints from public & officers.	subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
37.	Superintendent (Narcotics Control)	S, ST, W, L, JU, CL, RW, SE	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Supervision in investigation, search and arrest of drug traffickers, monitor of legal/court matter, supervision of go down.	The work is performed inside and outside. The incumbent should be good in communication skill. Mobility should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
38.	Office Superintendent	S.ST.W.RW.SE.H. C, MF	a) B, LV b) D,HH c) OA,BA, OL, BL, OAL,BLOA, CP, LC,	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings	The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
39.	Superintendent (Administration)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	To assist all executives for the departmental activities and update and maintain files, records, registers, manuals, drawings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards Incumbent should be considered with appropriate software, aids & appliances support as per needs.
40.	Superintendent & DDO	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	To look after all administration/establishment and cash and accounts work.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
41.	Superintendent (A/CS)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,	Supervision of work related to license fee print of allotted of General Pool Accommodation, computation of arrears	The work is performed mostly inside. He usually works alone though interaction with

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	/ enhancement of license fee/damages accounts of GPRA/Genl. Pool Office Accommodation/ MP Pool Accommodation. Overhauling/ Checking of accounts for issue of CC/NDC/FDC, Refund Order, Issue of bills, checking and ensuring accuracy of calculations, Follow up action viz. correspondence with the Dept. PAO, individual occupant/ defaulter, police authorities, Filing of damages recovery cases under PPA Act, attending Court cases, preparation of Para-wise comments in court cases, Attending public for their queries etc. and any other duties as deemed fit by Head of the Department for smooth functioning of the Directorate.	subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
42.	Superintendent	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Departmental meetings.	
43.	Junior Superintendent	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ID, SLD, MI e) MD Involving (a) to (d) above	To manage & supervise work of optician staff.	The work is performed inside. Should have good functional communication skill with assistive listening devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
44.	JWM (NT) (Ministerial)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	OS/CM in its capacity as Head of Section discharges certain managerial functions. The Charge Man/ OS play a supervisory role in offices. The JWM as head of section implements the plans, ' policies and directives of the management. He also co-ordinates with other sections and agencies for accomplishment of the work of the section. While the job of UDC/LDC involves clerical work dealing with files, the MTS has multi-tasking job of helping in accomplishment of various office works.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
45.	OS/CM (NT) (Ministerial)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	OS/CM in its capacity as Head of Section discharges certain managerial functions. The Charge Man/ OS play a supervisory role in offices. The JWM as head of Section implements the plans, ' policies and directives of the management. He also co-ordinates with	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				other sections and agencies for accomplishment of the work of the section. While the job of UDC/LDC involves clerical work dealing with files, the MTS has multi-tasking job of helping in accomplishment of various office works.	with appropriate software, aids & appliances support as per needs.
46.	Secretarial Officer / Senior Inspector	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	To assist the concerned Assistant Director in putting up the file for the management of industry programs, training and quality control. Input to national and regional IT support systems and data Bases for performance management of BCAS at both national and regional levels.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
47.	Section officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
48.	Committee Officer	S, ST, W, BN, RW,	a) B, LV	Processing and examination of agenda	The work is performed mostly

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	(Section Officer level)	SE, H, C, MF	b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	items, preparation of record of discussions/proceedings of the meetings all the Zonal Councils and their Standing Committee and follow-up action on the recommendations made by the Councils/Standing Committees etc. Responsible for circulation of agenda papers to all State Govt. and concerned Central Ministries.	inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
49.	Handicrafts Promotion Officer	S, ST, W, RW SE, H, C	a) B, LV b) D, HH c) OL, OA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Field work in connection with the development of handicrafts and collection of primary data and processing of scheme for financial assistance for the development of handicrafts.	Much of the work is done outside. Work place is at times noisy and vibrating. Work usually is done in group. The job is hazardous. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
50.	Assistant Section Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office Accommodation furniture, office equipment's etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

51.	Assistant (Ministerial)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	They organize and control all clerical works in the office, mark the dark, allot duties of staff co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave in subordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
52.	Junior Section Officer-I / Junior Secretarial Officer / Inspector	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave insubordination, arrangement of office Accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
53.	Junior Section Officer I/ Junior Secretarial Officer-1 / Senior	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	SSI		d) SLD, MI e) MD involving (a) to (d) above	discipline in administrative matters including cases of earned leave. Insubordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
	3. ADMINISTRATION- NON SECRETARIAL				
54.	Assistant Director (Administration)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, Insubordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
55.	Assistant Registrar	S, ST, RW, SE, H,	a) B, LV	Assistant Registrar –In charge of section	Should have functional mobility

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		C, MF	b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	and responsible for normal working.	and comm. skills with aids & devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
56.	Deputy Manager (Non-Tech.)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Work of managerial nature	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
57.	Deputy Manager (Human Resource Management)	S, ST, BN, MF, RW, SE, HC, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	The incumbent would be responsible for ensuring a cordial and professional environment (more in specific for female workforce). She would be responsible for handling employee grievances and redressed issues and the specific concerns relevant to female workforce safety and security / measures. To play a crucial role in development and implementation of human resources plan and personnel management policies and procedures and provide value additions and assistance as and when required. Would	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				be responsible for recruiting (only for executive / entry level positions), scheduling, organizing and co coordinating interviews to close staff recruitment and selection process. The individual would be imparting need specific / scenario driven training and development programmes. Would be facilitating on boarding, joining, induction process & Staff Orientation. Monitoring daily attendance & recommend solutions to resolve chronic attendance difficulties. The person has to ensure legal compliance as per Factory Act.	
58.	Assistant Manager/ Deputy Manager/ Manager	S, ST, W, BN, SE, RW, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall responsible for Preparation of various manpower reports on monthly, quarterly and on annual Basis Sending various reports to MOP and other offices like PSEB, Ministry of Heavy Industries etc. Issuance of employee number to all the new employees joining the organization Updating of data of new entrants in the database. Updating of Organization chart » Providing vacancy position for promotion / recruitment of employees Changing reporting and creating position code for employees joining at Corporate Office in ERP.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

59.	Assistant Manager (General Administration)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament Questions, attend Departmental Meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
60.	Assistant Manager (Administration)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, in subordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament Questions, attend Departmental Meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
61.	Assistant Manager (Department)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and	The work is performed mostly inside. He usually works alone though interaction with

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament Questions, attend Departmental Meetings.	subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
62.	Junior Manager (Administration)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Processing files with inputs like highlighting of important points/issues. Rules and regulations, eligibility etc. Setting out the priority of the work as per the office needs. Coordinating with other departments for collection of data, desired information etc. Assist in coordinating Exhibition and awareness camps. Purchase of Capital/Stationery Items Functions related to the maintenance of store Coordination with SCOPE/CPWD Issuance of Office premises/officials Processing files of pending matters with service providers Processing files of dues/claims with Apex Corporations. Processing of tender files.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
63.	Junior Works Manager (JWM)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,	JWM as Head of Section, implements the plans, policies and directives of the management.	The work is performed mostly inside. He usually works alone though interaction with

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above		subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
64.	Assistant Development Commissioner	S, BN, RW, SE,MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To work on how to develop foreign Trade.	Work is performed inside should have good functional commutation skill with assistive devices.Incumbent should be considered with appropriate software, aids & appliances support as per needs.
65.	Welfare Administrator	S, BN, MF, RW, SE,	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Formulation, implementation and supervision of welfare measures.	The work is performed inside and not hazardous in nature. Should have functional communication skills with assistive listening devices.Incumbent should be considered with appropriate software, aids & appliances support as per needs.
66.	Sanitary Inspector	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To observe and solve sanitation problem of particular Department.	The work is performed inside as well as outside in hazard condition. Mobility and bilateral hand activities should be adequate.Incumbent should be considered with appropriate software, aids & appliances

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					support as per needs.
67.	Administration Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
68.	Executive (Human Resource)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV, d) SLD e) MD Involving (a) to (d) above	Staff training, analysing on development, General Administration, recruitment, promotion, transfer, discipline, employee welfare, settlement of disputes, seminars/workshops for quality improvement, IT solutions, maintain records of staff and families, public relations, receiving guests and making arrangements, maintain seniority lists of staff members, provide information to section, works in the office.	The work is performed both inside and outside. Touring is also involved. Appropriate computer software and aids and appliances to be used as per needs of the job.
69.	Executive Officer	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV	Execute various plan and Policies, Administration & Vigilance works.	Should have functional communication skill with assistive listening devices. Incumbent should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD e) MD Involving (a) to (d) above		with appropriate software, aids & appliances support as per needs.
70.	Coordinator (Grade-IV)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To assist the centre Director/Scientist in all office related work such as event management and protocol etc.	The work is performed inside and outside. Should have functional Communication skills with assistive aids & devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
71.	Assistant Engineer (Training)	S, ST, W, BN, RW, SE, H, MF	a) HH b) OA,BA, OL, OAL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above	They identify training needs, plan, formulate and execute institutions and or on the jobs in service training programmes within the frame of policies of the organisations/Dept. aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies. Procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices,	The work is performed mostly inside except for practical training in organisations like Indian Airlines. The work Place inside is well lighted The work in general organisations does not involve any hazards. However, work in organizations like Indian Airlines is hazardous. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	
72.	Senior Assistant/ Assistant/ Junior Assistant (Projects)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Receipt and scrutiny of Project Proposals. Preparation of Appraisal Note including details of working capital and profitability mentioning DSCR and (ROI). Checking the rates of the capital items required for setting up of the Project. Correspondence with the SCAs& other channel partner regarding sanctioning/ cancellation/clarification on project related matters. Review of schemes by sending MIS-Vito the MIS Cell. Revising the schemes as requested by the SCAs on account of cost escalation of variation in the number of units. Monitoring of the ongoing schemes through correspondence, field visit as per the need. Processing of tour reports of the Zonal Officers. Maintenance of all types of files and records related to documentation of related desks. Preparing LOI, PCC Note, providing relevant data for preparation of Parliament Questionnaire. Deriving informal year-wise notional allocation of funds. Assessment of viability of the	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				proposal in the light of NSFDC guidelines. Reconciliation of records with the SCAs.	
73.	Senior Assistant/ Assistant/ Junior Assistant (Coordination)	S, ST, W, BN, RW, SE, HC, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Keeping the monthly MIS update at all times for ready and quick retrieval of all types of information as may sought by the Ministry and other Govt. Bodies such, as National Commission for SCs Banks, MPs Ministry of Finance, DPE, SCOPE etc. Preparing replies to all issues related to Parliamentary queries, questionnaires, Starred and Unstarred questions. Preparing the monthly MIS reports for reference of the DGM/CMD apprising them about the achievements being made by the Corporation in achievement of the quarterly/annual targets by various zones. Sending monthly/ quarterly/ annual MIS reports to the Ministry and providing them any other information as may be desired from time to time on issues related to the Coordination.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
74.	Senior Assistant/ Assistant/ Junior Assistant (Finance)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d)	Processing of third party payment files for payment. Processing of Skill Development Training files and vouching thereof. Processing of Tender Files (3rdParty) Calculations of TDS, WCT and Service Tax on payment files	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	and preparation of vouchers thereof. Checking and calculation of TDS, WCT and Service Tax on monthly and quarterly Basis of the purpose of filing return. Legal files Vouching thereof. Any other work assigned by the seniors.	Incumbent should be considered with appropriate software, aids & appliances support as per needs.
75.	Senior Assistant/ Assistant/ Junior Assistant (Loan Accounting)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall checking of the Disbursement, Repayment, Refund and Adjustment (if any) in respect of Posting, Checking and their appropriation, in various project schemes sanctioned by the Corporation. Raising of Demand for recovery of Higher Rate of Interest (HRI) and Penal Interest from the SCAs. Raise Quarterly Demand for recovery of amount due and outstanding from the SCAs. Providing the required data/information to the Department. Reconciliation of outstanding Balance appearing in the books of NSFDC with the Balances appearing in the books of SCDCs. Preparation of MIS containing SCA-wise and scheme-wise on monthly Basis. Preparation of various reports, the desired formats, as required by the Ministry as well as for internal use. Preparation of schedules of Loan Accounting for Statutory Auditors. Obtaining the Balance Confirmation	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Certificates for outstanding Balances from the SCAs. Maintenance of Fixed Assets Register. Item-wise calculation of Depreciation of items.	
76.	Senior Assistant/ Assistant/ Junior Assistant (Cash)	S, ST, W, BN, RW, SE, HC, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Preparation of cash payment vouchers, Bank vouchers, journal vouchers, payment receipt etc. Preparation of cheque for all types of payments after duly verifying the purpose, nature of payment, favouring authorities/persons etc. Coordinating with the Banks for preparation of demand draft for release of funds to the SCAs and other firms. Collecting statements of Corporations BankBalances with various Banks and apprising the reporting officer regarding availability of funds with the Corporation. Issuance of cheque books as and when required. Maintenance of reasonable cash-in-hand, as per the limits defined. Daily closing of cash Balances under the supervision of Cash Officer Incharge. Maintenance of Cash Book, Daily Book. Timely deposit of cheques and demand draft with the Corporation's account, as and received. Processing of payment files related to Imp Rest Account of Adman. Dept. Medical reimbursement and other minor	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				payment Ensuring safe custody of Short-term deposit certificates, cheque books, cash in hand etc.,	
77.	Senior Assistant/ Assistant/ Junior Assistant (Training)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	To take care of all Skill Training programmes of the target group. Making/Preparing file after approval from PCC. Preparing LOI. Checking documents send by NSFDC's Training Institutes and send for 1st & 2nd Instalments, help in answering Parliament Questions relating to Training, help in preparing monthly/ Quarts/Training Collect /prepare data for Ministry. DPE from time to time Prepare MIS-1 and MIS-II relating to training Programmes. Typing various formats, MIS and letters etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazardsIncumbent should be considered with appropriate software, aids & appliances support as per needs.
78.	Senior Assistant/ Assistant/ Junior Assistant (Human Resource)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Processing HBA, Conveyance Advance, General Purpose Advances, Medical Advances, festival Advances. Processing the medical claims and advances for payment/ adjustment. Processing, Leave encashment/ ailment of Earned/LTC. Processing the EL, ML, of the employees, and Preparation of leave proceeding. Processing the file of annual increment &pay-fixation crediting EL, HPL, on half yearly Basis&CL annually and updating the	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazardsIncumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Computerized Leave Account. Preparing quarterly report in respect of Hindi Progress. Preparing the information regarding EL & HPL credited financial year and closing Balance. Required to be furnished to the Actuaries for providing provision of liability in Annual Accounts of the Corporation. Work related to completion of Annual Performance Appraisal Report of officials/ employees. ISO audit related work. Regular follow-up of the proposals pertaining to HR and preparing information sought by the Ministry, DPE and other organisations. Keeping record of attendance on AadharBased Bio-Metric Machine. Processing the Earned Leave, Medical Leave applications of employees, along-with apprising the status of leave in their respective leave accounts, to the Competent Authority for appropriate decision and preparation of leave proceedings, Crediting EL, HPL on half yearly Basis& CL annually and updating the Computerized Leave Account. Monthly scrutiny of attendance of Head Office/Zonal Offices. Maintenance of Reservation Rosters.	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

79.	Senior Admin Grade	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Manpower planning, Training, staff development, maintain personal records of employees, Recruitment, Promotions, Seniority, transfer, disciplinary cases, employee welfare activities, settlement of disputes, IR issues, Handling the Unions, public relations. Administration of guest houses, cars, office buildings and general administration.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
80.	Senior Assistant/ Assistant / Junior Assistant (Administration)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Typing all the documents, preparing drafts, rectification of errors. Opening of files, numbering. Processing files with inputs like highlighting of important points/issues. rules and regulations, eligibility etc., Proper upkeep of office equipment. Maintenance of files/records pertaining to Administration. Setting out the priority of the work as per the office needs. Preparation of sets of documents/papers for the meetings /conferences/ seminars etc. Coordinating with other departments for collection of data, desired information, photocopying of documents etc. Assist in coordinating Exhibition and awareness camps. Purchase of Capital/Stationery Items. Functions related to the maintenance of store. Maintenance of office vehicles Coordination with SCOPE/CPWD.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually impaired category should be considered with appropriate software and other appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Issuance of office premises /officials. Processing files of pending matters with service providers Processing files of dues/claims with Apex Corporations. Printing of Identity Cards/Visiting Cards of officials. Supervision of security processing of tender files.	
81.	Senior Assistant/ Assistant/ Junior Assistant (MIS)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Verification & Updating of Database Keeping record of various information related to. proposal, sanctions. disbursement, revision in sanction, utilization, cancellation/dropping of scheme etc., from various desks Maintaining of data-Base for the micro credit Finance Schemes. Rectification of errors by comparing previous months' MIS, Generation of Reports Monthly Progress Report for Status Note (Monthly)Preparing and scrutinizing reports/data for various meetings, Cumulative data to the Zonal Offices(monthly)Information/reports required by Auditors. Providing data/statements in the desired modules/formats as demanded vide Parliamentary Questions, VVIP references Documentation and Graphical Work. Documentation in MS-Office, formatting etc. Creating graphs,	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				tables for presentation in the MS-Excel, MS-Power Point Taking Back up of existing database, providing and assisting in trouble shooting of hardware/software problems, of minor nature. Updating of Websites. Proper upkeep and minor maintenance of the equipment, checking and ensuring LAN.	
82.	Senior Assistant/ Assistant/ Junior Assistant (OL)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Helps in organising the monthly/quarterly meetings to make the officials/staff aware of the Raj Bhasha Policy in the Corporation, Preparation of agenda and minutes of the above-said meetings. Typing of Documents General/ Parliamentary/ Technical/ Rules/ Annual. Reports/ Guidelines etc., Help in organising Hindi Week/Fortnight/ Monthly and various competitions to motivate the employees to work in Hindi. Typing monthly/quarterly/six monthly& annual statements related to use of Hindi Language in the Corporation. Library Help in maintaining upkeep of Library records, purchase of books/magazines periodicals /journals etc. for the Office Library. Making entries of all the Books /magazines/ periodicals/ journals etc. Library Register. Issuance and receipt of	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Library books/ magazines/ periodicals / journals etc.	
83.	Senior Assistant/ Assistant/ Junior Assistant (Corporate Services)	S, ST, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Assists in to providing various data, records, documents etc. to Govt. Audit Party/Statutory Auditors. Assisted in coordinating with different departments during the audit/statutory audit. Updating the statement of guarantees relating to various State Channelizing Agencies. Typing work. Assisted in making bound form of agenda & its timely distribution. Ensuring timely dispatch of the Agenda Items/Minutes of the Directors. Assisted in works related to filing of various forms as required under Companies Act, 2013 and their submission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
84.	Senior Office Assistant	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Assists in office duties of senior.	Mostly work is performed inside Incumbent should be considered with appropriate software, aids & appliances support as per needs.
85.	Office Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI	All Office related work.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above		does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
86.	Assistant Training Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	Identifies training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers and human resources departments design and expand training and development programmes BAsed on the needs of the organisation and the individual work in a team to produce programmes that are satisfactory to all relevant parties in an organisation, such as line managers, accountants and senior managers at board level consider the costs of planned programmes and keep within budgets as assessing the return on investment of any training or development programme is becoming increasingly important develop effective induction programmes conduct appraisals devise individual learning plans produce training materials for in-house courses manage the delivery of training and development programmes and, in a more senior role, devise a training strategy for the organisation monitor and review the	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				progress of trainees through questionnaires and discussions with managers ensure that statutory training requirements are met evaluate training and development programmes amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment help line managers and trainers solve specific training problems, either on a one-to-one Basis or in groups keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages research new technologies and methodologies in workplace learning and present this research.	
87.	Assistant Administration Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Organizes and controls all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs of	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				important administrative matters and Parliament questions, attend Departmental meetings.	
88.	Executive Grade (HR,LOM,F & A and IT)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	To look after administrative matters such as HR, LOM, F&A and IT etc..	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
89.	Senior Executive Assistant	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
90.	Assistant Grade Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MI e) MD Involving (a) to (d) above		
91.	Executive Assistant/	S, ST, W, RW, SE,	a) B, LV		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Secretarial Assistant	H, C,MF	b) D, HH c) OA,BA, OL, BL, OAL , BLOA, CP, LC, Dw, AAV, MDy d) MI e) MD Involving (a) to (d) above		
92.	Junior Administrative Officer	S, ST, W, RW, SE, H, C,MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL , BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
93.	Executive Assistant.	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL , BLOA, CP, LC, Dw, AAV, MDy d) MI e) MD Involving (a) to (d) above	They organize and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of earned leave, insubordination, arrangement of office accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent of Locomotor.& Hearing Impaired category should be considered. With suitable aids & appliances. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

94.	Junior Officer (Personnel & Administration)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BA, BL, CP, LC, Dw, AAV, MDy, d) ASD (M), MI e) MD Involving (a) to (d) above	Provide assistance to the senior officers in administration, maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office.	The Incumbent should be considered with suitable aid and appliances as per requirement of the job.
95.	Yard Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Maintenance of registers of workmen. Preparation of daily allocation / calculation of man days/ preparation of job done history sheets. Registering of Job Cards and forwarding to their respective Recording of OT. Gate passes, movement passes, N.P.C., O.T. intimation etc. Preparation of ICs on various issues, receipt of communication. Maintenance of records of material indented, received and issued. Maintenance of records on medical claims, leave applications etc. Issue of materials to workmen from internal store and maintenance of its records. a Typewriting work. Attending phone in the absence of officer and to convey the messages to the respective officers. ® He has to supervise the employees mustering in and mustering out and ensure that no miss punching or double punching takes place. In the event of	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software; aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				time recorder/terminal going out of order, the Composite Yard Clerk should take necessary action to mark the attendance in case attendance punching is introduced on the shop floor. « He has to prepare Daily Attendance Report of I,II, III shifts through terminal / PC as when introduced in the shop floor.	
96.	Assistant Grade-I	S, ST, W, BN, RW, SE, HC, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Responsible for calling items from all state Governments in the zone and Central Ministries. Inviting comments on the items received from the State Govt. Central Ministries. Scrutinizing the agenda item placing before the Zonal Council/Standing Committee meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
97.	Assistant Officer (Vigilance)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV, MDY d) ASD, SLD, MI e) MD involving (a) to (d) above	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office Accommodation furniture, office equipment etc. Prepare briefs of important administrative matters and Parliament questions, attend	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Departmental meetings.	
98.	Assistant General (Technical Department)	S, ST, W, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Duties assigned by the Director, assisting the director They serve in various capacities in the Government. They assist in and/or execute various plans, policies of the Govt. In general, and their Dept. In particular, may supervise actual execution of different plans, schemes etc. by the various units of the office and co- ordinate their work. May provide the necessary in-puts for the efficient running and expansion of the Dept. May laydown policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Dept. or particular units of the Dept. May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Dept. for the information of public press and the parliament. They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press. May arrange and/or attend departmental, inter-departmental meetings. Guidance on purchase and control rules, Purchase and supply of	The work is perfumed mainly inside. Occasional touring is required. Working condition are usually calm and quiet. The worker plans his work alone. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				equipment's machineries and provision, stationery etc., Award contracts Insurance, Dealing with agents, Uses computers, works in office.	
99.	Assistant Programme Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Management, planning, budgeting, monitoring, evaluation and implementation of the programme	The work is performed both inside and outside. Work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
100.	Supervisor (Office Administration)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
101.	Supervisor (House Keeping)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision of the staff.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. VH category should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					with appropriate software and other appliances support.
102.	Junior Officer (Human Resource Development)	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	Provides assistance to the senior officers in HRD section, maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office.	The Incumbent should be considered with suitable aids and appliances as per requirement of the job.
103.	Junior Officer (Bulk & Tanker)	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above	Maintains files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office, Travel & Accommodation arrangements to fleet staff.	The Incumbent should be considered with suitable aids and appliances as per requirement of the job.
104.	Junior Officer (Purchase & Supply)	S, ST, W, RW, SE, H	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above	Maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office, Drafting work. They take dictation in shorthand and transcribe then using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date, and place of meeting and other engagement for employer or the superior of engagements and accompany him if required. Attend to routine enquires in persons in writing or	Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				over phone.	
105.	Junior Admin Grade	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	They ensure proper maintenance of accounts, accounts books, record of business and financial establishments, private institutions govt. or quasi govt. offices. Supervise subordinates e.g. account clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment for entries in cash book, journal, and ledger. Keep record of taxes, licence fee paid by organisation. Get annual budget prepared and consolidated under supervision and place it before "Board" or appropriate authority for consideration. Prepare financial accounts. See that accounting procedures are followed and books maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. . Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

106.	Junior Executive	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	To assist AM (SRMS) for implementing the schemes of SRMS.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. . Incumbent should be considered with appropriate software, aids & appliances support as per needs.
107.	Assistant Custodian	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To maintain property and monitors the building for damage.	Much of the work is performed in the field in hot, cold, humid and dusty conditions. Work is mostly done in a group and is hazardous. Mobility and hand function should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
108.	Management Trainee (General, Dept. Movement, Account, Technical, Civil Engineering, Mechanical Engineering, Electrical Engineering	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment, training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare schemes and effective utilization and discharge of personnel employed in any undertaking. Advise and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare	The work is performed mostly inside. The work place is well lighted. The worker usually does his work in a group. The Incumbent should be considered with adequate software and /or appropriate aids & appliances support. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				programmes distribute personnel for their effective utilization in organization and resolve problems of all establishment work regarding promotions, timings etc., Maintains of disputes, grievance of the employees, welfare facilities at plant, administer, sports, cultural and social activities. Follow up Govt. guidelines on various subject investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimise misunderstanding. May represent employers in labour conciliation proceedings during disputes.	software, aids & appliances support as per needs.
109.	Senior Personnel Assistant/ Personnel assistant/ Stenographer Grade-C	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	To take dictation and transcribe it, preparing draft documents. Type Appraisal Notes. PCC Minutes, Letter of Intents (LOIs), DDs letters and other day-to-day routine 'work in Projects Department. Keeping record of incoming/outgoing files, papers, documents etc. Proper maintenance of records/files, Almeria's of the reporting officer, attending to phone calls in the	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. . Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				absence of the Reporting Officer and providing feedback of the same. Receiving daily work of the reporting officer and ensuring timely dispatch of letters/documents/DDs to the desired destinations. Assisting the reporting officer in collecting data/information on various accounts from different departments.	
110.	PSO(Secretary)/ PPS/ Personal Secretary/ Personal Assistant/ Stenographer-D	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer; (ii) managing of appointments/ engagements; (iii) attending to the telephone calls and receiving visitors; (iv) maintaining the papers required to be retained by the officer; (v) destroying by shredding/burning the stenographic record of the confidential and secret letters; and (vi) assisting the officer in such a manner as she/he may direct.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
111.	Assistant Staff Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision of sections.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					with appropriate software, aids & appliances support as per needs.
112.	Charge Man	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Charge Man plays a supervisory role in the shop floor and in offices.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
113.	Assistant Officer Trainee (Company Secretary)	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Assisting the Company Secretary in various corporate actions and formulation of policies and codes in compliance with the Listing Regulations.	The work is performed mostly inside. The job does not involve any hazards. Hearing and Communication skills should be adequate. . Incumbent should be considered with appropriate software, aids & appliances support as per needs.
114.	Officer Trainee (Human Resource)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Meeting with departmental representatives to discuss HR issues Referring issues to senior HR staff Assisting departments with their recruitment needs through liaison with agencies/ advertisers Coordinating prospective candidates, interviewing them and administering offers. Conducting inductions of new staff	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. . Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Participating in the collection of market salary information for the annual review looking the monthly payroll Assisting with the production and implementation of HR policies and procedures responding to other ad-hoc queries from other personnel in the company.	
115.	Field Assistant	S,ST,W,BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA,OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Assists Department with Misc. Works like taking photocopy, filing, etc.,	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be used as per needs.
116.	House Keeper	S, ST, W, BN, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	Maintain and upkeep of room, kitchen chambers of officer, Hall room, provide good quality of govt. meeting	The work is performed inside good communication skill required. Good health and cleanliness. Mobility should be adequate. Person should be considered with aids and appliances as per needs.
117.	Nirman Sahayak	S, ST, W, BN, MF, RW, SE, C	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To assist infrastructural works in Panchayat areas.	Work is performed mostly in the outside. Should have functional communication skill with assistive listening devices. Mobility should not be restricted.Incumbent should be considered with appropriate

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					software, aids & appliances support as per needs.
	4. AGRICULTURE				
118.	Farm Manager	S, ST, W, BN, RW, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To manage and supervise works in farm.	Should have functional communication skill with assistive listening devices. Incumbent should be considered with suitable aids & appliances. Mobility and hand functions should be adequate.
119.	Assistant Extension Officer	S, ST, W, BN, RW, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Preparation of Technical notes, leaflets and review of Agriculture and allied subjects scrutinize Agricultural Extension Programme.	The work is performed mostly inside. Incumbent should be considered with suitable aids & appliances. Mobility and hand functions should be adequate.
120.	Farm Superintendent	S, ST, W, BN, MF, RW	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To assess / arrange annual requirement of inputs liked seed manual, pesticides, supervising the operations, functioning of the farm, maintenance of accounts, stock and registers etc. Assisting teachers, students and research scholar's in their field experiments.,	The work is performed mostly inside. The work place is well lighted and comfortable work in office. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
121.	Senior Scientific Assistant (Farm	S, ST, BN, MF, RW, SE, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV	Tea Garden Management, guiding the garden team for scientific plantation etc.,	Work is performed both outside and in the lab. Should have functional communication skill

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Management)		c) SLD, MI d) MD Involving (a) to (c) above		with assistive listening devices.
122.	Senior Technical Restorer	S, ST, BN, MF, RW, SE, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Conservation of manuscripts, records of Central, State Govt. & Regional Institutions.	The work is performed inside and not hazardous in nature. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
123.	Assistant Seed Officer	S, BN, MF, RW, SE	a) LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Seed production, farm management & plant breeding research.	Work is laboratory Based Bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
124.	Quality Control Assistant	S, ST, W, BN, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To look after the quality of work of plant breeding.	Work is performed both outside the office and inside the lab. Bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
125.	Programme Assistant (Fisheries)	S, ST, W, BN, MF, RW SE, C	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c)	To work under programme coordinator & Subject Matter Specialist.	Work is performed both outside and in the lab. Bilateral hand activities should be adequate. Incumbentshould be considered with aids and appliances as per

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		needs.
126.	Junior Seed Analyst	S, ST, W, BN, MF, RW, SE	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To assist the Chief Seed Analyst, carry out various seed quality analysis works.	Work is performed both in the lab and field. Bilateral hand activities should be adequate. Incumbents should be considered with aids and appliances as per needs.
5. ANIMAL HUSBANDRY					
127.	Veterinary Officer	S, ST, W, MF, RW, SE, H	a) D, HH b) OA,BA, OL, OAL, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To supervise/manage livestock, feeding & breeding etc.,	Work is performed inside. Bilateral hand activities should be adequate. Incumbents should be considered with aids and appliances as per needs.
128.	Veterinary Assistant Surgeon	W, BN, MF, RW, SE,	a) D, HH b) OA, OL, CP, Dw, AAV c) MI d) MD Involving (a) to (c) above	To do surgical duties on animals.	Work is performed inside. Bilateral hand activities should be adequate. Incumbents should be considered with aids and appliances as per needs.
129.	Senior Technical Assistant	S, BN, MF, RW, SE	a) LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Food Crops/ Cash Crops, Planning & formulation of development programmes of Jute and allied fibre crops.	Work is performed inside and outside. Bilateral hand activities should be adequate. Incumbents should be considered with aids and appliances as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

6. ARCHAEOLOGY					
130.	Senior Technical Assistant (Arabic Manuscript)	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Archaeologists study ancient art, architectural relic's monuments, excavations and other materials to determine social habits, customs, religious practices, living conditions etc. as existed in past and their influence on modern civilization. Visit places of antiquity to study, monuments, relics and other materials that were in use in early times. Examine and analyses findings to determine period to which they belong. Conduct exploration, survey and systematic excavation work of ancient sites to discover hidden cities, structures and other antiquities. Collects objects of art, pottery, beads, ornaments and other relics from excavation bearing prehistoric or protohistoric culture. Classify them according to which they belong. Undertake research on findings and publish reports on historical importance. Inspect and preserve ancient monuments like temples, forts, mosques etc. in good order for architectural value. Prepare descriptive catalogues of articles collected and other exhibits in museums. May deliver lectures to students and	Much of the work is performed in the field in hot, cold, humid and dusty conditions. Work is mostly done in a group and is hazardous. Incumbent should be considered with suitable aids & appliances support as per needs.
131.	Senior Technical Assistant (Archaeology)	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
132.	Senior Technical Assistant (Paintings)	S, ST, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
133.	Senior Technical Assistant (Arms)	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
134.	Senior Technical Assistant	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC,		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	(Numismatics)		Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	other interested in temples and monuments to study form and style of different periods.	
135.	Senior Technical Assistant (Decorative Arts)	S, ST, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
	7. ARCHITECTURE				
136.	Senior Design Assistant Grade-II (Technical)	S, ST, BN, MF, RW, SE, C	a) D, HH b) OA, OL, OAL, CP, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To create architectural designs & related works.	Work is PC Based and performed inside the lab.Incumbent should be considered with suitable aids & appliances support.
137.	Sub-Divisional Officer	ST, W, RW, SE, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To supervise draughtsman & surveyors.	Should have functional communication skill with assistive listening devices.Incumbent should be considered with suitable aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

138.	Senior Architectural Assistant	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	Architects prepare designs for construction of buildings, monuments, etc. Estimate cost and co-ordinate functional and organizational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration. Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsman (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish, architectural features etc. Estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan. May guide, supervise and inspect construction work from time to time to specialist and get light and power fittings, sanitary fittings etc. done by them. May specialize in landscape architecture. May approve payment on correct execution of work.	The work is performed mostly inside; Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields. The worker works alone or in a group. The work inside is not completely hazardous but some hazards have to be encountered in the field. Incumbent should be considered with suitable aids & appliances.
139.	Senior Draughtsman	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
140.	Architectural Assistant.	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
141.	Planning Assistant/ Scientific Officer	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
142.	A(Architecture) Scientific Officer	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c)		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S= Sitting, ST= Standing, W= Walking, BN= Bending, L= Lifting, KC= Kneeling & Crouching, JU= Jumping, CRL= Crawling, CL= Climbing, PP= Pulling & Pushing, MF= Manipulation with Fingers, RW= Reading & Writing, SE= Seeing, H= Hearing, C= Communication,

CATEGORY ABBREVIATIONS USED: B= Blind, LV= Low Vision, D= Deaf, HH= Hard of Hearing, OA= One Arm, OL= One Leg, BA= Both Arms, BL= Both Leg, OAL= One Arm and One Leg, BLOA= Both leg & one arm, BLA= Both Legs Arms, CP= Cerebral Palsy, LC= Leprosy Cured, DW= Dwarfism, MDY= Muscular Dystrophy, AAV= Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD= Multiple Disabilities (Including Deaf Blindness)

			above		
143.	B(Architecture)	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
144.	Draughtsman	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
145.	Junior Architect	S, ST, W, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
	8. ARCHIVIOLOGY				
146.	Museum Education Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To provide guide tours, conduct school classes, conduct visitors round the galleries, to give lectures.	The work is performed both inside and outside. Work place inside is well lighted. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

147.	Mount Designer	S, ST, W, RW, SE	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Mount cutting, framing miniatures and painting.	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.
148.	Museum Associate	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, OH, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	Responsible for customer care and security in Museums and Galleries.	The Work is performed inside. Should have knowledge of computer. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.
149.	Archivists (General)	S, ST, RW, H, MF	a) D, HH b) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Archivist acquires, maintain and supply for reference manuscripts and other records of historical importance. Scrutinize public records and documents transferred to archives according to historical significance and enduring value. Recommend weeding of unimportant material and analyse and prepare brief descriptions of contents of records and documents. Arrange them in chronological order department wise and prepare indices;	The work is performed mostly inside. The work place is sometimes dusty. Work is usually done in group in. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support as per needs.
150.	Archivists (Oriented Records)	S, ST, RW, H, MF	a) D, HH b) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

151.	Assistant Archivists Grade I (Oriental Research)	S, ST, RW,H, MF	a) D, HH b) OA,BA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	guides bibliographies and microfilm copies of documents as reference media. Acquire on payment or otherwise, documents of archival importance from private sources. Safeguard and preserve records cleaning, microfilming etc. Act as consultant to government agencies academic institutions, research scholar's by making available information and documents and locating reference materials obtainable elsewhere, prepare compendia on selected subjects relating to public administration for use of administration.	
152.	Assistant Archivists Grade I (General)	S, ST, RW,H, MF	a) D, HH b) OA,BA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
153.	Heraldic Assistant Group 'B'	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To assist the Assistant Director in his work. To carry out research in Indian History.	The work is performed inside. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.
154.	Assistant Epigraphist (Dravidian Inscription)	S, ST, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)	Performing supervisory duties as assigned by the superiors, others collection, listing, indexing.	The work is performed outside. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		
	9. ARTS				
155.	Layout Artist	S, ST, MF, RW, SE, C	a) D, HH b) OA,OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They prepare designs for advertising articles or draw illustrations for books book-jacket, magazines, posters, charts, hoardings etc. in suitable columns. Study specification and details with superiors, determine subject matter consultation with concerned officers and draw designs and sketches with without colours to desired effect. Execute approved design in required medium such as paints, oils, water colour etc.	The work is performed mostly inside. The work place is well lighted and comfortable. No hazards are involved. Incumbent should be considered with suitable aids & appliances support as per needs.
156.	Development Officer (DO)	S, ST, W, BN, RW, SE, HC	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	If the employee is posted in field offices, then his job profile is with, regard to business development under NSIC's various activities and if posted in Head Office, then his job profile is to assist the Head of Department in business development related proposals of field offices if posted in Business Development Division and if posted in other than Business Development Division, such as Human Resource Division, Technology Division, Administration Division, Works / Estate Division.* Law & Recovery Division,	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbents should be considered with aids and appliances as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				they need to work of the respective Division's related work.	
157.	Commentator (Motion Picture)	S, ST, RW, SE, H, C, MF	a) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV b) SLD, MI c) MD Involving (a) to (b) above	Commentator (Motion Picture) gives running commentary to interpret or to describe visuals of motion picture. Obtains general Background of material to be covered. Studies narration, sees film to grasp subject, visuals and mood. Narrates events, synchronizing commentary visuals using trained voice and tone to suit subject and mood. Dramatizes narration under guidance of Director Theatrical by infusing emotional effects in tone and in harmony with mood and tempo of visuals. May himself write commentary. Record types of films and languages in which able to give commentary.	The work is mostly performed inside and outside. The work place is well lighted it does not involve any hazards. Incumbent should be considered with suitable aids & appliances support as per needs.
10. CANTEEN					
158.	Manager Grade-II (Departmental Canteen)	S, ST, W, BN, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Responsible for ensuring smooth and proper functioning of the canteen, Catering to foreign delegation, VIPs, supervision of work of subordinate.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbents should be considered with aids and appliances as per

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					needs.
159.	Assistant Officer (Canteen)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Management of canteen and canteen related works.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbents should be considered with aids and appliances as per needs.
160.	Senior Canteen Incharge	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To organize and supervise within authority delegated, efficient utilization of concerned with the providing of relevant services, under the board guidance of directors and chief executives and in consultation with managers of other departments or sections which are concerned with the provision of accommodation, catering and related services.	Incumbent should be considered with suitable aids/ appliances.
161.	Canteen Incharge	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
162.	Superintendent. Catering	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above		
163.	Senior Public Health Inspector	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD e) MD Involving (a) to (d) above		
164.	Senior Supervisor	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
165.	Senior Time Keeper	S, ST, W, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
166.	Supervisor Grade-I (Statutory Canteen Staff)	S, ST, W, BN, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI	Management of canteen and canteen related work.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above		does not involve any hazards. Incumbents should be considered with aids and appliances as per needs.
	11. ECONOMIC				
167.	Senior Economic Investigator	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To do work on collection tabulation competition analysis or economic or statistical Data.	The work is performed outside. Should have good communication skill and knowledge or computer work. The Incumbent should be considered with suitable aids & appliances as per needs.
168.	Economic Investigator Grade - II	S, ST, BN, MF RW, SE	a) LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Research works in the related field.	Work is performed indoor and PC Based, Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support as per needs.
169.	Economic Officer	ST, W, MF, RW, SE	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above	Processing & analysis of data regarding finance, development under guidance of seniors.	Should have functional communication skill with assistive listening devices. Incumbents should be considered with aids and appliances as per needs.
170.	Assistant Director Grade I (Economic	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH	In the managerial capacity to supervise the subordinate staff in extending	The work is performed mostly inside. He usually works alone

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Research)		c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Administrative, Establishment, Finance, Budget, Accounts and Khadi& V.I. activities in Khadi V.I. Commission.	though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbentshould be considered with aids and appliances as per needs.
171.	Senior Executive (Economic Research)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Collection of data, information from institutions, field offices tabulation and reporting. Also required to conduct field survey, studies etc. Collection of data for reply to Parliament questions. Assisting in arranging DRPSCI meetings etc. preparation of annual plan, annual report, monthly & quarterly report to Ministry.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbentshould be considered with aids and appliances as per needs.
12. EDITORIAL					
172.	Editor	S, ST, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Publications.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbentshould be considered with aids and appliances as per needs.
173.	Sub-Editor	S, ST, RW, SE, C	a) B, LV b) D, HH	They edit or direct editing of new items Journals, newspaper, books and leading	The work is mostly performed inside. The work place is well

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	articles on contemporary events. Plan layouts of publications assign and coordinate work of section different and staff such as Reporter, Photographer etc. Examine written material scrutinize and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles on important subjects or events in accordance with prescribed policy.	lighted and comfortable. The worker usually works alone. It does not involve any hazards. The Incumbent should be considered with appropriate software and other aids and appliances support as per needs.
174.	E-Commerce Professional	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Deals with computer networking selling and purchasing of products or goods through internet. Gives idea of various ways of approach in different institutions and working areas. Guide the professional seeking information & using out the required information /data etc.,	The work is performed inside in well lighted room with no hazards. Incumbent should be considered with suitable aids & appliances support as per needs.
175.	Editorial Assistants	S, ST, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To look after editing/translating/proof reading work.	The work is performed mostly inside. It does not involve any hazard. The Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	13. EDUCATION				
176.	District Education Officer	S, ST, BN, RW, SE, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	District Education Officer functions as Dist. Govt. Dept. dealing with specified matters such as education, serves as head of Dist. Advises Govt. on matter of Policy & Administration, organize and direct work of Dept. supervises & executes & implements policies and decisions, Acts, Rules & Regulations	The work is performed both inside & outside. Works alone and in group. No hazards are involved. Incumbent should be considered with suitable aids & appliances supports per needs.
177.	Deputy Development Officer	S, ST, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Organizes & directs work of the Dept. supervises and, execute & implements education programs in liaison with Dist. Education Officer, supervise education schemes in the schools.	The work is performed mostly inside. The work place is well lighted. Incumbent should be considered with suitable aids & appliances support as per needs.
178.	Deputy Educational Officer	S, ST, SE, RW, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
179.	Hostel Manager	S, ST, W, BN, MF, RW, SE	a) LV b) OA, BA, OL, BL, CP, LC, Dw, AAV	They formulate and execute policies, relating to recruitment, training, review of terms and conditions,	The work is performed mostly inside and sometimes outside. The work place is lighted. The

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) SLD, MI d) MD Involving (a) to (c) above	implementation of statutory and other welfare scheme and effective utilization in hostels. Advice and assist in development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management.	worker usually works alone. It does not involve any hazards. The Incumbent should be considered with appropriate aids & appliances support as per needs.
180.	Hostel Superintendent	ST, W, BN, MF	a) LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
181.	Hostel Warden	S, ST, W, BN, MF, RW,	a) LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
	14. ENGINEERING (CHEMICAL, CIVIL, ELECTRICAL, ELECTRONIC, MECHANICAL)				
182.	Engineer, Chemical	S, ST, W, BN, L, MF, RW, SE, C	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufactures of heavy chemicals fine chemicals etc. according to specifications. Study existing process or equipment used their	The work is performed mostly inside Work place is mostly hot, humid, and noisy, Planning jobs are not hazardous. The worker works in a group on operation jobs and alone on jobs. Mobility and bilateral hand activities should be adequate. The incumbent should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in elaborates and devices processed and equipment for their manufactures Design construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan lay out of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals, mechanical and other means.	with aids & appliances as per needs.
183.	Executive Trainee (Civil , Mechanical)	S, ST, W, BN, L, MF, RW, SE, C	a) B, LV b) D, HH c) OA,BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all	The work is performed mostly inside Work place is mostly hot, humid, and noisy, Planning jobs are not hazardous. The worker works in a group on operation

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	other unit operation for manufactures of heavy chemicals fine chemicals etc. according to specifications. Study existing process or equipment used their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in elaborates and devices processed and equipment for their manufactures Design construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan lay out of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals, mechanical and other means.	jobs and alone on jobs. Planning. Mobility and bilateral hand activities of persons with locomotor disability should be adequate. The incumbent should be considered with aids & appliances as per needs.
184.	Executive Tech-I	S, ST, W, BN, MF,	a) D, LV	Major composition analysis of alloys to	The work is performed mostly

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		RW, SE	b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	determine constituents.	inside labs. It does not involve any hazard. The incumbent should be considered with appliance.
185.	Foreman Grade I	ST, BN, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufacture of heavy chemicals, fine chemicals etc. According so specifications. Study existing process or equipment used, the efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve new design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in laboratories and devices processed	The work is performed mostly inside. Work place is mostly hot, humid, odorous and noisy, Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				and equipment for their manufactures Design, construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan layout of plant to Obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means. Assist E.W.S engineer collect engineering data for estimates, prepare rough drawing, supervising all works under his charge. Arrange for the materials, purchasing them from stores, issue materials to contractors etc. Keep all materials and tools in his custody.	
186.	Foreman Grade II	ST, BN, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufacture of heavy chemicals, fine chemicals etc. According so specifications. Study existing process or equipment used, the efficiency and production level	The work is performed mostly inside. Work place is mostly hot, humid, arduous and noisy, Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve new design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in laboratories and devices processed and equipment for their manufactures Design, construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan layout of plant to Obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means. Assist E.W.S engineer collect engineering data for estimates, prepare rough drawing, supervising all works under his charge. Arrange for the materials, purchasing them from stores,	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				issue materials to contractors etc. Keep all materials and tools in his custody.	
187.	Foreman	ST, BN, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufacture of heavy chemicals, fine chemicals etc. According to specifications. Study existing process or equipment used, the efficiency and production level combination, crystallization and all other unit operation for manufactures. Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve new design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in laboratories and devices processed and equipment for their manufactures. Design, construct and study operations of pilot plant to test efficiency of	The work is performed mostly inside Work place is mostly hot, humid, arduous and noisy, Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				process before construction of full size equipment. Plan layout of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means. Assist E.W.S engineer collect engineering data for estimates; prepare rough drawing, supervising all works under his charge. Arrange for the materials, purchasing them from stores, issue materials to contractors etc. Keep all materials and tools in his custody.	
188.	Assistant Foreman	ST, BN, RW, SE, H, C	a) D, HH b) OA, OL, OAL, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They direct and supervise operations of chemical plants and equipment for dissolving, filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufacture of heavy chemicals, fine chemicals etc. According so specifications. Study existing process or equipment used, the efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc.	The work is performed mostly inside Work place is mostly hot, humid, arduous and noisy, Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				to develop new process and to improve new design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in laboratories and devices processed and equipment for their manufactures Design, construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan layout of plant to Obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means. Assist E.W.S engineer collect engineering data for estimates, prepare rough drawing, supervising all works under his charge. Arrange for the materials, purchasing them from stores, issue materials to contractors etc. Keep all materials and tools in his custody.	
189.	Workman W-1	S, ST, W, BN, MF,	a) D, HH	To work in chemical Plant operating	The work is performed mostly in

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Grade (Chemical)	RW, SE	b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD d) MD Involving (a) to (c) above	instrument.	laboratory / plant inside. Incumbent should be considered with suitable aids & appliances support.
190.	Junior Quality Controller	S, ST, W, BN, MF, RW, SE	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Quality Controller is responsible for maintaining the quality and reliability of products and services. Quality controller inspects and tests products at various stages in the production process. They establish testing procedures to determine a product's dimensions and its mechanical, electrical, or chemical characteristics	Work in calm and quite environment with good light condition. Incumbent should be considered with suitable aids & appliances support.
191.	Deputy Manager (Technical)	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They are in charge of the stores and purchase Dept. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Incumbents should be considered with aids and appliances as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				and advise their Dept. to make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May deal with stores and purchase officers of other organisations. May arrange and/ or attend trade delegations to and from the other countries.	
192.	Assistant Engineer*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, organize and supervise construction and repairs of buildings, highways, dams, Barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority concerned. Visits areas for preliminary survey selection site and collection of necessary data such as measurements soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of cost of assistance of Draughtsman Civil or themselves and get approved by their clients or authority concerned. Arrange	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but Designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields. Mobility and bilateral hand activities should be adequate Incumbent should be considered with suitable aids & appliances. *Not identified for Railways personnel (except OL Category) who are involved in operation of

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				for required materials machinery labours and commencement of work at site. Ensure correct execution of work according to. Specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintenance development or remodelling work.	trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
193.	Scientific Officer A (Civil Engineer)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, organize and supervise construction and repairs of buildings, highways, dams, Barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority concerned. Visits areas for preliminary survey selection site and collection of necessary data such as measurements soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields. Mobility and bilateral hand activities should be adequate Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				cost of assistance of Draughtsman Civil or themselves and get approved by their clients or authority concerned. Arrange for required materials machinery labours and commencement of work at site. Ensure correct execution of work according to. Specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintenance development or remodelling work.	*Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
194.	Scientific Officer B (Civil Engineer)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, organize and supervise construction and repairs of buildings, highways, dams, Barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority concerned. Visits areas for preliminary survey selection site and collection of necessary data such as measurements	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields. Mobility and bilateral hand activities should be adequate Incumbent should be considered with suitable

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of cost of assistance of Draughtsman Civil or themselves and get approved by their clients or authority concerned. Arrange for required materials machinery labours and commencement of work at site. Ensure correct execution of work according to. Specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintenance development or remodelling work.	aids & appliances. *Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in cards, telecommunication and signalling works.
195.	Junior Engineer (Civil)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, organize and supervise construction and repairs of buildings, highways, dams, barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but Designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				concerned. Visits areas for preliminary survey selection site and collection of necessary data such as measurements soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of cost of assistance of Draughtsman Civil or themselves and get approved by their clients or authority concerned. Arrange for required materials machinery labours and commencement of work at site. Ensure correct execution of work according to. Specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintenance development or remodelling work.	Mobility and bilateral hand activities should be adequate Incumbent should be considered with suitable aids & appliances. *Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
196.	Senior Technical Assistant	S, ST, W, BN, MF, SE, H, C	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI	Scrutiny of Drawing & Technical work.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above		does not involve any hazards. Incumbents should be considered with aids and appliances as per needs.
197.	Draughtsman Senior*	S, ST, W, BN, L, KC, MF, RW, SE	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They prepare drawings of buildings, highways, dams, machines, plants, etc. from sketches, designs or data for purpose of construction, alteration, manufacture or repair. Study notes, sketches and other engineering data. Calculate dimensions as required from available material or sample. Draw to scale detailed drawings, showing plan, elevations, sectional views etc. According to nature of work and operations required. May prepare estimate schedules for material and labour.	The work is performed inside in well lighted rooms as well as in fields. Workers Work alone and in groups. No hazards are involved. Incumbents should be considered with aids and appliances as per needs. *Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
198.	Junior Manager (Instrumentation)	S, ST, W, BN, RW, SE, H, C	a) LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Maintenance of electronic instruments used in the factory/mines.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbents should be considered with aids and appliances as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

199.	Tele Communication Engineers*	S, ST, W, RW, MF, SE, H, C	a) LV b) HH c) OA, OL, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To supervise and monitor the work of the section.	Should have functional communications skills with aids & devices. Incumbents should be considered with aids and appliances as per needs. *Not identified for Railways personnel who are involved in operation of trains, Maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
200.	Assistant Engineer (Cables)	S, ST, BN, SE	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They design, manufacture, install, operate and maintain telegraph and telephone, telex system, radio, radar, special microwave and other telecommunication instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like tele printers, signalling equipment, transmitters, radio, receivers, etc., supervise laying of overhead and underground cables. Conduct periodical checks of stations and units and attend to breakdown to remove faults in	The work is performed both inside and outside. Workplace in the field is hot humid dusty and noisy. The worker usually works in a group. However, planning job is done inside. Field work is hazardous. Incumbent should be considered with suitable aids/appliances. Mobility should not be restricted.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				telephone and telegraph system. Maintain telecommunication equipment in working order May specialize in designing and maintaining special equipment for telegraph, telephone, tele printing or radio broadcasting systems including zero-mechanism and tele system controls.	
201.	Assistant Engineer (Installation)	S, ST, BN, SE	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They design, manufacture, install, operate and maintain telegraph and telephone, telex system, radio, radar, special microwave and other telecommunication instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like tele printers, signalling equipment, transmitters, radio, receivers, etc., supervise lying of overhead and underground cables. Conduct periodical checks of stations and units and attend to breakdown to remove faults in telephone and telegraph system. Maintain telecommunication equipment in working order May specialize in designing and maintaining special equipment for telegraph, telephone,	The work is performed both inside and outside. Workplace in the field is hot, humid, dusty and noisy. The worker usually works in a group. However, planning job is done inside. Field work is hazardous. Incumbent should be considered with suitable aids/appliances. Mobility should not be restricted.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				teleprinting or radio broadcasting systems including zero-mechanism and tele system controls.	
202.	Assistant Engineer (Planning) / Training Officers	S, ST, BN, SE	a) LV b) D, HH c) OA, OL, CP, Dw, AAV d) SLD e) MD Involving (a) to (d) above	They design, manufacture, install, operate and maintain telegraph and telephone, telex system, radio, radar, special microwave and other telecommunication instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like tele printers, signalling equipment, transmitters, radio, receivers, etc., supervise laying of overhead and underground cables. Conduct periodical checks of stations and units and attend to breakdown to remove faults in telephone and telegraph system. Maintain telecommunication equipment in working order May specialize in designing and maintaining special equipment for telegraph, telephone, tele printing or radio broadcasting systems including zero-mechanism and tele system controls.	The work is performed both inside and outside. Workplace in the field is hot, humid. Dusty and noisy. The worker usually works in a group. However, planning job is done inside. Field work is hazardous. Incumbent should be considered with suitable aids/appliances. Mobility should not be restricted.
203.	Power Transformer Designer	S, ST, W, BN, L, KC, MF, RW, SE,	a) B, LV b) D, HH	To design of preparing 400 kw clan Transformer – repair/ operate Trouble	The work is performed inside as well as outside. Mobility and

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		H, C	c) OA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	shooting in transformers.	literal hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
204.	No-Power Transform Designer	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, Dw, AAV d) SLD e) MD Involving (a) to (d) above	To Design ESP / Dry Type Transformers.	The work is performed inside as well as outside. Mobility and literal hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
205.	Senior Technical Assistant (Electrical & Electronic Engineering)	S, ST, W, BN, L, MF, RW, SE, C	a) B, LV b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	
206.	Technical Officer (Electrical)	S, ST, W, BN, MF, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise manufacture, installations, testing operation and maintenance of various types of electrical wiring, machinery and equipment Plan lay-out of work and equipment and prepare themselves or direct preparation of sketches, detailed drawings with diagrams. Specify method of construction installation and labour charges. Supervise construction, or erection work and give necessary technical advice at every stage of progress. Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintenance of electrical apparatus and equipment. May examine economical aspects of schemes to be undertaken.	The work is performed mostly inside. The work place is noisy and Vibrating. The worker usually works alone. It involves hazards of high voltage. Incumbent should be considered with suitable aids & appliances support.
207.	Junior Technical Officer	S, ST, W, BN, MF, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI	They plan, design and supervise manufacture, installations, testing operation and maintenance of various types of electrical wiring, machinery	The work is performed mostly inside. The work place is noisy and Vibrating. The worker usually works alone. It involves

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) MD Involving (a) to (c) above	and equipment Plan lay-out of work and equipment and prepare themselves or direct preparation of sketches, detailed drawings with diagrams. Specify method of construction installation and labour charges. Supervise construction, or erection work and give necessary technical advice at every stage of progress. Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintenance of electrical apparatus and equipment. May examine economical aspects of schemes to be undertaken.	hazards of high voltage. Incumbent should be considered with suitable aids & appliances support.
208.	Workman (Electronic)	S, ST, W, L, MF, RW, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To perform supervise electrical/electronic work in workshop of industry.	The work is performed inside or outside in hot cold and humid condition. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
209.	Assistant Manager (Engineering)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of	The work is performed mostly inside Work place may not be humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking Of outgoing and incoming stores according to specifications.	Incumbents should be considered with suitable aids/ appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
210.	Modeller	S, BN, MF, RW, SE	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To prepare Plaster casts & replicas, to prepare moulds and finishing casts.	Work performed inside. Mobility should not be restricted. Incumbent should be considered with suitable aids & appliances support.
211.	Junior Manager Melting	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD	To operate & monitor still plants electric Arc furnace. To handle VPI VOD furnace in plant.	The work is performed in hot condition. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above		
212.	Mechanical Extraction Charge Hand	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To repair and maintain or vehicles, equipment or shall do work as maybe assumed from time to time by his superior officer.	The work is performed inside and not hazardous in nature should have functional communication on skill with assistive listening devices. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.
213.	Assistant Engineer*	S, ST, W, BN, L, KC, MF, RW, SE, H, C.	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of Machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient	The work is performed mostly inside Work place may not humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbent should be considered with suitable aids/ appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking Of outgoing and incoming stores according to specifications.	
214.	Junior Engineer (Air-conditioning)	S, BN, MF, RW, SE	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Maintenance of Centralized A/C plants.	The work is done outside. Incumbent should be considered with suitable aids & appliances support.
215.	Junior Engineer (E/M)R	S, ST, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above	All supervising, all machinery work. pertaining to Factory, Record keeping. Ensure jobs is done as per specifications.	The work is performed both inside and outside, work place can be hot & noisy. The job can be hazardous. Mobility and bilateral hand activities should be adequate The Incumbent should be considered with aids & appliances.
216.	Surveyor*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of Machinery and equipment. Study performance of existing machinery and suggest improvements to obtain	The work is performed mostly inside Work place may not be humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking of outgoing and incoming stores according to specifications.	*Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.
217.	Draughtsman*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and	The work is performed mostly inside Work place may not be humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				motion studies and determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking Of outgoing and incoming stores according to specifications.	yards, telecommunication and signalling works.
218.	Assistant Foreman (Mechanical)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety	The work is performed mostly inside Work place may not be humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				measures and observance of factory laws and statutory provisions. Examine indents and direct checking Of outgoing and incoming stores according to specifications.	
219.	Foreman (Production)*	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economical way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking Of outgoing and incoming stores according to specifications.	The work is performed mostly inside Work place may not be humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards, telecommunication and signalling works.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

220.	Fabrication Engineer	S, ST, W, SE, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	Analysis, maintaining & supervising fabrication works.	Should have functional communication skills with assistive listening devices. Incumbent should be considered with suitable aids & appliances support.
221.	Junior Engineering Assistant – II (Production)	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To supervised production work.	The works is performed inside as well as outside sometimes work in condition of humid cold and hot. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.
222.	Assistant Instructor (Engineering and Surveying)	S, ST, W, BN, L, MF, SE, RW, H, C	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Teaching on engineers & surveying subject.	The is performed inside. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.
223.	Jr. Engineer Assist. (Production)	S, ST, W, BN, L, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To assist/ their officer in operation of pump house, fired heater compress or reactor, fertilizer petrochemicals.	The work is performed inside and outside. Mobility should not be restricted. Incumbent should be considered with suitable aids/appliances.
224.	Offset Machine Man (Govt. press)	S, ST, W, L, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw,	Offset Machine Operation.	Work is performed mostly inside in a noisy environment. Mobility

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			AAV c) SLD d) MD Involving (a) to (c) above		should not be restricted. Incumbent should be considered with suitable aids/appliances.
225.	Senior Technical Assistant (Mechanical Engineering)	S, ST, W, BN, L, KC, MF, RW, SE, C	a) B, LV b) HH c) OA,BA, OL, CP, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved.
226.	Junior Engineer (Air-Conditioning)	S, ST, W, L, KC, MF	a) D, HH b) OA, OAL, CP, LC, Dw,	Maintenance of Centralized A/C plants	The work is mostly performed outside and may require physical

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			AAV c) SLD, MI d) MD Involving (a) to (c) above		strength to work at light. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
	15. ENVIRONMENTAL SCIENCE				
227.	Environmental Engineer	S, ST, BN, L RW, SE	a) B,LV b) D,HH c) OA,LC,Dw,AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Analysis of Pollutions identifying sources, Monitoring the effects of Pollution and land. Collection and Analysis data on breach of Environmental Laws.	Work performed inside / outside Should have functional communication skills with effective listening devises. The Incumbent should be considered with suitable aids & appliances.
228.	Assistant Environment Engineer	ST, W, RW, SE	a) D, HH b) OA, OL, OAL, CP, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To prepare report on pollution control.	Work is office based. Bilateral hand activities should be adequate.Incumbent should be considered with suitable aids & appliances support.
	16. HEALTH & MEDICAL INCLUDING NURSING & CHEMIST				
229.	Health Inspector	S, ST, W, RW, SE, H, C	a) B.LV b) D, HH c) OA, OL, BL, OAL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To teach the Multipurpose Health Workers in a different health aspects.	The work is performed both inside and outside. The work place is well lighted and field work involves dust. Hearing communication and mobility and hand function should be adequate.Incumbent should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					considered with suitable aids & appliances support.
230.	Health Educator	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To organize various Health Education programme preferably in rural areas.	The work is performed both inside and outside. The work place is well lighted and field work involves dusty. Hearing communication and mobility and hand function should be adequate.
231.	Crude evaluation. Dy. Manager	S, ST, W, BN, MF, RW, C	a) D, HH b) OA, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above	To do crude array, crude processing crude compatibility.	To work is performed outside and inside. Incumbent should be considered with suitable aids & appliances support.
232.	Senior Technical Assistant (Chemistry)	S, ST, W, RW, SE, C	a) HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	
233.	Junior Scientific Officer (Toxicology)	S, ST, BN, MF, RW	a) D, HH b) OA,BA, OL, CP, Dw, AAV c) SLD d) MD Involving (a) to (c) above	Research in the field of Toxicology	Work is mostly laboratory Based; Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
234.	Junior Chemist	S, ST, W, BN, MF, RW, SE	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	Junior Chemists who specialize in dispensing drugs prescribed by physicians and providing information to patients about their side effects and use. Junior Chemists must understand the composition of medicines, as well as the laws that regulate their manufacture and sale. They store medicines, keeping them safe, pure, and effective. They are required by law to maintain records of the drugs they handle.	Work in calm and quite environment with good light condition. Incumbent should be considered with suitable aids & appliances support.
235.	Senior Nursing Superintendent	S, ST, W, BN, MF, RW, S E, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD	Supervision of staff / allotment duties, keeping records related.	Mobility should not be restricted. Incumbent should be considered with suitable aids &

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) MD Involving (a) to (b) above		appliances support.
236.	Nursing Superintendent	S, ST, W, BN, MF, RW, S E, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Supervision of staff / allotment of duties, keeping records related.	Incumbent should be considered with suitable aids & appliances support.
237.	Assistant Nursing Superintendent	S, ST, W, BN, MF, RW, SE, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Serving with patients in Hospital (in General ward).	Incumbent should be considered with suitable aids & appliances support.
238.	Senior Nursing Brother	S, ST, W, BN, MF, RW, S E, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Serving with patients in Hospital (in General ward).	Mobility should not be restricted. Incumbent should be considered with suitable aids & appliances support.
239.	Senior Nursing Sister	S, ST, W, BN, MF, RW, S E, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Supervision of staff / allotment duties, keeping records related.	Mobility should not be restricted. Incumbent should be considered with suitable aids & appliances support.
240.	Nursing Officer	S, ST, W, BN, MF, RW, S E, H, C	a) OA, OL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Serving with patients in Hospital (in General ward).	Mobility should not be restricted. Incumbent should be considered with suitable aids & appliances support.
241.	Medical Officer	S, ST, W, BN, MF, RW, SE, H, C	a) OA, OL, BL, CP, LC, Dw, AAV (Non-surgical	They diagnose and treat ailments or disorder of human body according to	The work is performed inside in well lighted rooms. The worker

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			jobs) b) SLD c) MD Involving (a) to (b) above	scientific system of medicine. Examine patients using stethoscope, Blood pressure measuring instrument or any other medical instrument according to symptoms available and make or arrange for clinical tests. X-Ray and histopathological examination for correct diagnosis of disease or disorder, prescribe medicines Based on results of examinations. Consult other physicians or specialists, as necessary in complicated and difficult cases. Give treatment and advice patients on regimen required to restore and maintain health. Administer drugs as required. Keep records of patients examined, their ailments and treatment given or prescribed. May issue medical certificates.	works alone. No hazards are involved for non-surgical jobs. The mobility of Incumbent should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
242.	Medical Record Officer	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, BA, OL, BL, CP, LC, Dw, AAV (Non-surgical jobs) c) ASD (M) d) MD Involving (a) to (c) above	They diagnose and treat ailments or disorder of human body according to scientific system of medicine. Examine patients using stethoscope, Blood pressure measuring instrument or any other medical instrument according to symptoms available and make or arrange for clinical tests. X-Ray and histopathological examination for correct diagnosis of disease or disorder,	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved for non-surgical jobs. The mobility of Incumbent should be adequate.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				prescribe medicines Based on results of examinations. Consult other physicians or specialists, as necessary in complicated and difficult cases. Give treatment and advice patients on regimen required to restore and maintain health. Administer drugs as required. Keep records of patients examined, their ailments and treatment given or prescribed. May issue medical certificates.	
243.	Assistant Medical Officer	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV (Non-surgical jobs) c) SLD d) MD Involving (a) to (c) above	They diagnose and treat ailments or disorder of human body according to scientific system of medicine. Examine patients using stethoscope, Blood pressure measuring instrument or any other medical instrument according to symptoms available and make or arrange for clinical tests. X-Ray and histopathological examination for correct diagnosis of disease or disorder, prescribe medicines Based on results of examinations. Consult other physicians or specialists, as necessary in complicated and difficult cases. Give treatment and advice patients on regimen required to restore and maintain health. Administer drugs as required. Keep records of patients examined,	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved for non-surgical jobs. The mobility of Incumbent should be adequate.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				their ailments and treatment given or prescribed. May issue medical certificates.	
244.	Research officer (Unani)	S, ST,W, RW, SE,H, C, MF	a) D, HH b) OA,BA OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To research on Unani language/medicine.	The work is performed inside in the laboratory. The Incumbent should be considered with suitable aids & appliances.
245.	Child Psychologist	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA,OL, BA, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	Psychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments	The work is mostly done inside The workers usually work in a group. It does not involve any hazards. Mobility and hand activities of the Incumbent should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude, ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally handicapped persons and children with disabilities. May render individual counselling and group guidance to persons and students to assist them in selection of their career and courses, inter- personal relationship, etc. May teach in institutions and do research work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as Child Psychologist, Clinical Psychologist, Psychopathologist, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically impaired human dynamics, etc; whether prepared any	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies.	
246.	Clinical Psychologist	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) OA, OL, BA, BL, OAL, BLOA, BLA, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above	Clinical Psychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude,	The work is mostly done inside. The workers usually work in a group. It does not involve any hazards. Mobility and hand activities of the Incumbent should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally handicapped persons and children with disabilities. May render individual counselling and group guidance to persons and students to assist them in selection of their career and courses, inter- personal relationship, etc. May teach in institutions and do research work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as Child Psychologist, Clinical Psychologist, Psychopathologist, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically impaired human dynamics, etc; whether prepared any psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies.	
--	--	--	--	---	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

247.	Industrial Psychologist	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA, OL, BA, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	Industrial Psychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude, ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally impaired persons and children with disabilities. May render individual	The work is mostly done inside. The workers usually work in a group. It does not involve any hazards. Mobility and hand activities of the Incumbent should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
------	-------------------------	--------------------------------	---	---	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				counselling and group guidance to persons and students to assist them in selection of their career and courses, inter- personal relationship, etc. May teach in institutions and do research work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as Child Psychologist, Clinical Psychologist, Psychopathologist, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically impaired human dynamics, etc; whether prepared any psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies.	
248.	Psychopathologist	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, BLOA, BLA, LC, Dw, AAV	PsychopathologistPsychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors	The work is mostly done inside The workers usually work in a group. It does not involve any hazards. Mobility and hand activities of the

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD e) MD Involving (a) to (d) above	that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude, ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally impaired persons and children with disabilities. May render individual counselling and group guidance to persons and students to assist them in selection of their career and courses, inter- personal relationship, etc. May teach in institutions and do research	Incumbents should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as Child Psychologist, Clinical Psychologist, Psychopathologist, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically impaired human dynamics, etc; whether prepared any psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies.	
249.	Physiotherapist	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	Physiotherapist treats patients suffering from body injuries, stiffness, paralysis, neuritis etc. by massage, exercise and use of heat, light, water, electricity and special therapy machines and techniques. Assists and instructs patients on performance of corrective, reducing and other physical exercises. Record specialization in particular diseases or injuries and method of	Work in groups and alone both inside and outside. Less hazardous. Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				treatment; whether experienced in hospitals, clinics or in private practice.	
	17. HINDI OFFICER/ REGIONAL LANGUAGE				
250.	Assistant Director (OL)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	All matter pertaining to Raj Bhasha (Hindi).	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
251.	Junior Manager (Hindi)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervising and implementation of Rajbhasha Act, preparing reports, translation work,	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
252.	Superintendent (OL)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Supporting staff for implementation of Official Language.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					with appropriate software, aids & appliances support as per needs.
253.	Hindi Officer	S, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Hindi Officer supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes Performa for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi. Works related to language, its structure, make correction in the articles and data for the publication.	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is sometimes required. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
254.	Senior Hindi Translator	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	They look after the work of translation from English to Hindi and vice versa and assists the Deputy Director (Official Language) in Implementation of Official Language Policy of Govt. of India in the Department of Pharmaceuticals.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
255.	Hindi Translator	S, ST, W, BN, RW, SE, H, C	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI	Translation of all documents, orders, annual report, communications received from other departments, Ministry etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above		does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
256.	Hindi Translator Grade I	S, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Hindi Translator supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes Performa for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi. Works related to language, its structure, make correction in the articles and data for the publication.	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is sometimes required. It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
257.	Linguist (Hindi Publication Board)	S, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes Performa for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi. Works related to language, its structure, make correction in the articles and data for the publication.	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is sometimes required. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

258.	Evaluator	S, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To evaluate response sheet of the student. To introduce Hindi programme in non-Hindi speaking areas.	The work is performed inside as well lighted places. Hearing and communication should be adequate. To be considered with aids and appliances.
259.	Assistant Master (Hindi)	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To conduct classes for the students.	The work is performed inside. The work place is well lighted and comfortable. Good interaction with students and colleagues is required. Incumbent to be considered with appropriate aids and appliances support. Mobility and communication skills should be adequate.
260.	Tutor in Hindi	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Teaching in Hindi.	The work is performed mostly inside. The job does not involve any hazard. Hearing communication and mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support.
261.	Language Instructor	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI	Teaching regional languages.	The work is performed mostly inside. The job does not involve any hazards. Hearing communication and mobility and hand function should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above		adequate. Incumbent should be considered with suitable aids & appliances support.
262.	Assistant Officer (Rajbhasha)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Implementation of Rules & Regulations of various provisions/directives of Official Languages Act and Rules thereunder for PSUs, its terminology, procedure & systems, including interaction with external implementing and enforcement agencies and related activities.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
263.	Assistant Education Officer (Hindi)	S, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Assistant Education Officer (Hindi) supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes Performa for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi. Works related to language, its structure, make correction in the articles and data for the publication.	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is sometimes required. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.
264.	Assistant Editor (Hindi)	S, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
265.	Rajbhasha Sahayak	S, RW, SE, H, C,	a) B, LV		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		MF	b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) SLD, MI, ASD (M) e) MD Involving (a) to (d) above		
266.	Junior Hindi Translator	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Translation work from English to Hindi and Hindi to English.	The work is performed mostly inside. The job does not involve any hazard. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
267.	Junior Officer (Raj Bhasha)	S, W, MF, RW SE, H	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Prepares documents and reports in Hindi. Arranges Hindi training for staff (drafting and typing). Hindi Translation work. Encourages usage of Official language.	
	18. HORTICULTURE				
268.	Assistant Director (Ministerial)	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw,	Agricultural Science & Research on agriculture.	Work is performed indoor & outdoor. Should have functional communication skills with assistive listening devices.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		Incumbent should be considered with appropriate software, aids & appliances support as per needs.
269.	Assistant Director	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Horticulturists conduct experiments to develop methods of breeding and cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc., preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil comp- position in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for cross-breeding to develop resistant and improved varieties. Develop methods of propagation of plants and maintenance of nurseries. Suggest methods for improving quality and increasing quantity of production of vegetables and flowers. May advice regarding location of farms, sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows. May inspect gardens, nurseries in their charge.	The work is performed mostly outside in the field. It involves extensive touring. The work environment is usually dusty, humid, hot and dry. The work is hazardous in nature. The work is usually done in a group. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				May control and guide junior staff.	
270.	Section Officer (Horticulture)	S, ST, W, BN, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipment's etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
271.	Scientific Officer B (Horticulture)	S, ST, W, BN, L, KC, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipment's etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
272.	Senior Horticulture Assistant	S, ST, W, BN, MF, RW, SE, H, C	a) LV b) D, HH	Senior Horticulture Assistant conducts experiments to develop methods of	The work is performed mostly outside in the field. It Involves

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OA, OL, CP, LC, Dw, AAV d) SLD, MI MD Involving (a) to (d) above	breeding and cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc., preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil comp- position in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for cross-breeding to develop resistant and improved varieties. Develop methods of propagation of plants and maintenance of nurseries. Suggest methods for improving quality and increasing quantity of production of vegetables and flowers. May advice regarding location of farms, sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows. May inspect gardens, nurseries in their charge. May control and guide junior staff.	extensive touring. The work environment is usually dusty, humid, hot and dry. The work is hazardous in nature. The work is usually done in a group. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with suitable aids and appliances.
273.	Horticulture Supervisor	S, ST, W, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI	Horticulturists conduct experiments to develop methods of breeding and cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc., preserving fruits and	The work is performed mostly outside in the field. It Involves extensive touring. The work environment is usually dusty, humid, hot and dry. The work is

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	vegetables and preventing damage during storage, transportation, processing and marketing. Study soil composition in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for cross-breeding to develop resistant and improved varieties. Develop methods of propagation of plants and maintenance of nurseries. Suggest methods for improving quality and increasing quantity of production of vegetables and flowers. May advice regarding location of farms, sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows. May inspect gardens, nurseries in their charge. May control and guide junior staff.	hazardous in nature. The work is usually done in a group. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with suitable aids and appliances.
274.	Horticulturist	S, ST, W, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Maintaining / supervising gardens, maintaining registers of pesticides, keeping record of development of plants and related works. Supervision / allotment of works to the subordinates.	Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
275.	Botanical Assistant	S, BN, MF, RW, SE	a) D, HH	Maintenance of muster rolls of workers	

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	of the gardens, to assist the Scientific researches & to prepare notes after consultation of literature.	
276.	Programme Assistant (Agriculture-Horticulture & Veterinary)	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	To work under programme coordinator & Subject Matter Specialist.	Work is performed both outside and in the lab. Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
277.	Field Man (Horticulture)	S, ST, W, BN, MF, RW, SE,	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To look out maintain area of or archaeological garden.	The work is performed outside in hot, humid and cold condition not hazard nature. Mobility and hand function should be adequate. Incumbent should be considered with suitable aids & appliances support.
278.	Vocational Counsellor	S, ST, W, BN, MF, RW	a) B, LV b) HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD e) MD Involving (a) to (d) above	Vocational Counsellor guides and counsel's individuals in vocational choice, vocational adjustment, vocational progress, etc. Interviews and collects information about clients to assess his strength and weaknesses in relation to requirements of various occupations and educational training courses. Collects comprehensive	The work is mostly performed inside in well lighted rooms. Worker usually works in a group/alone It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				information about occupations, employment market, education-, al and training facilities, schOALrship facilities and other information relating to world of work. Conducts counselling interviews on vocational and occupational choices in relation to special aptitudes, interests and personality characteristics. Provides occupational information to all those seeking it in person or by post. Conducts group guidance programmes for purposes of disseminating occupational information and promoting vocational maturity. May administer Psychological tests of aptitudes, interests, personality traits, etc. As aids in assessment of individual's strengths and weaknesses. May conduct surveys and studies concerning psychological requirements of different occupations and problems relating to adjustment and efficiency in different fields of activity. May conduct job analysis and study staffing patterns in different industrial and commercial organisations. May assist employers in their recruitment problems by using specialized techniques to determine aptitude,	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				interest values, etc. May organise career week, career exhibition, etc. Record nature of duties performed; studies and surveys undertaken; types of clients guided; papers contributed to technical journals.	
	19. HUMAN RESOURCE MANAGEMENT				
279.	Industrial Relation Manager	S, ST, W, RW, SE, H, C, MF	a) D, HH b) OA,BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV, MDy c) SLD, MI d) MD Involving (a) to (c) above	They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. Advice and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to	The work is performed mostly inside. The workplace is well lighted. The worker usually does his work in a group. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				minimize misunderstanding. May represent employers in labour conciliation proceedings during disputes.	
280.	Superintendent Grade-I (Personnel Department)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. Advice and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimize misunderstanding. May represent employers in labour conciliation proceedings during disputes.	The work is performed mostly inside. The workplace is well lighted. The worker usually does his work in a group. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

281.	Junior Superintendent (Personnel Administration)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. Advice and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimize misunderstanding. May represent employers in labour conciliation proceedings during disputes.	The work is performed mostly inside. The workplace is well lighted. The worker usually does his work in a group. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.
------	--	----------------------------	--	---	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

282.	Assistant Personnel Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. Advice and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimize misunderstanding. May represent employers in labour conciliation proceedings during disputes.	The work is performed mostly inside. The workplace is well lighted. The worker usually does his work in a group. It does not involve any hazards. Incumbent should be considered with suitable aids & appliances support.
20. HYDROLOGY					
283.	Senior Technical	S, ST, BN, MF,	a) LV	Monitoring the Ground water.	Mostly work is performed outside

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Assistant (Hydrology)	RW, SE, C	b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		mobility and bilateral hand activities should be adequate Incumbent should be considered with aids and appliances.
284.	Assistant Hydrologist	S, ST, W, BN, KC, RW, SE, H, C	a) B, LV b) D, HH c) OA, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Water quality monitoring and Site surveys.	The work is performed inside and outside. Much of the work is performed in the field in hot, cold, humid and dusty conditions. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
	21. INFORMATION AND BROADCASTING				
285.	Camerman Grade II	S, ST, W, BN, L, MF, SE	a) B, LV b) HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Camerman, Photomechanical; Lithographic Camerman; Photolithographer photographs illustrations or type set material to obtain line, half tone, continuous tone and colour negatives for use in printing. Places illustrations or typeset material on copy board of copying frame.	The work is performed inside . Mobility of the person should be adequate. The incumbent should be considered with aids and appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

286.	Senior Technical Assistant	S, ST, W, BN, L, MF, RW, SE, C	a) B,LV b) HH c) OA,BA, OL,CP,LC,Dw,AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variablesconditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. Incumbent should be considered with appropriate software; aids & appliances support as per needs.
22. INFORMATION AND COMMUNICATION TECHNOLOGY					
287.	System Manager	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV	To manage software related activities such as MIS/GIS, website, documentations etc. a) To develop, maintain and update the institute	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD, SLD, MI e) MD involving (a) to (d) above	website, b) to develop and facilitate use of MIS /GIS on rural industrialization, interface activities, etc., c) to develop linkages with other resource.	The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
288.	Web Manager	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Maintenance of website.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
289.	Junior Manager (System)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Collecting, supervising and dissemination of information. Updating websites, programming of software and tools for testing and other activities. Operating and programming computers, data entry works, maintaining and updating database files. Maintaining ail computers and equipment related to IT.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
290.	Supervisor (MIS)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d)	Supervising the jobs in I.T Department.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		Incumbent should be considered with appropriate software, aids & appliances support as per needs.
291.	Assistant Supervisor (MIS)	S, BN, MF, RW, SE	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Managing computer network, solving Hardware & Software problems, install Servers & Systems.	Work performed inside with good light. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
292.	System Officer	S, ST, W, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To create & developing website software, maintaining website portal computers network security.	Work is mostly performed inside & PC BAsed. Should have functional communication skill with assistive devices. The Incumbent should be considered with suitable aids & appliances. Mobility and hand function should be adequate.
293.	Technical Officer (Computer)	S, BN, MF, RW, SE	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Maintenance of computer systems.	The work place is well lighted. The work is performed inside and not hazardous in nature. Incumbent should be considered with suitable aids & appliances support.
294.	Asst. Engineer (Computer) /Asst.	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH	Development/support of ERP applications/module. Acting as	The work is performed mostly inside. He usually works alone

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Data Processing Officer		c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	DBAunder Oracle/MSSQLR DBMS environment. Software development Life Cycle processes, Web Based architecture, Interface development (Net, VS, C, ASP, Java, OAF etc.,) Design, implementation of large-scale network or security project like WAN (50 nodes) / LAN (100 nodes) /MPLS-VPN/IPSEC VPN etc. Solution Design and tendering of large IT projects. Troubleshooting etc.	though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
295.	Data Processing Assistant (Grade: A)	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Operation Research & Computer Applications.	Bilateral hand activities should be adequate.Incumbent should be considered with suitable aids & appliances support.
296.	IT Supervisor/ Sr. Supervisor	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall responsible for supervising: HandlingDatabase in different Software Make Presentation. Prepare reports from the database.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
297.	Software	S, ST, BN, MF,	a) LV	Resolve computer software problems in	Work is PC

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Programmer	RW, SE, C	b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	computer in the Bank. Develop software applications. Development of integrated Software. Database administration related to the all Department.	Based. Incumbents should be considered with suitable aids & appliances support.
298.	Graphic Artist	S, W, BN, MF RW, SE	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Design graphic arts using Computer.	Work is lab based. Incumbent should be considered with suitable aids & appliances support.
299.	Member Technical Support Staff	S, ST, W, BN, MF, RW, SE, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Technical support for software technology, Guiding the subordinates for using new/appropriate software.	Work is PC Based. Should have functional communication skills with assistive listening devices.
300.	Junior Executive (IT)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Software Designing, MIS Management, LAN, WAN Networking, Hardware Software maintenance etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
301.	Network	S, ST, W, L, MF,	a) B, LV	Computer Science, Electronics, Tele	Should have functional

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Administrators (BOM)	RW, SE, H, C	b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Communication.	communication skills with effective listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
302.	Oracle Database Administrator (BOM)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Database Administration maintenance with explorer oracle.	Should have functional communication skills with effective listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
303.	MSSQL Database Administrator (BOM)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Work related to Computer Science.	Should have functional communication skills with effective listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
304.	IT Support Administrator (BOM)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Work related to Computer Science.	Should have functional communication skills with effective listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
305.	Software Programmer	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH	Computer Science, HTML, SXTML, XML, CSS, Java Services.	Should have functional communication skills with effective

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	(BOM)		c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
306.	Information Security Officer (BOM)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Computer Science, HTML, SXTML, XML, CSS, Java Services.	Should have functional commutation skills with effective listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
307.	Senior Field Officer (Tele Communication)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) OA, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Works on Electronics and Communication Engineering.	The work is performed both inside and outside. The work place is well lighted and field work involves dusty environment. The Incumbent should be considered with suitable aids & appliances.
308.	Internet Professional	S, ST, BN, MF, RW	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Deals with computer networking selling and purchasing of products or goods through internet. Gives idea of various ways of approach in different institutions and working areas. Guide the professional seeking information & using out the required information /data etc.	The work is performed inside in well lighted room with no hazards .The Incumbent should be considered with appropriate aids & appliances support.
309.	Assistant Master (Computer science)	S, ST, W, BN, L, MF, RW, SE	a) B, LV b) D, HH	Prepares software, web design.	The work is performed inside. Should have good communication

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		skills work on Based. The Incumbent should be considered with suitable aids & appliances.
310.	Engineering Assistant (SW/HW)	S, ST, BN, MF, RW, SE	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD(M), SLD, MI d) MD Involving (a) to (c) above	Developing applications, data process, Hardware installation & services.	Work is performed indoor and PC Based. Incumbent should be considered with suitable aids & appliances support.
311.	Programme Assistant (Computer)	S, ST, W, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To work under programme coordinator & Subject Matter Specialist.	Work is performed inside the computer lab. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
	23. INSTRUCTOR (SKILL)				
312.	Senior Instructor	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organizations/Depts. Aimed at improving personnel efficiency and output Advise and assist in development of syllabi programmes, training materials	The work is performed mostly inside except for practical training in organisations like Indian Airlines. The work place inside is well lighted The work in general organisations does not involve any hazards. However, work in organizations like Indian Airlines
313.	Instructor	S, ST, W, BN, MF,	a) B, LV		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		RW, SE, H, C	b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	/aids study policies, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	Air India is hazardous.Incumbent should be considered with appropriate software, aids & appliances support as per needs.
314.	Assistant Employment Officer	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL,OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Socio-Economic Investigation, market survey on employment.	Mostly job performed outside. Should have functional communication skills with assistive listening devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
315.	Job Analyst/ Junior Analyst	S, ST, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above	Job Analysts develop job evaluation scheme in commercial and industrial organizations. Organise evaluation procedures to finalize schemes by defining evaluation factors selecting and studying key-jobs in organization and relating key-job wage to evaluation factors. Develop norms for evaluating	The work is performed inside. The work place is well lighted and comfortable. The worker usually works in a group. Hearing and speaking are continuously required No hazards are involved. Incumbent should be considered with appropriate software, aids

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				variations in amount of responsibility and intelligence required for efficient performance of each job. Analyse existing and new jobs coming up in origination and relate job components to selected evaluation factors. Study scope of introducing automatic procedures to minimize manual operations and suggest them to appropriate authorities for adoption. Undertake study to assess worker condition and suggest methods to increase productivity. May assist in developing training programme of potentially capable individuals in organization.	&appliances support as per needs.
316.	Senior Instructor (Weaving)	S, ST, BN, L, KC, PP, MF, RW, SE	a) B, LV b) D, HH c) OA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Teaching and Weaving in the field of Textile Engineering.	Should have functional commutation skills with effective listening devises. The Incumbent should be considered with suitable aids & appliances.
24. LABOUR WELFARE					
317.	Labour Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI	They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain liaison between management and labour and promote harmonious	The work is performed mainly inside The worker usually works in a group, the job is not hazardous. The Incumbent should be considered software, aids

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workersand advise management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and encourage formation of co-operative stores and other welfare activities such as recreational facilities, sanitation, education of children, etc. Help in formulating employment and recruitment policies in joint consultation with management and workers' representatives. Use their good offices to bring about settlement by conciliation in event of dispute between workers and management May assist employees in their personal problems.	&appliances and devices support.
318.	Welfare Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above		
319.	Labour Welfare Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above		
	26. LAW & JUDICIARY				
320.	Assistant Manager (Law)	S, ST, RW, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d)	They study facts available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions or advice to the Govt. if necessary. May scrutinize legal aspects of different Govt. Rules and	The work is mostly performed inside. The work place is well lighted. The worker usually works alone but Sometimes in group also mobility and hand activities should be adequate. The Incumbent to be considered

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	regulation etc. May prepare and file legal proceeding complaints, complaints, legal statement, affidavits etc., in civil and criminal courts of law, advise Govt. department to procure evidence furnish documents etc. in support of particular case. May appear witness on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	software, aids & appliances and devices support.
321.	Junior Manager (Law)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Examining of documents / papers related to legal aspect of different issues, give opinion and advice in the matter. Preparing and filing legal proceedings complaints, complaints, legal statements, affidavits, etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
322.	Assistant Law Officer	S, ST, RW, H ,C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They study facts available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions or advice to the Govt. if necessary. May scrutinize legal aspects of different Govt. Rules and regulation etc. May prepare and file legal proceeding complaints, complaints,	The work is mostly performed inside. The work place is well lighted. The worker usually works alonebutSometimes in group also mobility and hand activities should be adequate. The Incumbentshould be considered software, aids & appliances and devices

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				legal statement, affidavits etc., in civil and criminal courts of law, advise Govt. department to procure evidence furnish documents etc. in support of particular case. May appear witness on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers .	Support.
323.	Senior Assistant (Corporate Law)	S, ST, W, BN, SE, RW, HC, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Coordinating the execution of documents by officers and directors of various McDonald's entities, both in written and electronic format. Uploading of files to internal and external websites. Maintaining minute books. Ordering and sending files to storage. Coordinating with Project Team on upcoming office move. Typing, proofreading, copying and distribution of correspondence and legal documents. Scheduling meetings and conference calls for team members and other global participants. Arranging travel itineraries for principals. Managing calendars of principals. Receiving and directing visitors to appropriate areas. Coordinating the legalization process for documents to be used outside. Answering telephone calls,	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be used as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				taking messages and responding to inquiries. Sending correspondence and e-mail messages to clients.	
324.	Legal Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They study facts, available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions and advice to the Govt. if necessary. May scrutinise and advise on legal aspects of Govt. rules and regulations etc. May prepare and file legal proceeding complaints, legal statement, affidavits etc., in civil and criminal courts of law, advice Govt. department to procure evidence and documents etc. in support of particular case. May prepare witness appearing on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers. Will assist the officers for the above work.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
325.	Junior Law Officer	S, ST, RW, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI	They study facts available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions or advice to the Govt. if necessary. May scrutinize legal	The work is mostly performed inside. The work place is well lighted. The worker usually works alone. Sometimes in group Be considered with software, aids & appliances and devices

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	aspects of different Govt. Rules and regulation etc. May prepare and file legal proceeding complaints, legal statement, affidavits etc., in civil and criminal courts of law, advise Govt. department to procure evidence furnish documents etc. in support of particular case. May appear witness on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	Support.
	26. LIBRARY INFORMATION & SCIENCE				
326.	Library Officer Grade III	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Research & Documentation.	Work is library Based.Incumbent should be considered with appropriate software, aids & appliances support as per needs.
327.	Inspector (Librarian)	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, BA,OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (c) above	Collects and disseminates information on various periodicals, books and journals.	Work is library Based.Incumbent should be considered with appropriate software, aids & appliances support as per needs.
328.	Slide Librarian	S, ST, W, BN, CL,	a) B, LV	Accessioning, cataloguing and issuing	The work is performed mostly

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		MF, RW, SE, H, C	b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	slides, video films and micro films.	inside in well lighted rooms. Mobility and Bilateral hand function should be adequate. Hearing and communication should be considered with aids and appliances. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
329.	Assistant Library & Information Officer	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Supervision of library, purchase of books, periodicals, up- keeping of library & books, classification of books, materials.	Does not involve any hazard. The incumbent should be considered with appropriate software & other devices support.
330.	Library Supervisor/Sr. Supervisor	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA,OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall responsible for supervising: Sort books according to classification code Issue and receive library material Compiles and review records Make abstract and summaries of important articles.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
331.	Documentation Officer	S, ST, MF, RW, SE,	a) LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC,	Documentation Officer, Librarians organise and maintain systematic collection of books, periodicals and other printed matter in library and issue	The work is mostly performed inside. Workplace is well lighted. The worker does his work alone. It does not involve any hazards.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	them to readers, select publications to be purchased and received priced / complementary copies of books, periodicals and other publications from authors / publishers. Classify or supervise classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups. Maintain liaisons with other libraries. Make abstract and Summaries of important articles from incoming periodicals. Also look after organizations and administration of academic public research and technical libraries.	Bilateral hand activities should be adequate. Should have functional comm. Skills with aids & devices. The Incumbents should be considered with suitable aids & appliances.
332.	Librarian Grade 'B'	S, ST, MF, RW, SE,	a) LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
333.	Senior Librarian	S, ST, MF, RW, SE,	a) LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
334.	Librarian	S, ST, KC, RW, SE, H,C, MF	a) D, HH b) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		
335.	Library & Information	S, BN, MF, RW, SE	a) D, HH b) OA,BA, OL, BL, CP, LC,	Maintains indent register, micro filming registers & collection of raw materials.	Work is library Based; Bilateral hand activities should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Assistant (Reprography)		Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		adequate. Incumbent should be considered with suitable aids & appliances support.
336.	Senior Assistant Librarian	S, ST, MF, RW, SE	a) LV b) D, HH c) OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Senior Assistant Librarian organises and maintains systematic collection of books, periodicals and other printed matter in library and issue them to readers, select publications to be purchased and received priced / complementary copies of books, periodicals and other publications from authors / publishers. Classify or supervise classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups. Maintain liaisons with other libraries. Make abstract and Summaries of important articles from incoming periodicals. Also look Administration of academic public research and technical libraries.	The work is mostly performed inside. Warp lace is well lighted. The worker does his work alone. It does not involve any hazards. Bilateral hand activities should be adequate. Should have functional communications skills with aids & devices. The Incumbent should be considered with suitable aids & appliances.
337.	Librarian-cum-	S, ST, W, BN, MF,	a) LV	Documentation of modern	Work is performed inside the

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Documentation & Production Assistant	RW, SE, C	b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	&sophisticated data.	office and PC Based. Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate.
338.	Senior Documentation Assistant	S, ST, MF, RW, SE	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Senior Documentation Assistant organises and maintains systematic collection of books, periodicals and other printed matter in library and issue them to readers, select publications to be purchased and received priced / complementary copies of books, periodicals and other publications from authors / publishers. Classify or supervise classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups. Maintain liaisons with other libraries. Make abstract and summaries of important articles from incoming periodicals. Also look after organizations and administration of academic public	The work is mostly performed inside. Work place is well lighted. The worker does his work alone. It does not involve any hazards. Bilateral hand activities should be adequate. Should have functional communication skills with aids & devices. The Incumbent should be considered with suitable aids & appliances.
339.	Assistant Librarian	S, ST, KC, RW, SE, H,C, MF	a) LV b) D, HH c) OA,BA, OL, BL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				research and technical libraries.	
340.	Assistant Curator (Sanskrit Manuscripts)	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To assist documentation of the collection, exhibition and research.	The work is performed both inside and outside. Work in the field is done in group. Desk job is done alone, work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
341.	Assistant Curator (Arabic)	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To assist documentation of the collection, exhibition and research.	The work is performed both inside and outside. Work in the field is done in group. Desk job is done alone, work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
27. MATERIALS MANAGEMENT					
342.	Assistant Manager (Materials Management)	S,ST,W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)	Works on Materials Sales.	The work is performed both inside and outside. The work place is well lighted and field work involves dusty, humid and hot conditions. A good communication skill is required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		
343.	Junior Manager (Material)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Examining of documents / papers related to legal aspect of different issues, give opinion and advice in the matter. Preparing and filing legal proceedings, complaints, legal statements, affidavits, etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
	28. MEDIA AND PUBLICATION / PUBLICITY				
344.	Deputy Regional Manager	S, ST, W, RW, SE, H	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above	They prepare publicity material and issue it through press, screen or radio to attain effective publicity for organisations, Govt., business house or other institution. Prepare news Releases, scripts, salient features and other publicity material through appropriate media to display at important places, exhibition, films, newspapers, radio and personal contacts. Scrutinize newspapers and magazines to collect news and views to ensure effective publicity relating to their publicized material. May tour area and contact public to promote mutual good will. May maintain liaison with	The work is mostly done in the field. Work place is hot, humid and dusty. The worker usually works in the group. It does not involve any hazards. Should have functional communicationskills with aids & devices.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				press representatives.	
345.	Superintendent (Publication)SVDV	S, ST, W, RW, SE, H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Works related to publication of books, articles etc. Maintain records. Publicity Assistant prepares publicity materials for government, business or other institutions and conducts visits in information centre to popularize their products or achievements. Scrutinizes newspapers and magazines and collects news and views relating to his employer's institution. Prepares press releases, feature articles, pamphlets, folders, leaflets etc. for distribution to press and public. Sends prepared materials to Publicity Officer for approval. Arranges display of publicity posters or erection of hoardings at important public places. Receives visitors at information centre or exhibition and explains to them charts, models and other exhibits displayed. May attend to clerical work. Record type of industry or institution in which experienced; specialisation, if any.	The work is mostly performed inside and outside. The work place is well lighted does not involve any hazards. Mobility and communication skills should be adequate. The Incumbent should be considered with suitable aids & appliances
346.	Tourism Promotion Officer	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA,BA, OL, LC, Dw, AAV	They prepare publicity material and issue it through press, screen or radio to attain effective publicity for organisations, Govt., business house or	The work is mostly done in the field. Work place is hot, humid and dusty. The worker usually works in the group. It does not

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD, MI e) MD Involving (a) to (d) above	other institution. Prepare news Releases, scripts, salient features and other publicity material through appropriate media to display at important places, exhibition, films, newspapers, radio and personal contacts. Scrutinize newspapers and magazines to collect news and views to ensure effective publicity relating to their publicized material. May tour area and contact public to promote mutual good will. May maintain liaison with press representatives.	involve any hazards. Should have functional communicationskills with aids & devices.
347.	Publicity Officer	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
348.	Junior Publication Officer	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Works related to publication of books, articles etc. Maintain records. Prepares publicity materials for government, business or other institutions and conducts visits in information centre to popularize their products or achievements. Scrutinizes newspapers and magazines and collects news and views relating to his employer's institution. Prepares press releases, feature articles, pamphlets, folders, leaflets etc. For distribution to press and public. Sends prepared materials to Publicity Officer for approval. Arranges display of publicity posters or erection of	The work is mostly performed inside and outside. The work place is well lighted. Does not involve any hazards. Mobility and communication skills should be adequate. The Incumbent should be considered with suitable aids & appliances.
349.	Publicity Assistant	S, ST, W, RW, SE, H, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				hoardings at important public places. Receives visitors at information centre or exhibition and explains to them charts, models and other exhibits displayed. May attend to clerical work. Record type of industry or institution in which experienced; specialisation, if any.	
350.	Technician (Film)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Associated with media & publicity.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
351.	Film Editor	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To edit film stories schemes as per consider Board norms.	The work is performed inside. Incumbent should be considered with suitable aids & appliances support.
352.	Deputy Field Officer (Photo Lab)	S, ST, W, BN, MF, RW, SE, C,	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c)	To co-ordinate the works in the Photo Lab.	Work is performed inside the lab. May require to do outside work while shooting. Bilateral hand activities should be adequate.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		
353.	Make-up Artist	S, ST, W, BN, MF, SE, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To do the makeup of artist.	The work is performed inside as well as outside. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
354.	Camera person	S, ST, W, BN, RW	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Handling & operating camera for broadcasting.	Work is laboratory Based, Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
355.	Documentation Assistant	S, ST, W, BN, MF, RW, SE	a) D, HH b) OA, BA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To keep document in library & assist the Documentation officer.	Work is performed indoor and PC Based, Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
356.	Artists	S, ST, BN, RW, SE, H, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They prepare designs for advertising articles or draw illustrations for books magazines, posters, charts, hoardings etc. in suitable columns. Study specifications and discuss details with superiors. Determine subject matter in consultation with client and draw designs and sketches with or without	The work is performed mostly inside. Work place is well lighted and comfortable. No hazards are involved. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				colour to desired effect. Execute approved design in required medium such as paints oils, water colour etc.	
357.	Advertisement Writer/ Copywriter	S, ST, W, RW, SE, MF	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Advertisement Writer; Copywriter composes wording of advertisement, either in descriptive style or in form of slogans, captions, etc., for popularizing particular product or establishment. Receives advertisement matter from customer. Writes descriptive matter or slogans in attractive form to advertise merits of product or establishment. Record languages in which able to write; specialization in writing advertisement for product or establishment; experience of drawing sketches etc.	The work is mostly performed inside and outside. The work place is well lighted; it does not involve any hazards. The Incumbent should be considered with appropriate aids of appliances.
358.	Veena Player	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such As Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/BAss Player, HARPIST, etc. Record types of music and instruments able to play and specialization, if any.	
359.	Sitar Player	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such As Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/BAss Player, Harpist, etc. Record types of music and instruments able to play and specialization, if any.	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

360.	Sarangi Player	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such as Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/Bass Player, Harpist, etc. Record types of music and instruments able to play and specialization, if any.	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Incumbent should be considered with suitable aids & appliances support.
361.	Sarod Player	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous in nature. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such As Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/Bass Player, HARPIST, etc. Record types of music and instruments able to play and specialization, if any.	
362.	Violinist	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such As Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/Bass Player, Harpist, etc.	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Incumbent should be considered with suitable aids & appliances support.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Record types of music and instruments able to play and specialization, if any.	
363.	Harpist	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c) above	Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or in accompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such as Veena Player, Sitar Player, Sarangi Player, Sarod Player, Violinist/Bass Player, Harpist, etc. Record types of music and instruments, able to play and specialization, if any.	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Incumbent should be considered with suitable aids & appliances support.
29. MINING					
364.	Junior Manager (Mining)	S, ST, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD, SLD, MI	Mines planning of open cast and underground mines, maintenance scheduling, raw material planning and scheduling.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above		does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
365.	Mineral Officer	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Collection, compilation, Processing and tabulation of data received from mineral producers, consumers, exploration agencies, State Directorates of Geology and Mining, State Directorates of Industries, etc. required for various activities of the Division and such other duties as may be assigned from time to time by the Controller General or any other officer authorised by him.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
366.	Senior Technical Assistant (Geophysics)	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To conduct and assist the work of geophysical investigation and compute the data.	Work is performed inside as well as outside. The work place is well lighted. Incumbent to be considered with appropriate aids and appliances support. Mobility and hand functions should be adequate.
30. PERSONAL STAFF					
367.	Senior Private Secretary	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV	Provides secretarial & office support to officers.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD, SLD, MI e) MD involving (a) to (d) above		The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
368.	Private Secretary to Grade-II	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Provides secretarial & office support to officers.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
369.	Private Secretary (STS)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Attending all telephonic calls to Chairman, fixing appointments, arranging air tickets for Chairman's tour, maintenance of all registers and files in Chairman's Office, submission of all files coming from Secretary/Director (M)/other senior officers etc. Looking after various matters relating to meeting convened by Chairman and also dealing of the confidential matters, supply of all information and data prepared by Chairman.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
370.	Supervisor (Typist)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH	Supervision.	The work is performed mostly inside. He usually works alone

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above		though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
371.	Supervisor (Data Comms.)	S, ST, W, BN, RW, SE,H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
372.	Supervisor (Voice Comms.)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
373.	PA/PS to GM/Executive Director/ C & MD	S, ST, W, RW, SE, H	a) B, LV b) HH c) OA, OL, BL, CP, LC, Dw, AAV	Maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office, Drafting work. They take dictation in	Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) MI e) MD Involving (a) to (d) above	shorthand and transcribe then using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date, and place of meeting and other engagement for employer or the superior of engagements and accompany him if required. Attend to routine enquires in persons in writing or over phone.	
374.	Senior Personal Assistants	S, ST, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagements and accompany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The Incumbent of Hearing Impaired category should have communications skills with hearing aids & devices supports. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
375.	Private Secretary/ CSS	S, ST, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above		
376.	Private Secretary to Director	S, ST, BN, RW, SE, H, C	a) B, LV b) HH		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above		
377.	Personal Assistant	S, ST, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
378.	Private Secretary to Executive Director	S, ST, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above		
379.	Assistant Personnel Officer	S, ST, W, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		
380.	Stenographer Gr. I	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
381.	Junior Officer (Company Secretary)	S, ST, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
382.	Stenographer – I	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	All office work including typing, short hand, note taking, maintaining files & documents.	Mobility and hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
383.	Stenographer – II	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above		
	31. PHARMACOLOGY				
384.	Chief Radiological Technologist	S, ST, W, BN, MF, RW, SE, H, C	a) OA, OL, LC, Dw, AAV b) SLD, MI c) MD Involving (a) to (b) above	Helps radiologist in diagnosing disease and disorders of human system. Assist radiologist by giving necessary certain drugs to the patients. Provides assistance by adjusting and operating X-ray and other therapeutic machines.	Works in groups and alone both inside and outside. Could be hazardous. Mobility not to be restricted. Incumbent should be considered with suitable aids & appliances support.
385.	Chief Pharmacist/ Store Keeper	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Arranges and sets apparatus and other equipment in Pharmaceutical laboratory, conducts routine tests of various ingredients for manufacture of drugs and medicines and assists Pharmaceutical Chemist in carrying out studies and experiments. Grinds and mixes chemicals and other raw materials in prescribed proportions for study, research or manufacture of drugs and medicines such as syrups, tonics, ointments, solutions, tablets etc.	Works in groups and alone both inside and outside. Could be hazardous. Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids / appliances.
386.	Senior Pharmacist	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Assists for preparing patients for examination, treatment or dental surgery and assists Dentist in performing his work by handing him necessary implements or equipment and by keeping patients comfortable.	Works in groups and alone both inside and outside. Could be hazardous. Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbent should be considered
387.	Senior Hospital Superintendent	S, ST, W, BN, MF, RW, SE, H, C	a) HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					with suitable aids/ appliances.
388.	Senior Medical Record officer	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To keep and maintain or medical Records safely.	The work is performed inside should have good functional communication skill with assistive listening devices. Should have knowledge of computer. Mobility and hand function should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
389.	Senior Lab Technologist	S, ST, W, BN, MF, RW, SE, H, C	a) HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Arranges and sets various chemicals, instruments and apparatus such as salts, acids, Balances, heaters as desired for conducting be restricted. Experiments in laboratory. Sets up required apparatus and equipment as directed.	Work in groups and alone both inside and outside. Could be hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids/ appliances.
390.	Dental Hygienist	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	Administration of hospital, nursing home, or other health care facility within authority of Governing board. Administers fiscal operations, such as budget planning, accounting, and establishing rates for health care services. Directs hiring and training of personnel. Negotiates for improvement of and additions to buildings and equipment. Directs and coordinates activities of medical, nursing, and	Works in groups and alone both inside and outside. Could be hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids/ appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				administrative staff and services.	
391.	Officer-Trainee (Hospitality Management)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To handles the learning and professional development of an organization's workforce.	The work is performed both inside and outside. The work place is well lighted and field work involves dusty. The person should be considered with aids and appliances. Mobility aid hand function should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
32. PHYSICISTS					
392.	Scientist Grade (A)	S, ST, BN, MF, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They conduct theoretical and experimental studies and research in different branches of physics such as gravitation, structure and properties of matter heat, light, sound, electricity, magnetism, electronics, atomic and nuclear physics, biophysics astrophysics and geophysics, to formulate theories of physical phenomena and to solve industrial and technical problem. Study theory and experiments with physical properties of solids, liquids and gases perform experiments on laws of motion, electricity, centre of gravity, liquid	The work is performed mostly inside Occasional field work is Involved. Work place inside is comfortable but in field it is hot, humid and dusty. He usually works alone. Some jobs involve hazards of high Voltage. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
393.	Senior Scientific Assistant	S, ST, BN, MF, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				pressure, etc., to identify and measure elements of matter and energy and their interaction. Apply results to formulate theories of physical phenomena, solve industrial and technical problems and for making delicate instruments and testing equipment. Undertake study of applied physics for understanding and analysis of data. SOAL r system and astrophysics, biological and geophysical phenomena etc. May specialize in one or more branches of physics such as mechanics, heat, light, sound, electronics, aero and hydro dynamics or use of X-Rays in testing of materials.	
	33. POSTAL				
394.	Deputy Post-Master	S, RW, SE, H, MF	a) LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They control and co-ordinate work of all employees under them in post office to ensure efficient service to public in accordance with rules and regulations prescribed. Allocate and assign responsibilities of subordinate personnel in their office. Maintain counters to facilitate service provided to public. Display relevant posters rules and regulations and publicize special and commemorative stamp issues,	The work is mostly performed inside. The place is well lighted. Workers work alone. It does not involve any hazards. Bilateral hand activities should be adequate. The Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Government bonds, etc. control sale of postage envelopes, stamps and other postal stationery and check timely collection and delivery of letters, money orders etc. within area prescribed. Check cash book amounts, saving Bank accounts and other prescribed records. Render accounts to audit office relating to their office and sub offices. May supervise function of telegraph office, if attached to post office. May keep cash and valuables in joint custody with treasurer.	
	34. PRINTING				
395.	Deputy Manager (Photolith)	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, scrutinize, co-ordinate and control activities of printing presses. May scrutinize the work of printing press men working on different types of machines, like flat bed- letter-press, rotary printing machines, off-set printing machines, may instruct and supervise mixing of inks to match the colours, examine final proofs, check printed copies. May also look after general administration of the press and solve day-to-day problems of the workers.	Most of the work is performed inside. The work place is noisy and pungent Smell of inks are common. Work is mostly done in a group. The Incumbent should be considered with suitable aids & appliances.
396.	Production Officer	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	May also deal with the customers and	
397.	Technical Officer	S, ST, BN, RW, SE,	a) D, HH		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

		C, MF	b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	decide printing charges etc.	
398.	Overseers	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV, c) SLD, MI d) MD Involving (a) to (c) above		
399.	Printing Press Superintendent	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
400.	Assistant Manager (Printing Technology)	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		
401.	Assistant Printing Press Superintendent	S, ST, BN, RW, SE, C, MF	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

402.	Senior Technical Assistant (Publication)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Proof-correction for jobs involving test and tabular matter.Preparation of reproduction manuscripts for Xerox-offset printing with preliminary scrutiny of manuscripts.Preparation of information on production output, maintenance, sales & distribution of publications.Analysis of sales and complimentary enquiries on Indian Bureau of Mines publications for preparing replies.Any other duties assigned by the Chief Editor in pursuance of the work progress of the section.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
403.	Assistant Cameraman	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To shoot out photo film, store lot in safety place for future utilization.	The work is performed outside as well as inside with good eye and hand co-ordination. Incumbent should be considered with aids and appliances. Mobility and communication skills should be adequate.
404.	Production Assistant (Publication)	S, ST, W, BN, MF, RW, SE, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To design the publications and supervise printing.	PC Based work. Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate.Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

405.	Printing Assistant	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	Machine & PC Based work, Composing matters for printing through machine.	Should have functional communication skills with effective listening devises. Mobility and hand functions should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
406.	Publication Assistant	S, ST, W, BN, L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	Handling Publication Work.	Work performed in Plant inside with Hearing Aids & legible speech. The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
35. PRODUCTION					
407.	Assistant Weaving Master	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Assisting the Joint Director(Incubation), Supervising the day-to-day activities of Hindustan Coir, maintenance of inventory, machinery etc. for streamlining of production.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					should be considered with appropriate software and other appliances support.
408.	Assistant Scientific Officer (Packaging)	S, ST, W, BN,MF, RW, SE, C	a) D, HH b) OA,BA, OL,OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	To supervise the packaging work, to keep packaging records etc.,	Should have functional communication skills with assistive listening devices. Incumbent should be considered with suitable aids & appliances support.
36. PUBLIC RELATIONS					
409.	Manager (Corporate Communication)	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To do work in the area of advertising, Communicate with the other corporate sectors etc.	Work is performed inside and outside. The work place is well lighted and field work involves dusty, humid and hot conditions. Good communication skill is required. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
410.	Showroom Manager Grade-II	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI	Duties include arranging of display in proper and attractive manner, to correspond with Secretary, consignors and other, to exercise control over the employees, to canvass and book orders	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above	for sale, to undertake promotional activities for marketing of goods, to arrange clearance and storage of consignments, to ensure un-interrupted counter service to the customers at the stipulated time.	does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
411.	Showroom Manager Grade-III	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Duties include arranging of display in proper and attractive manner, to correspond with Secretary, consignors and others, to exercise control over the employees, to canvass and book orders for sale, to undertake promotional activities for marketing of goods, to arrange clearance and storage of consignments, to ensure un-interrupted counter service to the customers at the stipulated time and to organize participations of the Board in different exhibitions.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
412.	Public Relations Manager	S, ST, W, RW, SE, H, C, MF	a) B, LV b) OA,BA, OL, BL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They maintain liaison between organisations employing them and general public and promoting good will and better understanding Distribute publicity material and arrange press releases to popularize organization's activities Study newspapers journals etc. carefully and note trend of public opinion and criticism of policies. Meet press and	The work is performed both inside and outside. The workplace inside is well lighted and comfortable The Workers usually work in group No hazards are involved. The Incumbent should be considered with suitable aids & appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				public representatives; explain special features of organisations employing them. Distribute publicity materials arrange films shows, to cultivate appreciation of the organization's activities. Participate in exhibitions and display poster, charts, models, etc. to public. May select suitable publicity materials, write special features articles, reports or pamphlets. May prepare other audio visual aids. May edit journals or periodicals for publishing activities of establishment or organisations May maintain information centre and organize community relations activities.	
413.	Liaison & Protocol Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To handle post arrival and pre departure formalities at the Airports, Liaoning with immigration and custom authorities at airport.	The work is performed both inside and outside. The work place is well lighted. Good communication skills are required. The Incumbent should be considered with suitable aids & appliances. Mobility and hand function should be adequate.
414.	Public Relations Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) OA,BA, OL, BL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c)	They maintain liaison between organisations employing them and general public and promoting good will and better understanding Distribute publicity material and arrange	The work is performed both inside and outside. The workplace inside is well lighted and comfortable The Workers usually work in group No hazards

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	press releases to popularize organization's activities Study newspapers journals etc. carefully and note trend of public opinion and criticism of policies. Meet press and public representatives, explain special features of organisations employing them. Distribute publicity materials	are involved. The Incumbent should be considered with suitable aids& appliances.
415.	Exhibition Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	arrange films shows, to cultivate appreciation of the organization's activities. Participate in exhibitions and display poster, charts, models, etc. to public. May select suitable publicity materials, write special features articles, reports or pamphlets. May prepare other audio visual aids. May edit journals or periodicals for publishing activities of establishment or organisations May maintain information centre and organize community relations activities.	
416.	Assistant Public Relations Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) OA,BA, OL, BL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above		
417.	Publicity/ Guest Relations Assistant	S, ST, W, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
37. REHABILITATION					
418.	Manager (Social Safeguard Specialist)	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Monitoring, evaluation of community development programme.	Should have functional communication skills with assistive listening devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

419.	Audiologist	S, ST, W, BN, MF, RW, SE, H, C	a) OA, OL, BL, CP, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Audiologist does assessment, hearing aid assessment & fitting ear mould, making auditory assessment & intervention. May teach under graduate students.	Work in occasionally groups and alone mostly inside but outside also. Mobility and bilateral hand activities of the person should be adequate.
420.	Speech Therapist	S, ST, W, BN, MF, RW, SE, H, C	a) OA, OL, BL, LC, Dw, AAV b) SLD c) MD Involving (a) to (b) above	Speech and language therapist does planning and therapy, counselling. It may teach under graduate students.	Work in groups and alone mostly inside and outside, less hazardous. Mobility and bilateral hand activities of the person should be adequate.
421.	Occupational Therapist	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Occupational Therapist helps in treatment and recovery of patients suffering from various disabilities by engaging them in purposeful activities, pre-vocational activities as well helping them to regain the highest level of functional independence within the limitations of the concerned disability.	Work in groups and alone both inside and outside. Less hazardous mobility and bilateral hand activities should be adequate.
422.	Information Technology and Assistive Technology Educator	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	1. Responsible for providing training and support services for assistive technology: a) Deliver assistive technology assessment, training and support services to students with disabilities'. b) Implement training materials including outcomes; that can be evaluated. c) Provide assistive technology support services to Red Deer College Students and Human Service programs. d) Develop individualized	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				independent training plan contract for students, usage of assistive technology lab, when necessary as referred from disability services. e) Coordinate the distribution of alternative format materials and assistive technology equipment to assist students. f) Modify specific curriculum materials for eligible students.g) Provide an Assistive Technology Learning Lab orientation and training session to academic aides to help support use of technology for students. Responsible for on-going development, modification, and testing of assistive technology. Assist in the on-going development and modification of needs in the Assistive Technology Learning Labs. Demonstrate and test assistive technology equipment on going.Responsible for administrative and reporting functions of assistive technology. Provide statistical reports Based on service delivery, usage, and technology accessed at Assistive Technology Learning Labs. Maintain and update vendor and funding resources for Assistive Technology Learning Lab. Provide and update resource information to SSC	
--	--	--	--	--	--

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Coordinator, Disability Services Coordinator & Chair of CLSS.	
423.	Social Worker	S, ST, RW, H, C, MF	a) B, LV b) HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Social worker is engaged in social welfare activities such as welfare of slums, organizing social function, investigate social problems and other related tasks such as assisting, conducting survey on social problems.	Works in groups both inside and outside mobility should not be restricted. Less hazardous. The incumbent should be considered with appropriate aids& appliances devices support.
424.	Social Welfare Organizer	S, ST, RW, H,C, MF	a) B, LV b) HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
425.	Public Health Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Plans organizes and vocational rehabilitation and community health and welfare promotion. Promote, maintain and improve individual and community health by assisting individuals and communities to adopt healthy behaviours. Collect and analyse data to identify community needs prior to planning, implementing, monitoring, and evaluating programmes design.	Bilateral hand activities should be adequate. Incumbent should be considered with suitable aids & appliances support.
426.	Social Education Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD e) MD Involving (a) to (d) above		
427.	Remedial Gymnaster	S, ST, W, BN, L, KC, JU, MF, RW, SE,	a) B,LV b) D,HH c) OA,BA,OL,OAL,CP,LC, Dw,AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above f)	To provide guidance to patient as well staff as to how to maintain your physic, diet etc.	The work is performed inside. Should have good Health. The Incumbent should be considered with suitable aids & appliances. Mobility and bilateral hand activities should be adequate.
38. RESEARCH / SCIENTIFIC / SYSTEM ANALYST					
428.	Deputy Assistant Director	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
429.	Assistant Manager (Planning Research)	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
430.	Assistant Manager (Operation)	S, ST, W, MF, RW, SE, H, MF	a) B, LV b) D, HH		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Research)		c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above	conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	
431.	Research officer	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
432.	Scientific Officer A (Electronics)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA,OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
433.	Scientific Officer B (Electronics)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above		
434.	Operational Research Officer	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC,		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
435.	Research Assistant	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
436.	Senior Investigator	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA, BA,OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
437.	Programme Assistant	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
438.	Senior Scientific Assistant	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD(M), MI e) MD Involving (a) to (d) above		
439.	Research Assistant Grade I	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above		
440.	Technical Assistant	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above		
441.	Research Associate	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above		
442.	Officer Scale-I	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), MI	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of the wide variety of fields. Determine character and volume of information necessary	The work is performed inside. The work place is well lighted and comfortable. The workers usually work alone though some public dealing is required. The

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	for solution of any problem. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the Basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating, efficiency, marketing methods and fiscal problems.	officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.
443.	Technical Officer-II	S, BN, MF, RW, SE	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	Research in the field of Seismometer.	The work is performed inside and outside and not hazardous in nature. Incumbent should be considered with suitable aids & appliances support.
444.	Junior Research Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information analysing for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data	The work is performed both inside and outside The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government analysing on matters such as operating efficiency, marketing methods and fiscal problems.	software, aids & appliances support as per needs.
445.	Junior Research Officer	S, ST, W, RW, SE, H, C, MF	a) B, LV b) OA,BA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD Involving (a) to (c) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	
446.	Scientific Officer A(Computer)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	System Maintenance Hardware & networking, software installing, servicing and repairing, maintaining office records in computer database.	The work is performed both inside and outside The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
447.	Scientific Officer B (Computer)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
448.	Research Investigator	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Interpretation of data/examining of proposals.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids &

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					appliances support as per needs.
449.	Social Management Specialist	S, ST, W, MF, RW, SE	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Organize socio-economic. Survey.	The work is performed inside. Should have good functional communication skills with assistive listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and hand functions should be adequate.
450.	Social Researcher	S, ST, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To assist senior social scientists in social researches, preparing data, instruments for research.	Work is PC Based. Performed generally inside the office. Should have functional communication skills with assistive listening devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
451.	Investigator (Social Studies) Grade - I	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To carry out, assist in planning and execution of ethnographic studies/survey on SC & ST.	The work is performed inside and outside, should have function communication skills. The Incumbent should be considered with suitable aids & appliances. Mobility and hand function should be adequate.
452.	Field Investigator	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI	Conduct survey in respect of various types of structure on land before demolition, organized in fixed and also working out the eligibility of the encroacher on the DDA land for the re-	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD involving (a) to (d) above	allocation/resettlement as the case may be organize the demolition programme in consultation with the land owing agency and concerned police Dept. to keep proper record/files received for demolition and for any other purpose in the branch. Collecting primary and secondary data from agencies like MCD, Govt. of: NCT of Delhi, NDMC etc. Information from Census office. Co-ordination with other department of DDA such as Lands, Engineering etc.	does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
453.	Senior Project Fellow	S, MF, RW, H,	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Assists the Project officer, Researchers for conducting analysis, compilation of data etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
454.	Assistant Research Officer	S, ST, BN, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Research work.	Work is performed both indoor and outdoor. Functional communication skills desirable. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
455.	Assistant Survey	S, ST, W, RW, SE,	a) B, LV	Supervision of survey work, Guide and	The work is performed both

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Officer		b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	train survey personnel, proper periodic maintenance of survey instruments and accessories.	inside and outside. Work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. The Incumbent should be considered with suitable aids & appliances. Mobility and hand functions should be adequate.
456.	Research Associate (Cultural)	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	To conduct research work in cultural anthropology.	Should have functional communication skills with assistive listening devices to understand culture of various regions. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
457.	Assistant Anthropologist (Physical)	S, ST, W, BN, MF, RW	a) D, HH b) OA,BA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	To conduct research work, collection & analysis of data & report making.	Should have functional communication skills with assistive listening devices. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
39. REVENUE					
458.	Appraiser (Customs)	S, ST, W, BN,L, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP,	Exercise and customs procedural work.	The work is performed mostly inside in well lighted rooms halls. The Incumbent should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		considered with suitable aids & appliances. Mobility and hand function should be adequate.
459.	Preventive Officer	S, ST, W, L, KC, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Procedural work of customs and central excise.	The work is performed mostly inside. The job does not involve any hazard. The Incumbent should be considered with suitable aids & appliances. Mobility and hand function should be adequate.
40. SALES AND MARKETING					
460.	Senior Manager (Marketing & Consultancy)	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, BL, OAL, CP, MF, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To articulate product and service offerings and messages for use by sales and marketing.	The work is performed outside. The field work involves dusty, humid and hot conditions. Good communication skill is required. Mobility and hand functions should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
461.	Assistant Manager (Marketing / Export/Import)	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV d) ASD (M), SLD, MI	Responsible for promoting and driving the sales of a company's goods or services. Promoting and driving the Export & Import of company's goods or services.	The work is performed outside. The field work involves dusty, humid and hot conditions. Good communication skill is required.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above		Mobility and hand functions should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
462.	Junior Manager (Marketing)	S, ST, W, BN, SE, RW, HC, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Taking steps to note and increase the sales of products, negotiating terms of business with buyers.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
463.	Junior Manager (Purchase)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Guidance on purchase and control rules, Purchase and supply of equipment, machineries, computers, stationeries etc. Dealing with contracts etc.,	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
464.	Assistant Commercial Officer / Assistant Stores Officer/	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI	Guidance on purchase and control rules, Purchase and supply of equipment, machineries, computers, stationeries etc. Dealing with contracts etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

	Assistant Purchase Officer		e) MD involving (a) to (d) above		does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
465.	Supervisor (Commercial)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
466.	Officer Manager (Technical)	S, ST, W, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They are in charge of the stores and purchase depts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their Dept. To make	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May arrange and/ or attend trade delegations to and from the other countries.	
467.	Distribution Officer	S, ST, W, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They are in charge of the stores and purchase depts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their Dept. To make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				viable price for various goods, keeping in view the national and international price structure. May organise. May arrange and/ or attend trade delegations to and from the other countries.	
468.	Purchase Officer	S, ST, W, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	They are in charge of the stores and purchase depts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their Dept. To make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May arrange and/ or attend trade delegations to and from the	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				other countries.	
469.	Circulation Officer	S, ST, W, RW, SE, H, C, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They are in charge of the stores and purchase depts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their Dept. To make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May organisations. May arrange and/ or attend trade delegations to and from the other countries.	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
470.	Project Officer	S, ST, W, RW, SE, H, MF	a) LV b) D, HH c) OA,BA, OL, CP, LC,	They are in charge of the stores and purchase department of their office. They take steps to note the sale of	Works in group and alone both inside and outside extensive touring is involved, work place is

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	various products of their organization both in the country and abroad, may visit intending buyers negotiate terms and condition of business with them and convince them of their superiority of the product of their organization over that of the products of other organisation, may arrange exhibition of their products, may get pamphlets etc. Prepare for their publicity of their goods, keep themselves abreast of their latest national and international market trends and advise their department. To make necessary change or modification in the design and the quality of products, to increase their selling potential, may so advise the departments on the most viable rise of various goods, keeping in view the national and international price structure may deal with stores and purchase officer of there organization. May arrange or attend trade delegation and to and from the other countries.	usually comfortable. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
471.	Programme Officer	S, ST, W, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV	They are in-charge of the stores and purchase department of their office. They take steps to note the sale of various products of their organization	Works in group and alone both inside and outside extensive touring is involved, work place is usually comfortable. Mobility and

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) SLD, MI e) MD Involving (a) to (d) above	both in the country and abroad, may visit intending buyers negotiate terms and condition of business with them and convince them of their superiority of the product of their organization over that of the products of other organisation, may arrange exhibition of their products, may get pamphlets etc. Prepare for their publicity of their goods, keep themselves arrests of their latest national and international market trends and advice their department. To make necessary change or modification in the design and the quality of products, to increase their selling potential, may so advice the departments on the most viable rise of various goods, keeping in view the national and international price structure may deal with stores and purchase officer of there organization. May arrange or attend trade delegation and to and from the other countries.	bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
472.	Milk Distribution Officer	S, ST, W, RW, SE, H, MF	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI	They are in-charge of the stores and purchase department of their office. They take steps to note the sale of various products of their organization both in the country and abroad, may	Works in group and alone both inside and outside extensive touring is involved, work place is usually comfortable. Mobility and bilateral hand activities should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	visit intending buyers negotiate terms and condition of business with them and convince them of their superiority of the product of their organization over that of the products of other organisation, may arrange exhibition of their products, may get pamphlets etc. Prepare for their publicity of their goods, keep themselves arrests of their latest national and international market trends and advice their department. To make necessary change or modification in the design and the quality of products, to increase their selling potential, may so advice the Departments on the most viable rise of various goods, keeping in view the national and international price structure may deal with stores and purchase officer of there organization. May arrange or attend trade delegation and to and from the other countries.	adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
473.	Marketing Officer	S, ST, W, RW, SE, H, MF	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d)	They are in-charge of the stores and purchase department of their office. They take steps to note the sale of various products of their organization both in the country and abroad, may visit intending buyers negotiate terms	Works in group and alone both inside and outside extensive touring is involved, work place is usually comfortable. Mobility and bilateral hand activities should be adequate. Incumbent should be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	and condition of business with them and convince them of their superiority of the product of their organization over that of the products of other organisation, may arrange exhibition of their products, may get pamphlets etc. Prepare for their publicity of their goods, keep themselves arrests of their latest national and international market trends and advice their department. To make necessary change or modification in the design and the quality of products, to increase their selling potential, may so advice the departments on the most viable rise of various goods, keeping in view the national and international price structure may deal with stores and purchase officer of there organization. May arrange or attend trade delegation and to and from the other countries.	considered with appropriate software, aids & appliances support as per needs.
474.	System Analyst	S, ST, W, RW, SE, H	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Maintaining all computer and equipment related to IT in proper working condition.	Works in group and alone inside work place is usually comfortable Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

					support as per needs.
475.	Data Processing Operator	S, ST, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Maintaining all computer and equipment related to IT in proper working condition.	Works in group and alone inside work place is usually comfortable. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
476.	Management Trainee (Marketing)	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Assist Deputy Manager (Marketing) in marketing of Real Estate project (Commercial/residential).	The work is performed both inside and outside. The work place is well lighted, though hot humid and dusty condition has to be faced in the fields. A good communication skill is required. Mobility and hand functions should be adequate.
41. SECURITY					
477.	Security Officer	S, ST, W, JU, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above	They plan, control and supervise security arrangement of individual plants, establishments buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and personnel hazards to check Works and administrative buildings men unauthorized entry of man and passage of material. Issue gate passes to visitors desiring entry into restricted premises	The work is performed both inside and outside. The job can be hazardous at times. Mobility should not be restricted. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
478.	Deputy Security Officer	S, ST, W, JU, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c)		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		
479.	Officer Grade I	S, ST, W, JU, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD d) MD Involving (a) to (c) above	and check security personnel on duty. Enquire into complaints of unauthorized entry of men and material and cases of theft etc. and report the matter to police for further action. Maintain discipline amongst security personnel. May assist fire-fighting personnel in case of fire. Inward & outward of letters, Distribution & collection of exam forms, maintain record of distribution of mark sheets, prepare identity card.	
	42. STATISTICS				
480.	Senior Statistical Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	Overall responsible for preparation of various manpower reports on monthly, quarterly and on annual Basis Sending various reports to MOP and other offices like PSEB, Ministry of Heavy Industries etc. Issuance of employee number to all the new employees joining the organization Updation of data of new entrants in the data Base. Updation of Organization chart Providing vacancy position for promotion / recruitment of employees Changing reporting and creating position code for employees joining at Corporate Office.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

481.	Statistical Officer	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government Agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development.	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
482.	Statistician	S, ST, W, BN, MF, SE, H	a) LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information accessory	The work is performed both inside and outside. The work in the field is usually done in a group most of the other work is done alone. Work place is

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) ASD (M), MI e) MD Involving (a) to (d) above	for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variable conditions affecting interpretation validity. May advise and consult private industrial concerns or Government agencies on matter such as operating efficiency, marketing methods and fiscal problems.	usually well lighted and comfortable. No hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
483.	Assistant Statistical officer	S, ST,W, BN, MF, RW, SE, H, C	a) B,LV b) D,HH c) OA,BA,OL,OAL,BLA, BLOA, CP,LC,Dw,AAV, MDy d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above	To collect Data through statistical method. Planning Data analysis & prepare a Report.	Work performed inside should have functional communication skill with assistive listening devices. The Incumbent should be considered with suitable aids & appliances. Mobility and hand functions should be adequate.
484.	Junior Statistical Officer	S, ST,W, BN, MF, SE, H	a) LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), MI	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information accessory	The work is performed both inside and outside. The work in the field is usually done in a group most of the other work is done alone. Work place is

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on Basis of variable conditions affecting interpretation validity. May advise and consult private industrial concerns or Government Agencies on matter such as operating efficiency, marketing methods and fiscal problems.	usually well lighted and comfortable. No hazards are involved.
485.	Statistical Investigator	S, ST, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), MI e) MD Involving (a) to (d) above	Collection, compilation, analysis of data.	Work is performed inside and outside both.
	43. STORES AND PURCHASE				
486.	Live Stock Manager/ Dairy Superintendent	S, ST, W, BN, MF, RW	a) D, HH b) OA,BA, OL, CP, LC, Dw, AAV, MDy c) SLD, MI	Overall supervision, planning and management of feeding animals.	The work is performed mostly inside. The work place is well lighted and comfortable Mobility and bilateral hand activities

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			d) MD Involving (a) to (c) above		should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
487.	Assistant Communication Officer	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Supervision of the Staff of AIS Section to supervise the functions of AIS Section performing the following areas: Updating, printing and publishing of AIP (Aeronautical Information Publications) India. Promulgation of AIP amendments and Updating and the issuance of annual Checklist of AIP amendments. Internal distribution of AIP India and its supplements and amendments. Maintaining Stock of Aircraft. Manuals (India) that is Store room and maintaining its accounts of the same Distribution of the ICAO documents.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
488.	General Recorder/ Store Keeper Grade.-I	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	To receive material at the railway station, arrange for unloading and loading at goods shed, transportation from shed to the site. To make proper inventory of all the equipment received. To perform the duty of store purchase as and when asked for. To deal with correspondence relating to Survey and Information /Technical Section/Experimental Sugar Factory/	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				Education Section/any other Division. Any other work assigned by Section In-charge/Superior officers.	
489.	Store Superintendent JNMC	S, ST, MF, RW, SE, H	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Incharge of purchasing, supply of materials, sign contracts, maintain stock and registers etc.	The work is performed mostly inside. The work place is well lighted and comfortable work in office. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
490.	Store Superintendent	S, ST, W, BN, MF, RW	a) LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Supervises, co-ordinates and controls within authority delegated, sections engaged in providing storage facilities to concerned and render such other additional facilities as may be laid down or agreed to in business terms and conditions.	The work is performed mostly inside. The work place is well lighted and comfortable Mobility and bilateral hand activities should be adequate.
491.	Stores Officer	S, ST, W, BN, L, MF, RW, SE, H, C	a) LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They are responsible for the availability of various goods required in their office, section, factory, etc., and also for their proper supply to the actual users. They make assessment of the quantity of different items required at specified intervals on the Basis of information provided by the actual users. They contact producers, manufacturers or the agents to discuss and settle terms and conditions of sale including the minimum standards or	Works in group and alone both inside and outside extensive touring is involved. Work in groups and alone both inside and outside extensive touring is involved. Mobility, bilateral hand activities and functional communication skills should be adequate with aids & appliances. Not identified for Railways personnel (except OL, LV, HH Category) who are
492.	Assistant Stores Officer	S, ST, W, BN, L, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			e) MD Involving (a) to (d) above	specifications to which the goods must conform. May call tenders from different suppliers and place orders for supplying these. Ensure that goods supplied conform to the agreed standards. Arrange for proper storage of goods including spraying of pesticides to kill white ants, rats, etc. in case of perishable goods. May maintain proper accounts of purchase and supplies. May look after general administration of the stores department and be administrative In-charge of the junior stores staff.	involved in operation of trains, maintenance of rail tracks, movement of Engines and compartments in yards, telecommunication and signalling works.
493.	Storekeeper	S, ST, W, BN, L, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
494.	Stock Verifier	S, ST, W, BN, L, MF, RW, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above		
495.	Tradesman (MCM)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Working on machines, material handling, directly involved in production and maintenance activities.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
496.	Care Taker	S, ST, W, BN, MF, RW	a) LV b) D, HH c) OA, OL, OAL, CP, LC,	Closing, locking and opening all the rooms and windows and supervision of cleaning works. Assisting the care taker	The work is performed mostly inside. The premises of organization The work place is

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	in his duties.	well lighted and comfortable Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
	44. TEACHING				
497.	Head Master	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Teaching and practical exposure to the students.	The work is performed inside in well lighted room Bilateral hand activities should be adequate. Teachers and instructors in manual crafts like carpeting, tailoring weaving, black smithy etc. require good visual activity.
498.	Educational Adviser	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Teaching and provide training in the field of audio visual education.	The work is performed both inside and outside. Work in the field is done in group. Good communication skill is required. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

499.	Post Graduate Teacher (PGT) (History, English, Physics, Bengali, Geography, Maths, Chemistry, Life Science, Special Education)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BOAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To conduct classes for the students and checking of examination copy etc.	The work is performed mostly inside in well lighted rooms. Mobility and hand functions should be adequate. To considered with aids and appliances.
500.	Senior Master	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Teaching and practical exposure to the students.	The work is performed inside in well lighted room Bilateral hand activities should be adequate. Teachers and instructors in manual crafts like carpeting, tailoring weaving, black smithy etc. require good visual activity.
501.	Senior Master (Craft)	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
502.	Senior Master (PE)	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

503.	Senior Operator (Tp&Tlx)	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
504.	Assistant Master (History/Science/ Hindi)	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	To conduct classes for the students. To conduct classes and practical work for the students.	The work is performed inside. The work place is well lighted and comfortable. Good interaction with students and colleagues is required. Incumbent to be considered with appropriate aids and appliances support. Mobility and communication skills should be adequate.
505.	Trained Graduate Teacher (TGT) (History, English, Physics, Bengali, Geography, Maths, Chemistry, Life Science, Special Education)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	Ordnance Factories have their own departmentally run schools at Primary, Secondary and Higher Secondary levels. These Schools cater to the educational needs of the children of employees as well as the children from the neighbourhood. These Govt. schools are manned by various categories of Teaching staff.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
506.	Counsellor	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL,	Teacher/Counsellor guides or counsel's individuals in various problems such as Educational, vocational, personal etc.,	The work is performed mostly inside. The work Place is well lighted and comfortable. No

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	and guides and coordinates activities of career masters in schools. Collects educational, occupational, employment, social and related information and studies relevant details of clients obtained from them and other sources. Administers tests of intelligence, aptitudes, interests, personality traits etc. For obtaining data about individuals to be guided. Collects and studies information relating to environment involved in individual's adjustment. Interviews various persons for collecting information and counsel's individuals needing such assistance accordingly, employing suitable techniques. Conducts group-guidance activities to serve various purposes of counselling. Carries out follow up studies on individuals guided, to render further assistance, and to evaluate guidance programme. Keeps himself abreast of guidance program in schools and coordinates their activities to ensure uniformity. May guide Career Masters and conduct research and surveys for purposes relevant to counselling. Record type and duration of training	hazards are involved. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
--	--	--	--	---	---

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				obtained; type of problems in which specialized such as personal, vocational, educational, social, etc.; types of guidance activities in which specialized.	
507.	Teacher	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Teaching and practical exposure to the students.	The work is performed inside in well lighted room Bilateral hand activities should be adequate. Teachers and instructors in manual crafts like carpeting, tailoring weaving, black smithy etc. require good visual activity.
508.	Instructors	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above		
509.	PST (Program Support Teacher)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above	Primary School Teacher teaches students of primary or elementary school in all subject, such as reading, writing, arithmetic, language, history and geography. Teaches all specified subjects according to prescribed time-schedule, allots and corrects homework. Conducts tests and examinations and prepares examination results. Maintains school registers and record of attendance, collects fees and submits	The work is performed mostly inside in group. The work place is well lighted. Incumbent need to be considered with suitable aids & appliances. The teaching in subject like Art, Painting manual craft, Mathematics etc. requires good visual an acuity and colour vision. Incumbent should be considered with appropriate software, aids &

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				accounts to office. May conduct extracurricular activities such as hobbies, sports, dramatics, etc. Is designated as Headmaster, Primary School if In-charge of school and responsible for school's educational programme. Record subjects and medium in which able to teach; experience of administrative work; extracurricular activities; and teacher's training certificate possessed. Art Teacher, instructs school students in art subjects such as drawings and painting. Demonstrate to pupil's methods and techniques of using drawing material such as brushes, scale, pencils and colours. Instructs them in model drawing in pencil and crayons, and painting of objects, landscapes plant life, murals, etc. Observes their work and makes corrections. May organise art exhibitions and visits to museums, art galleries and placers of artistic interest.	appliances support as per needs.
510.	Music Teacher/ Vocal/ Senior Musician	S, ST, BN, MF, RW, SE, H	a) B, LV b) OA, OL, CP, LC, Dw, AAV c) ASD, SLD, MI d) MD Involving (a) to (c)	Vocalist sings Indian or Western music either alone or in group, with or without musical accompaniments. Sings classical or light songs with other accompaniment such as violin,	The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature. Bilateral hand

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above	Midrange, Sarangi, Table, Piano, Flute, Harmonium etc. May act and dance while singing songs. May compose own poems and write books on music. May play on musical instruments while singing. Record types of music able to sing such as classical, light, devotional, qawwalis, thumri, dadra etc.; specialization in particular branch of music such as Hindustani or Western; musical instruments able to play.	activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
	45. MISCELLANEOUS				
511.	Assistant Director Grade I (Khadi)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	In the managerial capacity to supervise the subordinate staff in extending Administrative, Establishment, Finance, Budget, Accounts and Khadi & V.I. activities in Khadi V.I. Commission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Visually Impaired category should be considered with appropriate software and other appliances support.
512.	Assistant Director Grade I (Village Industry)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d)	In the managerial capacity to supervise the subordinate staff in extending Administrative, Establishment, Finance, Budget, Accounts and Khadi & V.I. activities in Khadi V.I. Commission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

			above		Incumbent should be considered with appropriate software, aids & appliances support as per needs.
513.	Assistant Director Grade. I(Training)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	In the managerial capacity to supervise the subordinate staff in extending Administrative, Establishment, Finance, Budget, Accounts and Khadi& V.I. activities in Khadi V.I. Commission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software and other appliances support.
514.	Assistant Director Grade I(Finance, Budget ,Audit & Accounts)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	In the managerial capacity to supervise the subordinate staff in extending Administrative, Establishment, Finance, Budget, Accounts and Khadi& V.I. activities in Khadi V.I. Commission.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
515.	Shift Transport Engineer	ST, BN, SE, H	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above	They plan, manufacture and repairs of cars, trucks and other motor vehicles. Study of different types of models of automobiles and suggest the types & models best suited to the need of the industry. Prepare estimates and Make arrangements for supply of necessary spares. Supervise assembly or repairs	The work is mostly performed outside. The work place is hot and humid. Worker usually works in a group. The job is hazardous. The incumbent should be considered with suitable as do & appliances. The Hearing impaired category person should not be

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

				work, effect necessary modifications and replacement of parts, get tuning and adjustments done and check repaired vehicle for efficiency and road worthiness. May specialize in repair of particular type of petrol or diesel vehicles.	placed in turning job.
--	--	--	--	---	------------------------

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)