

POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN GROUP D					
Sl. No.	Designation	Functional Requirement	Suitable Category of Benchmark Disability	Nature of Work Performed	Working Condition / Remarks
1	2	3	4	5	6
1. ADMINISTRATION					
1	Peon Office(Boy)	S,ST,W, L, KC, PP, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Takes files and other papers from one place/ table to another. Carries out articles orders of sundry nature in the office. Maintains apron broke.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary. Mobility and Bilateral hand activities should be adequate.
2	Lascar Mazdoor	S, ST, W, MF, RW, SE, H, C	a) B,LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Lascar Mazdoor performs variety of unskilled miscellaneous tasks in office or establishment such as caring of papers and files from one section to another delivering of local dark going out for local purchases Depositing bills in treasury bank etc. running errands and calling litigants to appear in court. Carries papers files etc. to different sections or superiors. Attends to superiors and carries out assigned duties. Delivers local dark to addressees. Assists Despatch Clerk in fastening envelops affixing postage stamps and posting of mail. Is	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary. Mobility and Bilateral hand activities should be adequate.

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				designated as Jamadar if attached to Head of Department or Order Peon if attached to other officer. May operate simple office envelope stamping machine, etc. May perform duties of watchman. May perform duties of watchman. May deposit bills in Treasury and may encash bills and cheques from Treasury or Bank.	
3	Messenger Dak, Peon	S, ST, W, MF, 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	Messenger; Dak Peon takes letters, files etc. from office, industrial establishments, institutions or individuals for delivery to local addressees and obtains receipt of Delivery. Collects daily dak, files, etc. from establishment, institution, office etc. where employed, tallies them with entries made in peon book, puts them in dak bag for security and walks or Cycles to respective addressees to deliver them. Distributes letters, dockets, files, etc. to addressees or officials marked and obtains acknowledgement. In slip or on peon book, weighs letters, documents, and files etc. for affixing appropriate stamps for dispatch by post. Receives dak from Despatch clerks and posts ordinary letters in letter box. Hands over registered covers to Postal clerk and obtain receipt of posting with date and time. May perform other unskilled office routine work. May work as	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary.

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				Despatch Rider. May prepare empty envelopes and paste economy slips on them.	
4	Attendant	S, ST, W, BN, L, PP, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assisting in all manual duties as per works assigned by the superiors.	The work is performed inside as well as outside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
5	Village Work Attendant	S,ST,BN, L,PP, MF, RW,SE	a) B, LV b) D, HH c) OL,BL,OAL,CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Doing works in the villages as per assigned by the superiors.	The work is performed inside as well as outside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
6	Office Attendant	S,ST,W,MF,SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Office Attendant supplies stationery articles to officials, prepares envelopes, weighs and affixes postage stamps on outgoing dak, binds registers, loose files, books etc. and performs other miscellaneous work. Sorts out files according to number or other distinguished marks. Helps Record Clerk in stitching papers or typing bundles and marking them. Arranges files in racks or other special receptacles in prescribed order or as instructed by Record Clerk. Takes	The work is performed mostly inside. Occasional field work is involved. Incumbent usually works alone. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				inventory of stationery items received from central stores and helps Record Clerk in getting them entered in registers. Collects indent from Record Clerk and supplies stationery articles or files to inventors against acknowledgement. Weighs covers of outgoing dark, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and paste economy slips. May operate duplicating machine and cyclostyle required number of copies. May supervise work of peons. May attend to any other duties allotted.	
7	Messenger Gr. II, Messenger Gr.I, Senior Messenger	S,ST,W,BN, L,KC,PP, MF, RW, SE,H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carrying files, folders, papers and articles from one department to another department. Dispatching files, letters among the departments	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
8	Peon	S,ST,W,BN,L,KC, PP, MF, SE,H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
9	Peon Cum Hamal	S,ST,W,BN, L, KC,PP, MF, SE	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw,	Manual work. Collection of keys and opens doors, serves water.Any other manual work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete

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			AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		the assigned task efficiently with aids and appliances, whenever necessary.
10	Hamal / Peon (P&A), Hamal / Peon (Liner Passenger), Hamal/Peon (Accounts Finance), Hamal / Peon (Technical Offshore Service)	S,ST,W,BN, MF, RW,SE,H	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carrying files and registers from one section to another section. Manual work. Collection of keys and open doors, serves water any other manual work assigned. Works in office.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
11	Lady Attendant	S,ST,W, BN, L,MF, RW,SE,H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Assisting in all official manual duties and works assigned by the superiors.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
12	Daftari	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) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assisting in routine office work like diary, dispatch	The work is performed inside as well as outside. The job may require color identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
13	HallAttendant	S,ST,L,PP,MF, RW,SE, H,C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV	Carries preparation work in halls like auditorium, conference halls etc. Assisting in all manual duties and	The work is performed mostly inside. Mobility and bilateral hand activities should be

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	works assigned by the superiors	adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
14	LiterateAttendant	S,ST,BN, L, PP, SE,C, MF	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assisting superiors in transferring dak files etc. from one desk to another. May operate Xerox machine etc. May have to perform any other work assigned by his superiors in the office	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
15	Lecture TheatreAttendant	S,ST,BN,L, PP, SE,C, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Closing, opening and proper maintenance of lecture hall	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
16	Bell Men	S,ST,W,BN, L, RW, SE, H	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Operating bell, keeping in mind the time schedules of classes.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
17	HostelAttendant	S,ST,W,BN,L, PP, MF, SE,H	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV	Lifting, moving, transferring and carrying the things, articles etc., from one section to another.	The work is performed mostly inside.. Incumbent should be functionally able to complete the assigned task efficiently

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		with aids and appliances, whenever necessary.
18	Khalasi (Workshop)*	S, ST, BN, RW, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To carry out manual job in the workshop.	Work is performed both indoor and outdoor. The job may involve carrying heavy weights and manipulation of machines. * 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 signaling works.
19	Motor Transport Cleaner	S, ST, W, BN, L, PP, MF, SE, C	a) D, HH b) OL, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	To clean the motor vehicles, keep the vehicle always ready for use	Work is performed inside with good light condition in mobility should not be restricted incumbents should be able to perform assigned work efficiently with aids & appliances
20	Sifter	S, ST, W, BN, MF, RW, SE, C	a) D, HH b) OA, BA, OL, CP, LC, Dw, AAV, MDy c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Maintaining the Registers	Work is performed inside with good light condition, mobility should not be restricted, incumbents should be able to perform assigned work efficiently with aids & appliances
21	Supporting Staff	S, ST, BN, MF, RW, SE	a) B, LV b) D, HH	Assisting in performing various tasks	Work is performed inside with good light condition, mobility

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			c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		should not be restricted, incumbents should be able to perform assigned work efficiently with aids & appliances
22	Unskilled Office Worker	S, ST, W, BN, L, KC, PP, SE	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Reporting occupations that cannot be identified not sufficiently well described to permit classification or not classifiable elsewhere because of erroneous reporting or for other reasons	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
23	H/Man	S, ST, W, BN, RW, SE, MF, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Messenger works.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
24	Library Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To open doors windows, dusting cupboards books chairs, carry books as instructed etc.	The work is performed mostly inside. Mobility and Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
25	Service Assistant (Office)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC,	Dispatch of files, letters, records etc. Stitching and arranging of files. Closing of office buildings. Providing	The work is performed inside as well as outside. The job may require colour identification

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			Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	refreshments in the meetings. Hand delivery of letters to outside agencies.	and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
26	Assistant	S, ST, W, BN, RW, SE, MF, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Data entry into computers/formats/ registers/ files/ documents etc. assist in preparation of work schedules, manpower and overtime booking, stores and material accounting, updation of data in sap/online systems. assist in office correspondence, stenography, computer applications, dispatch of letters and maintaining registers for recording movement of files, letters, documents etc.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
27	Helper (Hostel)	S, ST, W, BN, L, PP, MF, SE, H	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintaining the hostel rooms, corridors, clean and neat. Maintain and keep records and registers.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
28	Junior Helper, Messenger etc, Record Keeper, Ward Assistant	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To do any labour job assigned to him from time to time by his superiors	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances,

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	2. ANIMAL HUSBANDARY				
29	Milk DairyAttendant	S, ST, BN, PP, MF	a) B, LV b) D, HH c) OA, OL, CP, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Milks, and cleans milch cattle, collects various feeds, mixes them and feeds animals before milking. Regulates timing of milking. Cleans and disinfects buckets and other containers used in milking in sun or vacuum. Ties hind legs of animals and washes hind quarter with chlorinated water. Cleans udder with plain chlorinated water and massages them by hand. Disinfects hand by washing with chlorinated water. Adjusts buckets between own legs below udder. Carries bucket containing milk to specified place of storing. Treats udder and other minor injuries by applying antiseptic powder, ointment, etc. May sell milk. May prepare ghee, butter and cream.	The work is performed outside. Mobility and bilateral hand activities of the person should be adequate. Incumbent should be considered and should be able to complete assigned task efficiently with aids and appliances.
30	Milker, Machine	S, ST, W, BN, SE	a) LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Tends machine to milk dairy cows and buffaloes. Guides cows and buffaloes into stanchion and cleans teats and their udder with disinfectant. Squeezes teats to collect sample of milk in strainer cup and examines sample for curd and blood. Starts milking machine and attaches cups of machine to teats of cows and buffaloes. Removes cups when required amount of milk is obtained. Dips cups of machine into disinfectant solution after each animal is mulched. Empties milk receptacles	The work is performed outside. Mobility of the person should be adequate. Incumbent should be able to complete assigned task efficiently with aids and appliances

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				and cleans and sterilizes equipment.	
31	Animal Keeper	S, ST, W, MF, RW, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Feeds, waters and cleans quarters of animals and birds, feeds and waters animals as per schedule or prescribed list and records amounts of food consumed, observes and reports sick animals to relevant authority, track minor injuries and ailments under directions of veterinarian.	The work is performed inside as well as outside. Mobility and Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
32	Animal Attendant	S, ST, BN, L, PP, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintenance (feeding & breeding) of living animals, keeps the animals room and surroundings clean with the help of attendants. Keeps record of animals, preserves animals when they die for use by students and research scholars.	The work is performed inside as well as outside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
33	Dairyman	S, ST, BN, MF, RW, SE, H	a) LV b) D, HH c) OL, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Milking, feeding, handling of animals and milk distribution etc.	The work is performed inside as well as outside. Job may involve handling of domestic animals carrying heavy weights. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
34	Poultry Farm Worker	S, ST, W, BN, SE	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d)	Attends to poultry stock to raise hens, chickens, turkeys and other poultry for egg production and sale as meat. Feeds poultry, cleans cages, nests and brooder houses. Sprays poultry houses with disinfectants and observes poultry for indications of diseases such as fowl	The work is performed inside as well as outside. Incumbent should be considered with aids and appliances

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			above	pox, bronchitis and coccidiosis. Places vaccines in drinking water, injects vaccines into poultry or dusts air with vaccine powder to vaccinate poultry against diseases. Maintains feed and production records. May incubate fertile eggs. May kill and dress poultry	
35	HatcheryOperator	S, ST, BN, MF, SE	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Operates incubators to hatch eggs. Sets and adjusts mechanism of incubators to maintain required degree of temperature at different stages of incubation. Marks ownership and dates of setting eggs. Sets them on tray and places it into incubator. Inserts and places nursery tray after filling hot water into water channels provided in it (nursery tray) for creating humidity. Adopts disinfections technique to avoid contamination of hatchery. Keeps and maintains breeding records. May operate electrical incubator having automatic devices of controlling temperature and turning eggs. May raise select poultry and sell quality eggs. May demonstrate operations of various types of hatchery plants to develop hatching of eggs. May suggest effective measures to employer for better results.	The work is performed inside as well as outside. Incumbent should be considered and should be able to complete assigned task efficiently with aids and appliances.
36	Groom	S, ST, W, BN, MF, RW, SE	a) D, HH b) OL, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c)	Basic Horse Care, Keep the horses ready in Stable	Work is performed inside the stable. Should have good health. Incumbent should be able to perform assigned work efficiently with aids

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			above		&appliances.
37	PoultryAttendant	S, ST, W, BN, MF, SE, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintaining Poultry farming	Mobility should not be restricted.Incumbent should be able to perform assigned work efficiently with aids &appliances.
38	Veterinary Attendant	S, ST, L, PP, RW, SE, H	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Assisting the Veterinary Officer in his duties. Cleaning the lab and rooms and equipment etc.	The work is performed inside as well as outside. The job require handing of pet animals. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
39	Book Maker	S, ST, MF, RW, SE	a) LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, MI e) MD involving (a) to (d) above	Book Maker; Bookie manages establishment to receive and pay off bets placed by horse racing patrons. Prepares and issues lists of approximate handicap odds on each horse prior to race, based on previous performance of horse under similar conditions. Determines risks on each horse to refuse additional bets beyond maximum limits of liability. Records bets placed over counter or by telephone and issues betting receipts. Pays off bets on track pari-mutuel basics and keep account of cash transactions. Pay taxes on earnings.	The work is performed mostly inside.Occasional field work is involved. He usually works alone. Some jobs involve the hazard of high voltage. Incumbent should be considered with aids andappliances.

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3. ARTS					
40	Calendar Man, Hand Made Paper	S, ST, BN, MF, SE, H, C	a) B, LV b) D, HH c) OL, BL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Calendar man, Hand-made Paper glazes paper by placing sheets between two zinc/iron plates and pressing them in manually operated stack of rollers. Collects dried paper sheets to be calendared; sets and arranges sheets of paper in between iron/zinc plates; inserts plates into rollers; moves handle to press paper sheets between rollers in order to glaze and smoothen them. Removes glazed paper from plates, stacks them separately. May operate electrically driven calendaring machine.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
41	Carpet Weaver , Hand Knitting	S, ST, BN, KC, MF, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Carpet Weaver, Hand Knotting weaves woollen or cotton carpets and druggets on handloom. Studies design and colour combination from chart. Determines number of knots involved in pattern by counting graphical squares as instructed. Counts and determines number and length of warp strands required in single colour weaving of particular size of carpet. Prepares cotton yarn for warp by processes of bleaching, dyeing as required. Winds by hand requisite number of cotton strands on warp beam according to quality and number of stitches required. Draws ends from warp-beam and ties them to carpet beam. Collects woollen yarn and winds	The work is performed mostly inside. Occasional field work is involved. Some of the job may require colour identification. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				it by hand into balls. Hands woollen balls from roof near loom to facilitate pulling and weaving of yarn. Sets and adjusts loom. Determines number of weavers required according to size of carpet. Passes and draws weft yarn through alternate warp strands by hand to weave fringe of carpet. Ties knots of woollen yarn on each strand of warp. Cuts yarn after each knot at fixed length to maintain required thickness.	
42	Carpet Clipper, Hand	S, BN, KC, MF, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carpet Clipper, Hand clips extra fibres from upper side of carpet to give it smooth finish. Spreads carpet on even surface and rubs and scraps surface with scraper or metal comb to align and raise fibres. Clips excess fibres with and shears. May mend and repair carpets.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
43	Carpet Embosser	S, BN, KC, MF, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Carpet Embosser trims edges of floral designs of patterns on carpet to give raised appearance. Spreads carpet on even surface. On floral design cuts wool with hand scissors to give raised appearance to design. Chalks around or stencils outline of designs on carpet and creates embossed effect by clipping wool either wholly under or wholly outside design. May prepare designs.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Some of the jobs may require colour identification. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
44	Carpet Repairer	S, BN, KC, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV	Carpet Repairer repairs and gives final finish to carpets and rugs. Stretches carpet on flat surface. Rubs red or	The work is performed mostly inside. Occasional field work is involved. He usually works

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	coloured chalk on separate string. Sets it straight against edge of stretched carpet. Strikes coloured string over edge of carpet to mark straight line. Cuts marked edges, using knife, to bring carpet to required measurement. Binds and trims cut edges using needle and thread. Checks front and back of carpet for gaps in knots and badly woven parts, and corrects any defects by stitching loose knots and repairing cuts and damaged portions. May apply stiffening solution to back of loosely woven carpet.	alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
45	Coir Weaver, Matting	S, ST, BN, KC, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Coir Weaver (Matting) weaves coir matting on handloom. Mounts wrap beam on loom. Sets heald frame in position. Draws ends of warp yarn from beam through healds and reeds (beater) and fasten ends to mat winding all. Places quill of required colour into shuttle. Presses and relieves levers alternately to raise and lower heald according to weaving design, operates shuttle from end to end to weave matting. Moves beater forward and backwards forcibly by hands to fill weft yarn. Passes wooden rod between weft and beater and moves beater forward and backward again to fill weft. Removes rod and repeats operation using quills of specified colour according to pattern of matting	The work is performed inside as well as outside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				required. Draws broken ends of yarn through heald and reed and knots them. Cuts fibres projecting upwards with shears according to thickness of mat required. Rolls matting on mat winding roll by pressing lever. Removes matting from roll when required length is woven. May do bleaching and dyeing of coir.	
46	Mat Shearing	S, ST, BN, KC, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Mat Shearing; Mat Trimmer (Coir) operates shearing and trimming machine to make surface and edges of mats even. Sets machine depth of shearing by adjusting gap between roller and blades. Feeds mat into machine which clips off high fibres. Trims sheared mat on all sides by holding aides between blades and roller. Removes loose fibres from surface. May repeat process if additional shearing is required.	The work is performed inside as well as outside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
47	Flat Knitter, Machine	S, ST, BN, PP, MF, SE	a) B, LV b) D, HH c) OL, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Flat Knitting Machine Operator; Flat Knitting Machine Man operates knitting machine for producing flat fabric (as distinct from tubular or circular fabric). Places cones of yarn on stand of machine and threads ends of yarn through guides and feeders. Starts machine. Replaces empty cones with filled ones and joins broken ends. Cleans machine. Replaces defective or broken needles. May oil and clean machine.	The work is performed mostly inside. Occasional field work is involved. He usually works alone Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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48	Sock Knitter	S, PP, MF, SE	a) D, HH b) OL, BL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Sock Knitter; Sock Knitting Machine Man; Sock Knitting Machine Operator operates machine for knitting heel and toes of socks into ribs or tops cut from circular fabric. Places cones of yarn on stand of Machine. Threads yarn through guides and feeders. Sets loops of one end of top on pins of transfer dial or ring, sets transfer ring by hand over needles of knitting machine and turns handle that transfers loops from pins of ring to needles of machine. Starts machine that knits rest of sock into top. Removes empty ones with full ones and joins ends. Replaces defective or broken needles. Cleans and oils machine.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
49	Sock Knitter, Automatic Machine Operator	S, PP, MF, SE	a) B, LV b) D, HH c) OL, BL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Sock Knitting Automatic Machine Operator operates knitting machine for knitting all parts of sock such as rib top or elastic top, leg, heel, foot and toe in continuous tube. Adjusts machine according to size of sock to be knitted. Places filled cones of yarn on stand of machine. Threads ends of yarn through guides and feeders. Turns cylinder by handle so that all ends are caught by latches of needles set in Cylinder. Starts machine. Replaces empty cones with full ones and joins ends. Replaces defective or broken needles and sinkers (mechanism that pushes thread over needles to form new loops). Oils and	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				cleans machine.	
50	Fibre Preparer, Grass	S, ST, BN, L, KC, SE	a) D, HH b) OL, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Fiber Preparer, Grass prepares fibers from hemp. Grass, etc. for making ropes, cords and like materials. Collects hemp, grass, etc. and cuts off ends and unnecessary portions using knife. Submerges them in standing water to allow them to decay for specified period. Takes them out and washes off decayed matter in running water. Extracts fibers and dries them in sun. May manually make ropes, cords, etc. with dried fibers.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
51	Net Maker	S, ST, W, BN, MF, SE	a) LV b) D, HH c) OL, BL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Hand makes nets and meshes by weaving twine and thread with netting needle or shuttle. Selects design of netting and kind of twine or thread required. Plaits (interweaves) and knots twine or thread with netting needle or shuttle to prepare selected patterns. Waxes twine while weaving to smoothen and strengthen it. Trims excess twine or thread.	The work is performed outside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances.
52	Net Maker (Fishing)	S, ST, W, BN, MF, SE	a) B, LV b) D, HH c) OL, BL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Makes fishing nets and mends torn or worn out ones using wooden needle and thread. Fabricates nets to required measurements to catch different types of fish. Removes weeds entangled in nets during fishing and spreads them on shore for drying. Examines nets for torn or worn out parts and sews them with wooden needle and nylon, cotton or hemp threads using different knots	The work is performed outside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances.

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				as required. Ties new floats or weights to nets. May tan and preserve nets. May fish in deep sea or inland waters using different kinds of nets. May assist Fishermen in dragging net with catch or boat to shore after fishing.	
53	Coir Assistant Weaver (Matting)	S, ST, MF,SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Weaves coir matting on handloom. Mounts wrap beam on loom. Sets heads frame in position. Draws ends of warp yarn from beam through heads and reeds (beater) and fasten ends to mat winding roll. Places quill of required colour into shuttle. Presses and relieves levers alternately to raise and lower heald according to weaving design, operates shuttle from end to end to weave matting. Moves beater forward and backwards forcibly by hands to fill weft yarn. Passes wooden rod between weft and beater and moves beater forward and backward again to fill weft. Removes rod and repeats operation using quills of specified colour according to pattern of matting required. Draws broken ends of yarn through heald and reed and knots them. Cuts fibres projecting upwards with shears according to thickness of mat required. Rolls matting on mat winding roll by pressing lever. Removes matting from roll when required length is woven. May do bleaching and dyeing of coir.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary

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54	Helper to Mistry	S, ST, BN, L, PP, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Assisting the Mistry in his duties.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
4. AUTOMOBILE					
55	Starter (Motor Transport)	S, ST, MF, SE, H, C	a) D, HH b) OA, BA, OL, BL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Starter; Vehicle Time Recorder, (Motor Transport) keeps daily record of arrival and departure of buses at bus stations or terminus. Regulates running of buses to time schedule. Records serial number of tickets blocks on bus-conductor's way bill at start and end of each journey. Informs superior officers about heavy rush of traffic necessitating diversion of buses or running of extra buses. Attends to enquiries from Public about timings, fare, etc. Marks attendance of Bus Drivers and Bus Conductors, allots them duties and arranges for relief crew in place of Absentees. Reports to supervisors, cases of gross irregularities and malpractices. May take charge of lost property handed over by Bus Conductors.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Some jobs involve the hazard of high voltage. Incumbent should be functionally able to complete the assigned task efficiently with aids and Appliances, wherever necessary. Incumbent of Hearing Impaired category should possess Functional communication skills.
56	Driver (Auto, Motor, Cycle, Rickshaw)	S, ST, W, BN, MF	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD d) MD involving (a) to (c)	Driver, Auto Rickshaw; Driver, Motor Cycle Rickshaw drives auto rickshaw on hire or as paid employee for transporting men and material,	The work is performed mostly outside. He usually works alone. Mobility should not be affected. Incumbent should be

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			above	observing traffic rules and signals. Cleans and washes vehicle and does running repairs. May maintain book of journey.	functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary works etc. Should have license to drive vehicle
57	Cyclostyle Machine Operator (Duplicating)	S, ST, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Cyclostyle Machine Operator sets and operates hand or electrically operated duplicating or cyclostyling machine for reproducing cyclostyled copies of type written or hand written matter. Fastens stencil to cylinder of duplicating machine by placing perforated top end of stencil into identically fixed nails on top of cylinder and spreads stencil paper gently by hand over silk skin. Applies duplicating ink over rollers. Rotates cylinder for spreading ink uniformly over rollers and silk skin. Loads and adjusts duplicating paper at feeding end. Makes necessary adjustments and starts machine.	The work is performed mostly inside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
58	Breaker Receiver and Finisher Feeder Jute	S, ST, W, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Breaker Receiver and Finisher Feeder, Jute collects sliver coming out from breaker in cans at delivery end of machine for feeding finisher machine. Places required number of empty cans at delivery end of breaker machine for collecting sliver. Adjusts flow of sliver coming out from breaker into can. Replaces filled cans with empties. Carries cans to finisher machine for further processing. Removes waste	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				from machine and cleans it. May feed sliver in finisher machine. May tend breaker and finisher machines.	
59	Metal Melter	S, ST, W, BN, KC, PP, MF, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Melting of various metals, raw materials for experiments and for other related works. Keep records.	The work is performed mostly inside. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
60	Tractor Helper	S, ST, W, BN, KC, MF, SE, H, C	a) D, HH b) OL, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Helps tractor driver. Faster attachment such as graders, trailers, plows etc.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
5. ENGINEERING (CHEMICAL, CIVIL, ELECTRIC, ELECTRONIC, MECHANICAL)					
61	Pan Man Soap	S, ST, BN, L, MF, SE	a) LV b) D, HH c) OL, CP, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Pan Man Soap; Soap Boiler mixes chemicals with fats and fatty acids in required proportions and heats them in pan for making various kinds of soap. Collects required ingredients and mixes them in proper proportion with water and caustic soda; charges it into pan; boils pan with minimum quantity of self, wherever necessary, for removal of glycerine, and finally adjusts consistency with caustic alkali for ensuring proper consistency and saponification with lowest salt content in the final neat soap; adds colouring matter, perfumes, disinfectant or other	The work is performed mostly inside. Occasional field work is involved. The job is hazardous involving work near heating equipment and boiling material in pan. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				fillers after saponification is complete; discharges cooked and finished stuff into settling tank or cooling frames.	
62	Spot Remover	S, L, MF, SE	a) B, LV b) D, HH c) OA, OL, BL, OAL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Spot Remover removes with chemical solution spots and stains from clothing's, textile furnishings and similar articles, either before or after cleaning. Examines articles for condition and nature of spots or stains. Lays articles on table and applies correct chemical solution to stains and rubs with brush or sponge till stain dissolves. May prepare chemical solutions. May wash article before removing spot.	The work is performed mostly inside. He usually works alone. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever Necessary.
63	Rug Cleaner	ST, L, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Rug Cleaner operates in cooperation with one or more workers automatic rug cleaning machines which soaps, scrubs, rinses and partially dries floor coverings in one continuous operation. Inserts edge of rug between feed rollers and starts machine which carries rug under soap spray, revolving, scrubbing brushes and rinsing spray. Stops machine and drags rug to drying room and hangs it on racks or poles with help of other workers. May clean rug by hand, pouring soap solution on surface and scrubbing brush over it.	The work is performed mostly inside. Occasional field work is Involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
64	Strainer ,Liquid	S, ST, MF, SE	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV	Strainer, Liquid filters liquids or solutions through strainers or filter papers to remove impurities and foreign matter. Selects and places	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be

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			d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	strainer, covered with canvas, cloth, paper or mother filtering media below outlet of cooker; mixes and agitates saw dust or mother settling impurities; opens outlet valve to permit material to filter through strainer into tubs or other containers; cleans and replaces filters. May be designated according to material treated such as Strainer, Rubber Strainer Paper Pulp; Strainer Canning And Food Preservation etc.,	functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
65	Filter man, Liquid	S, ST, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Filter man, Liquid; Filterer, Rotary Drum filters liquids, using rotary drum filtering screen. Opens valves to regulate flow of solution into filter tanks and starts drums (which are covered with canvas, wire cloth, or other filtering media), rotating valves to control vacuum in drum to draw liquid through filtering media and hold solid particles on drum. Observes intake side of drum to ascertain that scrapers, removes solids from drum. Adjusts drum rotation, lifter feed, or vacuum to obtain clear filtrate. May add chemicals to destroy bacterial growth. May tend washing sprays, setters or related equipment. May make minor repairs to equipment. May be designated according to type of solution filtered or solid separated.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
66	Autoclave Operator	S, ST, W, BN, L, PP, MF, C	a) D, HH b) OL, CP, Dw, AAV	Autoclave Operator, Sterilisation Attendant charges, operates and	The work is performed mostly inside. Occasional field work is

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			c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	unloads an autoclave (high-pressure vessel) for processing chemicals, oils, or sterilizing bottles, ampoules, etc. Charges or loads vessel with predetermined quantities of chemicals or objects; checks valves for operation; raises temperature of autoclave by increasing steam pressure. Observes pressure and temperature gauges, thermometers, timings and other instruments and makes necessary adjustments to ensure that process or sterilization is carried out correctly. Unloads product on completion of process and prepares vessel for next batch. Implements safety measures in regard to operation of plant/machinery and in handling and processing materials, and maintains machinery. May keep records. May be designated according to product processed or sterilized.	involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
67	Crystallization Attendant	ST, BN, MF SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Crystallization Attendant removes mother liquor, syrup etc., from chemical solution and collects crystals formed. Operates valves to allow required quantity of heated liquor (chemical solution) to enter crystallization tank. Starts stirrers in tank to agitate liquor. Admits cooling water to coils in tank, ensuring that liquor is cooled evenly and at controlled rate over fixed period of	The work is performed inside. Mobility of the incumbent should be adequate. Incumbent should be considered with aids and appliances.

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				time. Stops machine when required state of crystallization has been obtained, and drains off contents. May add crystals to induce crystallization.	
68	Mixer Hand (Chemical)	W, BN, PP, MF, SE	a) D, HH b) OL, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Mixer, Hand (Chemical) mixes by hand, solid or liquids, in prescribed proportions to form mixture of required standard. Loads prescribed quantities of chemical ingredients in mixing bowls or tanks. Adds prescribed quantity of water or other liquids to form a mixture. Mixes by hand all ingredients to make mixture of required moisture, thickness and consistency. Cleans bowls, tanks and place with water, after mixed ingredients kept in bowl or tank have been removed. May carry mixture in containers to digester machine.	The work is performed mostly inside. The job requires lifting heavy weights. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
69	Paste Maker	S, ST, BN, L, MF, SE, H, C	a) B, LV b) D, HH c) OL, BL, CP, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Paste Maker; Glue Cooker makes glue paste, gum, or other adhesives according to formulae in steam jacketed kettles. Collects specified quantities of dry flour, corn-starch, tapioca, washing soda, copper sulphate and other ingredients to prepare desired adhesive paste. Prepares copper sulphate solution by mixing copper sulphate powder with specified quantity of water; fills drum fitted with steam jacket with measured quantity of dry ingredients according to formulae and adds requisite quantity of water and copper sulphate solution	The work is performed mostly inside. Occasional field work is Involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				in it; closes lid or drum and opens steam valve to admit steam into it for boiling solution for specified period observing thermos meter to maintain required temperature; opens valve to drain solution into container when specified consistency is obtained. May draw off and send sample of glue to chemist for test.	
70	Mazdoor Gr. II,	S, ST, W, BN, L, KC, PP, MF, RW SE, H	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI MD involving (a) to (d) above	Performing all manual works. Works given by the superior officers.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
71	Mazdoor Gr. I,	S,ST,W, BN, L, KC, PP,MF, RW SE,H	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Performing all manual works. Works given by the superior officers.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
72	Sr. Mazdoor	S,ST,W, BN, L, KC, PP, MF, RW, SE,H	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Performing all manual works. Works given by the superior officers.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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73	Mazdoor	S, ST, W, BN, L, MF, SE, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Performs simple manual tasks of routine nature requiring physical strength, and are engaged in lifting and carrying loads, civil construction works, cleaning and sweeping machine rooms, sprinkling water on khastattis, etc.	The work is performed mostly in the field or outside. He usually works alone. Mobility and Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
74	Work Mastry	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Attends all types of masonry works / repairs. Keep tools and materials in working condition.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
75	Grinder General	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Grinder General grinds and smoothens metal surfaces to specified accuracy using one or more type of grinding machine. Examines drawings and other specifications of part to be ground.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
76	Khalasi (Civil) *	S, ST, BN, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c)	Works for maintenance of track involving train operation movement	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete

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			above		the assigned task efficiently with aids and Appliances, whenever necessary. * Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks and movement of engines and compartments in yards, telecommunication and signalling works etc.
77	Khalasi*	S, ST, BN, L, MF, SE, C	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Khalasi; Seaman; Deck-hand Cleans decks and deck equipment by washing decks, chipping points, painting wood and metal fixtures, and splicing wires and cables. Breaks out rigs, overhauls lifeboats, cargo-handling and life - saving gears lowers and raises lifeboats. Takes depth sounding in unfamiliar or shallow waters and shouts information to bridge. Makes ready derricks and winches for operation. May stow and remove cargo from hold.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Mobility and Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary. * Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks and movement of engines and compartments in yards, telecommunication and signalling works etc.
78	Assistant Plumber	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI	Attending to water sewerage work. Work related to tank, sink water outlet inlet fittings.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and

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			e) MD involving (a) to (d) above		appliances, whenever necessary.
79	Assistant Mason	S, ST, W, BN, L, KC, PP, MF, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Attend all types of masonry works / repairs. Keep tools a materials in working condition	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
80	Helper to Mason	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Supervising the work of Junior Skilled and Unskilled staff. Prepare estimate of materials required, keep account of materials issued. Attends all types of masonry works / repairs. Keep tools a materials in working condition.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
81	Helper to Plumber	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Works inside and outside buildings.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
82	Pump Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Operates and maintains pump sets, including motors, starters and switches. Carries out minor repairs. Prepare estimate of materials required. Keep proper accounts.	The work is performed mostly inside. The job includes hazardous exposure to high voltage current. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary

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83	Wireman	S, ST, BN, MF, RW, SE, H	a) D, HH b) OA, OL, LC, Dw, AAV c) ASD (M, MoD), MI d) MD involving (a) to (c) above	Supervising the work of Junior Skilled and Unskilled staff. Prepare estimate materials required for painting, varnishing and keep account.	The work is performed mostly inside. The job includes hazardous exposure to high voltage current. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
84	Helper to Electrician	S, ST, W, BN, L, KC, PP, MF, SE	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Assisting the electrician in his duties.	The work is performed inside as well as outside. The job could be hazardous our involving exposure to high voltage current. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
6. ESTATE AND MAINTANANCE					
85	Dusting Man Farash, SafaiKaramchari/ Cleaners	S, ST, W, BN, L, KC, PP, SE, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI	Dusting Man, Office; Farash, Office performs routine unskilled duties in office or establishment such as dusting of rooms and furniture and opening and closing office. Gets rooms swept by Sweeper in his presence. Dusts office	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently

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			e) MD involving (a) to (d) above	tables, chairs, doors, windows, etc. Sprays periodically DDT or other insecticides. May sweep office or institution. May work as watchman and guard office or institution during day or night.	with aids and appliances, whenever necessary and appliances, whenever necessary.
86	Brass Finisher	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Attends to repair of brass valves, chest, cocks, door handle, doors, fire boxes and glass fittings.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
87	Utility Hand	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Utility Hand performs a variety of maintenance duties across many platforms. He may be hired by construction companies, offices and other organizations that have specific maintenance needs. He plays a huge role in keeping utility systems such as electricity, water and gas up and running at all times.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
88	Lascar OD	S, ST, W, BN, MF, SE, C	a) LV b) D, HH c) CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Lascar OD; Sea man helps to drive Ships and Launches. Helps in maintaining the Ships, launch etc.	The work is performed mostly outside especially in the deep waters. incumbents must know swimming. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
89	SG. Janitors	S, ST, W, BN, RW,	a) LV	Cleaning and Maintenance	The work is performed inside as

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		SE, H, C	b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
90	Janitor	S, ST, W, BN, RW, SE, H, C	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleaning and Maintenance	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
91	Grinding Machine Attendant	ST, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Grinding Machine Attendant (Abrasive), Shifting Machine Attendant (Abrasive) shifts and grades powdered ore or minerals by machine for use as abrasive powder and collects them separately according to their grades. Loads hopper of grading or sifting machine with powder ore; ensures that different grades or mesh of sieves are set to machine by Fitter; places empty containers or bags at delivery end of each sizing or grading compartment; starts machine; maintains steady flow of powder into sieve and pokes rod to remove blocks as necessary; observes operations to ensure correct sifting and	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				sorting of powder according to size of sieving mesh; collects sifted materials according to grades (coarse to fine particles) in bags and stores them in central place. Cleans machine with compressed air at close of shift and keeps surroundings clean and tidy.	
92	Size Maker (Abrasive)	ST, BN, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Size Maker (Abrasive); Mixing Machine Man (Abrasive) prepares sizing mixture and ensures its continuous supply to sizing machine (abrasive). Weights and measures sizing materials such as glue, resin, varnish, solvents, water, etc. as per formulae and fills them in heating kettle or tank fitted with steam pipes; opens steam valve to heat kettle and boil ingredients; allows ingredients to mix and boil for prescribed period; stops supply of steam after set period; opens outlet or drain valve of kettle or tank to drain and maintain regular supply of glue to sizing machine; cleans tank and keeps place clean and tidy.	The work is performed mostly inside. The job requires lifting heavy weights. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
93	Mistry	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintenance and other manual works assigned by superiors.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids appliances. Whenever necessary.
94	Gestetner Operator	S, ST, W, BN, RW,	a) LV	Operating Gestetner machine.	The work is performed mostly

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		SE, H	b) D, HH c) OA, OL, OAL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintaining the machine.	inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
95	Semi-Skilled Fitter (Maintenance)	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), ID, SLD, MI e) MD involving (a) to (d) above	Maintenance of equipment/installations in offices / industrial buildings and quarters. Break down and preventive maintenance of machinery / cranes /material handling equipment. Maintenance of yard lighting, switch boards etc. Maintenance of HT < switch gears, dc supply systems etc. Installation, testing and commissioning of various equipment and systems onboard vessels under construction and repair including erection of fitting seats. Up-keeping, operational maintenance of various electrical & electronic equipment & systems onboard vessels.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
96	Pipe Fitter	S, ST, W, MF, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Lays repairs and maintains, pipes for supply of water, gas, oil or steam in buildings, gardens, workshops, stores, ships etc., according to drawings or instructions. Examines drawings and other specifications or receives relevant instructions. Cuts passage holes for laying pipes in walls and floors. Cuts reams, threads and bends pipes according to specifications. Lays pipes	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				in cut passage and assembles pipe sections with couplings, sockets, Tee's elbows etc. Levels position of pipes using spirit level for gravitational flow. Caulks joints, tests them for leakage with pneumatic or hydraulic pressure and secures pipe line to structure with clamps, brackets, and hangers.	
97	Workshop Attendant (Senior / Junior)	S, ST, W, BN, L, PP, MF, RW, SE, H	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	Maintains cleanliness of instruments and surroundings of the workshop. Helps other staff in the installation and movements of the instruments.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
98	Field Attendant	S, ST, BN, PP, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Working in the fields as per daily duty allotment.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
99	Farm Shed Attendant	S, ST, BN, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Working in the fields as per daily duty allotment.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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100	Gas Attendant	S, ST, W, BN, KC, PP, MF, SE, C	a) D, HH b) OL, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Operating gas cylinders, maintaining the gas equipment.	The work is performed mostly inside. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
101	Monument Attendant	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Maintenance of monuments related to cleaning, upkeep, repair etc.	Work is performed mostly outside in a dusty environment. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
102	Liftman	S, ST, W, MF, SE, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Operates and maintains lift.	The work is performed mostly inside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
103	Lift Operator	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To operate lift.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
104	Temple Attendant	S, ST, W, BN, MF, SE, H, R	a) B, LV b) D, HH	To perform manual jobs and helping the pujari in performing rites.	The work is performed mostly inside. Occasional field work is

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			c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		involved. Incumbent hold be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
105	Helper to Tube Well Operator	S, ST, W, BN, L, RW, SE, H,	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To operate Tube Well & maintain it.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
106	Miscellaneous Attendant Trainee	S,ST,W,BN,RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI MD involving (a) to (d) above	Assisting in all manual duties and works assigned by the superiors.	The work is performed inside as well as outside. The job may requirescolour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
107	Skilled Support Staff	S,ST,W,BN,RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI MD involving (a) to (d) above	Assisting in all manual duties and works assigned by thesuperiors.	The work is performed inside as well as outside. The job may requirescolour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
7. FOOD PROCESSING					
108	Bearer	S, ST, W, BN, L, MF, SE, H, C	a) LV b) D, HH	Serves food, snacks, and beverages to customers, guests in hotels, bars, and	The work is performed mostly inside. Occasional field work is

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			c) OL, OAL, BL, LC, CP, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	restaurants. Prepares table with clean linen, condiments containers, glasses, and menu-card and obtains orders from customers. Collects food, beverages, snacks etc., from kitchen according to customers' orders from Pantry man and serves them. Waits on customers periodically for additional requirements, of food etc. Removes used plates, cups, saucers from table and presents bill to customers and collects cash and hands it to Cashier	involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and Appliances, whenever necessary. Mobility of the incumbent should be adequate.
109	Wash Boy/ Dish Cleaner	S, ST, W, BN, L, PP, MF	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleans the dishes, utensils etc. Collects the used dishes, cups, plates etc. Put them in the leaning place, washes with cleaning powder / detergent, cleans and dries. Keep cleaned articles in the racks etc.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and Appliances, wherever necessary.
110	Tea / Coffee Maker	S, ST, W, L, BN, MF, H, C	a) B, LV b) D, HH c) OL, BL, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Tea and Coffee Maker brews and prepares beverages like coffee and tea in hotels, clubs or similar establishments and ensures proper cleanliness of stall.	The work is performed mostly Inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
111	Cook Institutional	ST, W, BN, L, MF, SE, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d)	Cook Institutional prepares, seasons and cooks soups, meats, vegetables, desserts and other foodstuffs for consumption in hotels, restaurants and other establishments. Fries, boils,	The work is performed mostly inside. Occasional field work is involved. He usually works one. Incumbent should be functionally able to complete

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			above	broils, roasts or steams vegetables, meats, fish and other food to prepare dishes listed on menu and prepares salads, sandwiches, cakes, fruit juices and other cold foods. Supervises dish washing and preparing of vegetables and other foodstuffs for cooking. May specialize in Preparing a particular type of food, such as meat, salad, pastry or vegetables, and be designed accordingly.	the assigned task efficiently with aids and appliances, whenever necessary.
112	Cook	ST, W, BN, L, MF, SE, C	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cooks soups, meats, vegetables, desserts and other foodstuffs for consumption in hotels, restaurants and other establishments.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
113	Cook, Ship	ST, W, BN, L, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Cook, Ship on board plans menu taking account of foods in season and local availability. Cooks food stuffs in quantities according to menu and number of persons to be served. Cleans, cuts and cooks meat, fish and poultry and bakes breads and pastry. Washes dishes and cleans galley and galley equipment. May order supplies and maintain record and accounts. May supervise activities of one or more workers who assist in preparing and serving, meals.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
114	Kitchen Porter	ST, W, BN, L, PP,	a) B, LV	Kitchen Porter, Masalchi carries, meat,	The work is performed mostly

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		MF, SE, C	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	vegetable water etc. for kitchen in hotels. Cleans crockery, cutlery, dishes, plates, cooking utensils; lights and maintains fire; washes, cuts and peels vegetable. May use kitchen machines e.g. electric washers, knife cleaners, potato-peeler	inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
115	Pantryman	ST, W, BN, L, PP, MF, SE, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Pantry man prepares snacks and beverages in large hotels, clubs or similar establishments and maintains account of sales. Prepares and mixes various ingredients to be used in salads, fruit cocktails, beverages and sandwiches. Serves preparations to Waiters as requested and supplies sugar, cream, pepper, milk, coffee and tea to waiters as ordered and Keeps account of sales or issues. Maintains pantry in clean and orderly condition. May work as such in ship's dining rooms.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
116	Semiskilled Worker Canteen	S, ST, W, BN, L, KC, PP, MF, SE, H	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cutting, sorting, washing, serving etc.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
117	Canteen Employees	S, ST, BN, L, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV	Cooking, cleaning, cutting and preserving materials for cooking. Procurement of things like vegetable, oil and etc. Cleaning vessels. Stove etc.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Keeping and maintaining records.	functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
118	General Worker (Canteen)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	All related duties such as preparation and supply of food items in the canteen, situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by your reporting officer/supervisors/officials concerned.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
119	Mess Helper	S, ST, W, BN, L, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cooking, cleaning, cutting and preserving materials for cooking. Procurement of things like vegetable, oil etc. Cleaning vessels, stove etc. Keeping and maintaining records.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
120	Wash Boys (Canteen)	S, ST, W, BN, L, KC, PP, MF, SE	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Washing and cleaning the plates, glass and cups. Serving tea & snacks	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
121	Assistant Cook	S, ST, W, BN, L, MF, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV	Assists cook in cutting sorting things and maintaining kitchen. Works in kitchen.	The work is performed mostly inside. Incumbent should be functionally able to complete

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		the assigned task efficiently with aids and appliances, whenever necessary.
122	Masalchi/ Cook Mate	S, ST, W, BN, MF, SE, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To prepare masala, spices etc. and to help the Cook.	Work is performed inside in hazardous condition. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
123	Waiter/Ware Washer	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To serve drinking water/Tea/coffee to the members & customers & Dish washing.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
124	Mess Waiter	S, ST, W, BN, MF, RW, SE, H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To serve drinking water to the mess members & customers.	The work is performed inside the mess. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
125	Kitchen Attendant	S, ST, W, BN, MF, RW, SE, H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV	Cooking, cleaning, cutting and preserving materials for cooking. Procurement of things like vegetable, oil and etc. Cleaning vessels, stove etc.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. He usually works

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Keeping and maintaining records.	alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
126	Halwai	S, ST, W, BN, KC, MF, SE,	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Halwai prepares one or more kinds of Indian sweets by mixing flour, sugar, milk, cream and other ingredients to form dough or paste according to direction or formula and frying them in pans in desired forms and shapes. Mixes ingredients such as flour, sugar, milk, ghee, nuts and water in required proportion according to instructions or formula; tastes and feels dough or paste for desired consistency; rolls, cuts and shapes dough to form sweet rolls and related products preparatory to frying; fills pan with required quantity of oil or ghee and places pan on heated oven; places dough in pan to fry controlling temperature of oven regulating fire; checks progress of frying by observing colour of products and noting length of time in oven; removes fried products and keeps them aside for a cooling; prepares sugar syrup by boiling sugar and water in prescribed proportion to desired consistency; soaks products in sugar syrup where required; applies silver foils and other ingredient to make product more presentable. May specialise in making one or more types	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				of products such as Peda; GulabJamoon etc.	
127	Fish Curer	BN, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Fish Curer salts, cures and preserves fish to prevent purification and for use over long periods. Washes fish with water and cuts off head, fins, tail etc. as necessary. Opens out stomach with knife and removes viscera, gills etc. to prevent purification. Applies salt to cleaned fish either one by one or in lot to preserve them. Stacks salted fish for required period and shuffles them as necessary at specified intervals. Takes fish out of stack and washes them if necessary. May dry fish in sun with or without cleaning and salting particularly in case of seeds and small fingerlings.	The work is performed outside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances.
128	Fish Meal Maker	BN, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Fish Meal Maker makes fish meal powder by dehydration, drying and grinding processes for use as food for poultry, etc. Feeds fresh fish into hand press to remove water and oil. Dries pressed fish in sun. Cuts dried fish into small pieces and grinds them to powder by machine. Packs fish meal powder in containers.	The work is performed outside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances.
129	Roller Attendant	ST, W, BN, L, PP, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Roller Attendant; Rolling Machine Attendant (Tea) feeds and tends rolling machine to roll withered tea leaves. Signals Withering Loft Attendant to supply withered leaves for rolling; charges roller drum	The work is performed inside as well as outside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances.

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				with required quantity of withered leaves by hand or basket; starts machine pushing lever to roll withered leaves for specified time; adjusts pressure of machine as required by manipulating lever; stops machine when them into container placed below. May feed and tend roll breaking machine to sieve rolled leaves.	
130	Carbonation Storage Tank Attendant	ST, W, BN, L, PP, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Carbonation Storage Tank Attendant; Carbonation Juice Pump Attendant tends carbonated storage tank and arranges pumping of carbonated juice to filter press. Ensures filling of carbonated juice in main storage tank and filling of bottom tank from it, by operating tap or valve and watching overflow pipe, opens pump line valve to pump off juice to filter press at desired speed; cleans tank strainer frequently to maintain easy flow of juice in pumping. May regulate flow of juice in bottom tank and operate pump, if necessary. May be designated as First/Second Carbonation Storage Tank Attendant if engaged on first or second carbonation tank.	The work is performed inside. Mobility of the person should be adequate. Incumbent should be considered with aids and appliances
131	Board Room Attendant	S, ST, W, BN, MF, RW, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	To organize & prepare, serve snacks, meals for VVIPs and VIPs in Board room.	Work is mostly performed inside. Incumbent should be considered with aids and appliances.

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9. GEOLOGY					
132	Field Attendant (Geography)	S, ST, BN, PP, RW, SE, H	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Collecting samples, raw materials, carrying equipment for geological experiments. Works allotted by the seniors.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
133	Section Grinder (Geology)	S, ST, L, PP, RW, SE, H	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	Grinding the samples of various raw materials, articles for experiments.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
134	Technical Operator (Drilling)	S, ST, W, BN, MF, RW, SE	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	Assists in different operations of ground water drilling	Mostly work is performed outside. Mobility should not be restricted. Incumbents should be able to perform assigned work efficiently with aids & appliances.
10. HEALTH AND MEDICAL INCLUDING NURSING & CHEMIST					
135	Dresser	S, ST, W, BN, PP, MF, RW, SE, H	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	To do dressing and providing first aid to the patients.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
136	Stretcher Bearer	S, ST, W, BN, L , PP, MF, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Operating the Stretchers for the patients, keep them clean and neat, maintain them in proper working condition. Keeps records and reports.	The work is performed inside as well as outside. The job requires carrying casualty with swift mobility. Incumbent should be functionally able to complete the assigned task

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					efficiently with aids and appliances, whenever necessary.
137	Health Worker	S, ST, W, MF, RW, SE, H, C	a) LV b) OL, CP, Dw, AAV c) ID, MI d) MD involving (a) to (c) above	Renders health care at private residence and at health centres. Gives advice on personal and environmental hygiene. May give injections, drops, may also conduct sewing and first aid classes at welfare centres and give family planning advice.	The work is performed inside as well as outside. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with Aids and appliances, whenever necessary.
138	Mortuary Attendant	S, ST, PP, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carrying dead bodies and assisting in autopsy and other cadaveric work. Other jobs assigned by Head / In-charge of the Dept./ Section.	The work is performed inside as well as outside. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
139	Embalmer	S, ST, L, KC, PP, SE	a) D, HH b) OL, CP, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Embalmer preserves dead human bodies by injecting and applying preserving medicines to retard or arrest process of decay or decomposition. Washes body with germicidal soap; sews lips shut, and packs orifices with cotton to prevent leakage; drains blood from body by cutting artery and injects preservative or embalming fluid into body under gravitational pressure. Moves parts of dead body manually for injected fluid to spread thoroughly. Punctures internal organs through abdomen to remove fluids and gases. Closes incisions and restores disfigured bodies to their normal appearance	The work is performed mostly inside. The job requires lifting heavy weights handling chemicals and human body. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				affixing pieces of molded wax or other material to injured portions of body. Dresses body and places it in coffin for preservation till specified period.	
140	Ward Attendant / Senior Ward Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Working in the wards, cleaning the rooms, wards. Maintaining the cleanliness of the wards. Maintaining the reports and records.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
141	Lab Attendant Grade-II	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Taking care of the lab. Maintaining the cleanliness of the lab and equipment. Preparing the lab equipment and apparatus for tests and experiments.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
142	Lab Attendant Grade-I	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Taking care of the lab. Maintaining the cleanliness of the lab and equipment. Preparing the lab equipment and apparatus for tests and experiments.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
143	Senior Lab Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Taking care of the lab. Maintaining the cleanliness of the lab and equipment. Preparing the lab equipment and apparatus for tests and experiments.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
144	Laboratory Attendant	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH	To up-keep the Laboratory and to help the Chemist Assistant Chemist/	The work is performed inside as well as outside. The job may

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			c) OL, CP, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Research Assistant in water testing laboratories in I&PH Department. Any other duty assigned by the Research Assistant/ Chemist/ Assistant Chemist.	requires colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
145	Ward Aya	S, ST, W, BN, L, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assisting the House Sister/Keeper. Keeping and looking after the patients and their requirements.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
146	Malaria Worker	S, ST, W, BN, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Providing assistance for prevention/ curing of malaria and taking necessary steps for guarding against malaria.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
147	Ward Boy	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Looking after the wards.	The work is performed mostly inside. Bilateral hand activities and mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
148	Medical Attendant	S, ST, BN, PP, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI	Manual works in wards, assisting the patients. Prepare the patients for test, treatment etc.	The work is performed mostly inside. Mobility should be adequate. Incumbent should be functionally able to complete

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			e) MD involving (a) to (d) above		the assigned task efficiently with aids and appliances, whenever necessary.
149	Attendant (Hospital / Medical -Male)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Helps nursing staff in hospitals, nursing homes in taking care of patients, and performs various miscellaneous low-skilled tasks. Assists Nurses in taking nursing care of patients and rendering other miscellaneous services, such as giving baths, enemas, feeding them at fixed hours, preparing beds, bringing medicines from dispensary etc.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
150	Attendant (Hospital / Medical Female)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Helps nursing staff in hospitals, nursing homes in taking care of patients, and performs various miscellaneous low-skilled tasks. Assists Nurses in taking nursing care of patients and rendering other miscellaneous services, such as giving baths, enemas, feeding them at fixed hours, preparing beds, bringing medicines from dispensary etc.,	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
151	Dai	S, ST, W, MF, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Performs duties in care of patients in hospital, nursing home, or other medical facility, under direction of nursing and medical staff.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
152	Anti Malaria Coolie	S, ST, W, BN, L,	a) D, HH	Spraying anti-malaria liquids.	The work is mostly performed

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		MF, RW, SE, C	b) OL, CP, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above		outside. The job is hazardous in nature due to exposure to intoxicants. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
153	Anti Malaria Mazdoor	S, ST, W, BN, L, MF, RW, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Manual work in the field of health	Able to follow instruction from the superior, mobility of the person should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
154	Attendant- Family Welfare (Female)	S, ST, W, BN, L, MF, RW, SE, C	a) D, HH b) OA, BA, OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	To help the family welfare officer and keep the family clean assists in cleaning and maintaining hygiene.	Work is performed both outside & inside. Should have functional communication skill with assistive listening devices.
155	Nursing Orderly (Male)	S, ST, W, BN, L, PP, MF, SE, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Taking care of the patients in the hospital & preparing beds etc. .	Work in calm & quite environment. With Hearing Aids & legible speech. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
156	Care Giver	S, ST, W, BN, L, KC, PP, MF	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw,	Taking care of children with special need in home / institute / rehabilitation centre / residential care centre	The work is performed both inside and outside to assist children with special need.

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			AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above		Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
157	Lab Field Mate	S, ST, W, BN, L, PP, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Assisting the lab technicians in their duties. Works assigned by seniors concerned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
11. HORTICULTURE					
158	Pruner, Tea Garden	S, ST, W, BN, MF, SE	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Pruner, Tea Garden prunes branches of tea plants to produce better yield. Observes plant and decides extent of pruning needed. Cuts branches using pruning knife at desired point and disposes them off by spreading at bottom of plant or by removal. May prepare land for planting tea plants. May spray insecticides. May perform low skilled manufacturing tasks in factory during heavy harvest months.	The work is performed outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.
159	Tapper, Palm Juice	S, ST, BN, MF, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Tapper, Palm Juice makes cuts in trunks of palm-trees and gathers oozed out sap (palm juice). Climbs palm-tree with pot and knife tied with his waist through belt. Cleans space at top of tree-trunk preparatory to tapping. Cuts narrow 'V' shaped opening in tree-trunk at specified spot with knife to permit flow of sap. Fastens pot on tree trunk	The work is performed outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.

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				with rope and ensures that palm-juice drops into pot. Adjusts pot, if necessary, to avoid waste. Empties full pot into bucket next day and refixes empty pot at adjacent place on tree trunk for further collection. Repeats process for collection of juice from other trees.	
160	Head Mali	S, ST, W, BN, L, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Grows flowers, trees, shrubs, seedlings, vegetables, etc. in public or private gardens. Prepares soil and sows seeds, plants, seedlings etc. Waters seed-beds and growing plants.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
161	Mali A,	S, ST, W, BN, L, KC, PP, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Gardener, General; Mali General grows flowers trees shrubs, seedlings vegetables, etc. in public or private gardens. Prepares soil and sows seeds, plants, seedlings etc. Waters seed-beds and growing plants. Weeds and hoes garden and prunes hedges and bushes.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
162	Mali B,	S, ST, W, BN, L, KC, PP, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Spray and dusts pesticides and evolves other measures to protect plants from diseases and wild animals. Prepares soil and lays lawn. Waters mows and levels lawns. Prepares paths and ensures their proper up-keep. Collects and preserves seeds for sowing.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
163	Mali C	S, ST, W, BN, L, KC, PP, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Supervises laborers engaged for assistance. Keeps implements etc. in good working order. May maintain green house for display. May cultivate vegetables and fruit trees. May	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				specialize in ornamental gardening. May work in nursery for improving variety of plants from seeds cuttings, grafting or budding and be designated as Mali, Nursery. May sell plants buy seeds fertilizers insecticides, etc. May pay wages to laborers employed.	
164	Garden Guard	S, ST, W, BN, L, RW, SE, H, MF	a) LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Guarding the garden of university and its colleges, schools. Keep and maintain register.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
165	Nursery Man	BN, KC, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Nursery Man; Mali, Nursery manages nursery on own account, or on behalf of employer to grow trees, plants, flowers, shrubs, creepers, seeds, bulbs etc. in open air or green houses for sale to customers. Decides kind and number of plants to be grown and method of planting, cultivating and treatment based on soil, climatic conditions, irrigation facilities etc. Selects and purchases seeds, fertilizers, insecticide. Equipments and machinery and other items. Plans preparation of beds and method of planting, depending on type of plants to be grown. Watches growth of sapling, seedlings, grafts and plants. Hoes and prunes excess growth and offshoots of plants, dusts and sprays	The work is performed inside as well as outside. Incumbent should be able to complete assigned task efficiently with aids and appliances.

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				pesticides and takes other measures to protect plants from pets, wild animals, etc. Keeps records of cost and production statement. Sells seedling, seeds, bulbs etc. May specialize in landscape planting.	
166	Garden Attendant	S, ST, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Tasks in gardens like watering the plants etc.,	Work is mostly performed inside
167	Labourer(Plantation)	ST, W, L, PP, MF, SE	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Laborer, Plantation performs various low skilled tasks in connection with preparing land, planting, weeding, spraying of insecticide, picking tea leaves, plucking coffee seeds, etc. May be designated according to nature of work performed.	The work is performed outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.
168	Composing Attendant	S, ST, L, PP, MF, RW, SE, H	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	Composing works given by the seniors.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
169	Plant Assistant / Planter	S, ST, W, BN, L, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV	Plant Assistant, Planter manages plantation on own account to grow plantation crops such as tea, coffee,	The work is performed mostly outside. Incumbent should be functionally able to complete

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	rubber, etc. Arranges to procure seed according to type of crop such as tea, coffee, rubber, etc. Determines kinds of crop to be grown. Gets land cleared and prepared for growing crops by digging, ploughing, harrowing etc. Organises and supervises various farm operations, sowing, manuring, weeding, spraying insecticide, and protection of crop from destruction by wild animals. Arranges harvesting of crop and supervises plucking, tapping and threshing of leaves, etc. Ensures proper maintenance and development of plantation estate. Supervises recruitment and welfare of labour employed. Maintains records relating to cost of production, sale and other accounts. May conduct research and organise demonstration. May arrange preservation of produce and partially process them prior to marketing. Is designated as Planter, Tea; Planter, Coffee; Planter, Cinchona; Planter, Cocoa; Planter, Rubber according to type of crop grown.	the assigned task efficiently with aids and appliances, whenever necessary.
12. INDUSTRY					
170	Upholster	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, MoD), ID,	He shall be responsible to make cushion for sofa sets, chairs, mattresses for beds. App. Springs, padding, covers from materials such as cloth, silk leathers, Rexene etc. to articles of	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be

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			SLD, MI e) MD involving (a) to (d) above	furniture to cut and make exterior cover, teak webbing insert padding, council the edges of materials by beading etc. To stitch curtains of any design whether fixed on rails or running on rollers, frilled or plain with or without lining.	functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
171	Lattice Pegger	S, ST, W, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Lattice Pegger; Lattice man fixes pegs on lattice (wooden pattern chain) used on dobby loom for controlling fancy pattern weaving. Collects graph paper with marked draft and peg plan. Calculates number of pegs of lattice required to make out complete design. Studies peg plan to know places where warp is to be raised over weft. Inserts wooden pegs into lattice as per diagram to control pattern on. Cloth to be woven. Carries lattice to dobby loom. Fixes and adjusts healds and pegged lattice on loom. Repairs old, broken and defective lattice. May assist in handling dobbies. May make draft, prepare peg plan and sketch designs on graph paper. May cut and lace cards.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
172	Carpenter	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Makes, assembles, alters and repairs wooden structures and articles according to sample or drawing using hand or power tools or both. Studies drawing on sample to understand type of structure or article to be made and calculates quantity of timber required.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances,

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					whenever necessary.
173	Chair Recaner/Caner	S, ST, BN, L, KC, PP, MF, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Canning/ recanning works of chair, sofa sets etc.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
174	Assistant Carpenter	S, ST, BN, L, KC, PP, MF, RW, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Attends all types of carpentry works / repairs. Keeps tools/ material in working condition. Carry out repairs of wood work.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
175	Carpenter,Helper*	S, ST, W, L, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carpenter, Helper, other perform variety of routine and low skilled tasks such as sawing, cleaning, rough planning, drilling etc., and may be designated as Carpenter Mate, Carpenter Helper, Joiner Helper, etc.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary. *Not identified for Railways personnel who are involved in operation of trains, maintenance of tracks, movement of engine and compartment in yards , telecommunication and signalling etc.
176	Helper to Painter	S, ST, W, BN, MF, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw,	Paints wood work / walls / structures, varnishing, polishing and painting.	The work is performed inside as well as outside. Incumbent should be functionally able to

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			AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		complete the assigned task efficiently with aids and appliances, whenever necessary.
177	Painter, General	S, ST, W, BN, RW, SE, H, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Painter, General applies decorative or protective coats of paint, varnish, shellack, enamel, lacquer or other materials on exterior or interior surfaces, trimming and fixtures of glass, metal, wood, plaster concrete brick, building boards or other objects using brush, spray gun, roller, stencils etc.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
178	Bawaheer	S, ST, W, BN, L, PP, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	To assist Head Bawaheer in cleaning, repairing glass art objects and preserving it.	The work is performed inside as well as inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
179	Head Bawaheer	S, ST, W, BN, L, PP, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	To clean, repair glass art objects and preserving it.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
180	Assistant Painter	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Paints wood work / walls / structures, varnishing, polishing and painting	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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181	Bale Cutter Operator, Rubber	S, ST, MF, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Bale Cutter Operator, Rubber cuts bales of crude rubber into small pieces by hand or hydraulic cutting press. Removes wired wooden wrapping or metal straps, using cutters covering from rubber bales and oats them on machine; pushes bale on bed of cutting machine and moves lever, actuating hydraulic ram that pushes bale against stationary knives or to lower knife or blades against rubber placed on platform of machine; pulls layers of smoked or crepe rubber apart by hand and completes operation; collects cut pieces, loads them in truck and moves truck to hot chamber for further processing; cleans, oils and lubricates machine and keeps work place neat and tidy.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliance, whenever necessary.
182	Tapper, Rubber	S, ST, BN, MF	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Tapper, Rubber cuts channel grooves on trunk of rubber trees at prescribed angle on specified area and gathers excluded latex. Fastens spout and cup below lowest end of cut to collect oozed out latex. Adds preservatives or anticoagulants into cup where specified. Repeats process on other trees under his charge and empties cups when full or when oozing stops, into bucket. Scraps coagulated latex from scars on trees before making fresh cutting. Ensures that cups and spouts are clean and tapping cuts are of	The work is performed outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.

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				uniform length and depth, without causing injury to tree trunk. Repeats process on tapped trees next morning. May sharpen tapping knife and carry latex to reception station for weighment and further processing.	
	13. LAW & JUDICIARY				
183	Process Server	ST, W, L, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Process Server summons or other processes of law issued by court, on parties concerned for appearance in courts or for realization of dues etc. Receives list of summons and processes to be served on parties from Reader, Court or from other competent authority. Serves summons or process on parties by delivering one copy of summons after taking acknowledgement on second copy. Affixes copy of summons or processes at prominent public places, doors or houses of concerned parties, if parties refuse to accept summons of processes. Deposits copies of Summons served together with un-served summons with reasons for non-service to competent authority. May attend to court duties and call parties or litigants into court by calling their names.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
	14. LEATHER				
184	Shoe Maker (Modified)	S, MF, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV	Shoemakers and related workers make and repair standard or special footwear and, except for leather garments, hats and gloves, make natural or synthetic	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be

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			d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	leather articles, such as luggage, handbags, and belts, or participate in the manufacture of shoes and related goods.	functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
185	Cobbler	S, BN, L, MF, SE	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cobbler; Mochi repairs and reconditions old, worn out and defective shoes, sandals, slippers, etc. using hand tools to make them serviceable. Carries own tools and materials, goes around different localities, and collects worn out footwear from customers for repairs. Examines defects, determines repairs to be done and settles repair charges with customer. Removes or cuts off worn out portion of footwear and repairs them by re -soling (either full or half) attaching heels, stitching ripped seams, skiving and patching with new pieces of leather after softening in water, etc. as necessary, using. Knife (rapi) awl, hammer, last, nails, waxed thread, glass, etc. Fixes nails where necessary by placing shoe on iron last and ensures that sharp ends of nails are well bedded inside leather. Polishes shoes after repairs if desired by customer. May repair other leather articles. May work as paid employee at big repairing shops.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Bilateral hand activities should be adequate. Incumbent should be considered with aids & appliances.
15. LOGISTICS & DISPATCH					

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186	Semi-Skilled Rigger	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Select suitable wire/nylon/mania/canvass/ other types of ropes/slings, clamps, chain blocks, winches or any other lifting and handling tools and tackles for loading/unloading/moving all types of regular or irregular loads considering the safe working load. Rigging, signaling and handling including lifting, moving, turning, positioning, transporting or placing all types of regular and irregular loads safely and precisely either by manual effort or using any type of crane/chain block etc.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
187	Rigger	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Rigger erects lifting and hauling tackles, pulleys, wire ropes, etc. to lift, move or lower heavy articles such as girders, beams, roofing sheets, machinery, logs etc. for building, erection, construction or similar purposes.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
188	Porter	S, ST, W, BN, L, PP, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Carrying various things, articles and parcels from one department to another and to various places.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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189	Coolie	S, ST, W, BN, L, PP, MF, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Lifting, moving transferring and carrying the things, articles etc., from one section to another	The work is performed mostly inside. Mobility should be adequate. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
190	Millwright (Semi- Skilled) Artisans*	S, ST, W, BN, L, PP, MF, RW, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Lifting of goods & operating machines	Work is performed inside and outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary. * Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks and movement of engines and compartments in yards, telecommunication and signaling works
15. PACKAGING					
191	Packer, Hand	S, ST, BN, L, PP, MF, SE	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Packer, Hand; Carton Filler; Boxer; Case Packer packs material and products by hand in bags, barrels, baskets, boxes, cartons, and crates for purpose of storage or transport, performing any combination of following duties; Examines product for brittleness, fragility, moisture and other characteristics. Collects packaging	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and Appliances, whenever necessary.

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				containers and cleans them. Lines and pads crates. Assembles cartons from flattened state. Wraps protective material around product. Weighs containers and adjusts quantity. Places or pours product into containers or fills containers from Spout or chute. Inserts excelsior, shredded paper, wood wool or paper trays on top of product. Sews bag, fits lids on container, nails, and wires or otherwise closes containers. Stamps grade, brand, and date of packing on containers. Visually inspects materials, products and containers at each step of packaging process.	
192	Labeller	S, ST, BN, MF, SE	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Labeller affixes labels indicating information such as size, colour grade or process code, on merchandise, material, products, containers or bottles by hand or machine. Collects appropriate labels markings, descriptions or designs to be affixed on container. Lines articles and containers to be labelled. Inspects items and affixes or pastes labels at appropriate places using hand. May use labelling machine. May be designated according to product, material or container labelled as Labeller, Cigar, Labeller, Bottles; Labeller, Carriage; Labeller, Luggage; Labeller, Wagon.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
193	Stenciller	S, BN, MF, SE		Stenciller marks size, lot number,	The work is performed mostly

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			a) D, HH b) OA, OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	contents, or other identifying information or symbols on containers or directly on article by placing stencil on container or article and rubbing ink or paint brush across open lettering, or by spraying paint on it. Lines and inspects containers or articles to be stencilled. Selects appropriate stencil and places stencil on container, package or box rubs ink using hand brush or sprays paint across cut-out letterings or design. May mix paints or lacquers. May be designated according to type of container stencilled as Carton Stenciller; Drum Stenciller; Sack Stenciller.	outside. Occasional field work is involved. He usually works alone. Incumbent should be considered with aids & appliances.
194	Stamper, Hand	S, BN, MF, SE	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Stamper, Hand impresses stamp on bales, bags, boxes or other containers to indicate nature of contents. Collects appropriate stamp-impression. Lines and inspects article; places stamp on ink or paint pad and presses stamp on article to leave mark or impression. May use stamping machine.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
195	Packer-Cum- Binder	S, ST, BN, L, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Packing all types of materials. Binding the articles, books and other publication articles. Keep records	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
17. POSTAL					

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196	Letter Box Peon	S, W, MF, 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	Letter Box Peon collects letters from letter boxes installed within his areas at shackled hours and delivers them to post office. Follows planned route to clear letter boxes in his beat at fixed hours. Unlocks letter box and collects mail into mail bag. Removes plate indicating hours of clearance and replaces it with new plate indicating next clearance hour. Locks letter box and ensures proper fixation of hour plate and lock. Clear all letter boxes and delivers bags containing mail to post office. May sort incoming and outgoing mail a post office. May stamp letters and covers, seal bags and load or unload them in mail van.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary.
197	Post Man (City)	S, ST, W, MF, 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	Postman collects dak, parcels, registered and insured covers, V.P. articles, money orders etc. from post office and delivers them to addresses residing in his allocated area. Collects letters, registered covers, and money orders, registered and unregistered parcels. V.P. articles, etc. from post office against receipt to deliver them to addresses. Keeps record of important letters, articles in register maintained by him. Sorts them according to street and house numbers. Plans route and arranges dak and articles accordingly. Delivers ordinary dak registered letters, money orders, V.P. articles to	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				respective addressee. Receives and records payment of bearing or under paid letters and V.P. articles. Deposits acknowledgement receipts, money collected and undelivered articles in post office. May collect mail from letterboxes. May sort out incoming mail for distribution to postmen. May supply money order and acknowledgement forms to public on request.	
198	Village Postman	S, ST, W, MF, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Village Postman collects letters, parcels, registered and insured covers, telegraphic and ordinary money orders, V.P. articles, etc. from post office and delivers them to addressees in villages. Collects dak such as letters, money orders, and parcels, registered and insured letters etc. of his beat from post office against receipt. Checks and sorts them according to villages and enters them in his book. Arranges dak according to route for delivery. Delivers ordinary mail at addressees given and important dak such as registered letters, money orders, parcels, etc. to addressees, after obtaining acknowledgements or receipts from them. Takes signatures of witnesses for payment of money order when identify of addressee in not known or doubtful. Receives postal charges and maintains records of	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary.

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				payment received for bearing or underpaid letters and V.P. articles. Deposits acknowledgement receipts, money collected and undelivered articles in post office. Collects mail from letter boxes and delivers them to post office.	
199	Telegraph Messenger	S, ST, W, MF, SE, H, C	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	Telegraph Messenger delivers telegrams to addressees in quickest possible way and gets signature, date and time of delivery recorded on prescribed form. Collects telegrams and delivery slip bearing serial numbers of telegrams from telegraph office. Tallies number of each telegram with number in delivery slip to ensure correct delivery. Takes Shortest route, generally riding auto or bicycle, for expeditious delivery of telegrams to addressees, their Authorised agents or nearest relatives. Obtains signature of recipient with date and time on delivery slip as acknowledgement of receipt. Hands over delivery slip and undelivered telegrams, if any, to office concerned. May also work as Despatch Rider.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary.
200	Mail Carrier	S, ST, W, MF, RW, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Mail Carrier transports mail bags in van or cart to and from different post offices and railway station in his area. Collects mail bags from head post office or Railway station. Counts and acknowledges their receipt. Loads mail	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary.

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				bags in proper order in mail van or cart. Accompanies mail bags in van or cart for Security, delivers them at railway station or post office and obtains receipt of delivery. Collects outgoing and local mail bags from post office, counts them and acknowledges their receipt. Delivers them at head post office against receipt. May assist in stamping, sorting and distributing letters. May carry mail bags manually. May work as Letter Box Peon.	
201	Runner Mail (Cities)	S, ST, W, MF, 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	Runner, Mail collects and delivers letters and other postal articles from and to different village post offices and postal agencies. Collects mail bags from head post office, counts them and acknowledges their receipt. Carries and delivers them to specified post offices or places and obtains delivery receipts. Collects outgoing mail bags, counts and acknowledges their receipt and delivers them at main post office against acknowledgement. May work as Sorter and Mail Carrier. May carry with him spearhead stick fitted with small bells to ward off wild animals	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
202	Sorter, Telegrams	S, W, MF, SE, H, C	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI	Sorter, Telegrams sorts and arranges copies of telegraph messages received and transmitted at telegraph office and maintains their record. Collects copies of telegraphic messages transmitted	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances,

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			e) MD involving (a) to (d) above	and received for delivery from Telegraphists. Sorts and arranges copies of telegrams by categories e.g. received, transmitted, press, whether, air, land and foreign etc. and files them separately, noting their serial number and labelling, and ties them into separate bundles for safe custody.	whenever necessary.
203	Mail Room Attendants	S, ST, W, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	May collect and sort incoming and outgoing mail. May stamp letters and covers, seal bags and load or unload them in mail van.	The work is performed inside as well as outside. The job requires sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
204	Postal Attendant	S, ST, W, BN, MF, RW, SE, C	a) B, LV b) D, HH c) CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Postal Attendant supplies stationery articles to officials, prepares envelopes, weighs and affixes postage stamps on outgoing mail, binds registers, loose files, books etc. and performs other miscellaneous work. Sorts out files according to number or other distinguished marks. Helps Record Clerk in stitching papers or typing bundles and marking them. Arranges files in racks or other special receptacles in prescribed order or as instructed by Record Clerk. Takes inventory of stationery items received from central stores and helps Record Clerk in getting them entered in registers. Collects indent from Record	The work is performed mostly inside. Occasional field work is involved. Incumbent usually works alone. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				Clerk and supplies stationery articles or files to inventors against acknowledgement. Weighs covers of outgoing mail, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and paste economy slips. May operate duplicating machine and cyclostyle required number of copies. May supervise work of peons. May attend to any other duties allotted.	
205	Mail Runner	S, ST, BN, MF, RW, SE, W	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Mail Runner transports mail bags in van or cart to and from different post offices and railway station in his area. Collects mail bags from head post office or railway station. Counts and acknowledges their receipt. Loads mail bags in proper order in mail van or cart. Accompanies mail bags in van or cart for security, delivers them at railway station or post office and obtains receipt of delivery. Collects outgoing and local mail bags from post office, counts them and acknowledges their receipt. Delivers them at head post office against receipt. May assist in stamping, sorting and distributing letters. May carry mail bags manually. May work as Letter Box Peon.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
18. PRINTING					

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206	Book Binder	S, L, MF	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Book Binder assembles printed or written pages in the form of books, magazines, ledgers, etc. Performs all or any of operations connected with book binding such as reeling, perforating, cutting, stitching, fixing covers, fixing leather or calico back.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
207	Binder Grade-II	S, ST, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Various binding works like books, files etc.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
208	Graining Operator	S, ST, W, BN, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Operation of graining machine in Offset Press or LithoPrinting Press	Work is mostly performed inside in a noisy environment. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
209	Junior Press Assistant	S, ST, W, BN, MF, RW, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	To do hand composing, operating treadle printing press & offset printing machines	Work is performed inside under noisy condition. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
19. SECURITY					
210	Chowkidar-Cum-Farm	S, ST, W, BN, L,	a) B, LV	Chowkidar cum Farm Mate guards	The work is performed mostly

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	Mate	KC, PP, MF, SE, H, C	b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	farms premises, industrial plants, warehouses, goods-sheds and yards etc. against fire, theft, illegal entry and other such contingencies. Receives instructions about his duty, patrols around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with. Watches for fire hazards, broken water pipes, presence of unauthorized persons. Reports irregularities or anything, found tampered to authorities. Informs police, fire brigade in emergency. May use tell-tale watches to record inspection rounds at specified time. May attend to telephone calls, cleaning of floors, furniture and switching off lights and fans when not in use.	outside. The job may require standing/ roaming for long hours and running. Incumbent should be considered with aids and appliances.
211	Watch Man	S, ST, W, BN, L, KC, PP, MF, 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	Watchman; Chowkidar guards buildings, premises, industrial plants, ware-houses, railway goods sheds and yards etc. against fire, theft, illegal entry and other such contingencies. Receives instructions about his duty, patrols around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with. Watches for fire hazards, broken water pipes, presence of unauthorized persons. Reports	The work is performed mostly outside. The job may require standing/ roaming for long hours and running. Incumbent should be considered with aids and appliances.

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				irregularities or anything, found tampered to authorities. Informs police, fire brigade in emergency. May use tell-tale watches to record inspection rounds at specified time. May attend to telephone calls, cleaning of floors, furniture and switching off lights and fans when not in use.	
212	Gate Keeper	S, ST, W, MF, RW, H, C	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cheeks entrance and exit of unauthorized persons and goods to and from residential and commercial buildings, industrial premises / institutions etc.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
213	Fireman-Cum- Cleaner	S, ST, BN, L, PP, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	Duty related to fire-fighting, cleaning the room, doors and etc.	The work is performed inside as well as outside. The job may be hazardous and may require swift mobility. The Hearing Impaired category incumbent should possess functional communication skills with the help of hearing aids. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
20. SPORTS, PHYSICAL EDUCATION, FITNESS AND LEISURE					
214	Grounds Man	ST, W, MF, SE	a) LV b) D, HH c) OL, BL, LC, Dw, AAV	Grounds Man; Grounds Keeper prepares and keeps up recreation and sports grounds in proper condition for	The work is performed mostly outside. Some of the jobs may require identification of colours.

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	various games. Grades and selects site. Supervises breaking of soil, removal of weeds and foreign matters and retains required type of grass if necessary. Plans drainage, checks final preparation of soil bed, mixes fertilizers with chemicals like sulphate of iron to improve growth and colour of turf and sows required type of grass seeds. Lays turf for preparing different types of grounds and sports fields such as hockey, tennis, cricket, football, golf, etc. Gives necessary treatment to fields according to type of ground and pitch required such as turf wicket, matting wicket, golf course etc. Dresses turf with nitro-chalk, ammonium sulphate and other chemicals at regular intervals to prevent invasion of earth worms and diseases and adopts measures against ruinous actions of rabbits, field mice etc. Top dresses turf by moving grass cutting and rolling. Investigates causes of bad lawns and takes appropriate steps to renovate neglected lawns, fields and grounds.	Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
215	Ground Marker	S, ST, W, MF, RW, SE	a) LV b) D, HH c) OL, OAL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI	Drawing marks on the play grounds, assisting to make necessary preparations for sports and games.	The work is performed mostly outside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently

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			e) MD involving (a) to (d) above		with aids and appliances, whenever necessary.
216	Billiard Marker	S, ST, W, BN, L, RW, SE, H, MF	a) LV b) D, HH c) OA, BA, OL, OAL, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Providing necessary tools for billiard games.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
21. STORES AND PURCHASE					
217	Bearers	S, ST, BN, L, PP, MF, RW, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Providing files, office stationeries among staff members and students. Other works assigned by Seniors.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
218	Daftary, Attendant	S, ST, W, MF, SE	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Daftary, Attendant supplies stationery articles to officials, prepares envelopes, weighs and affixes postage stamps on outgoing dak, binds registers, loose files, books etc. And performs other miscellaneous work. Sorts out files according to number or other distinguished marks. Helps Record Clerk in stitching papers or typing bundles and marking them. Arranges files in racks or other special receptacles in prescribed order or as instructed by Record Clerk. Takes inventory of stationery items received	The work is performed mostly inside. Occasional field work is involved. Incumbent usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				from central stores and helps Record Clerk in getting them entered in registers. Collects indent from Record Clerk and supplies stationery articles or files to inventors against acknowledgement. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and paste economy slips. May operate duplicating machine and cyclostyle required number of copies. May supervise work of peons. May attend to any other duties allotted.	
219	Sorter	S, W, MF, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Sorter sorts material and products for quality, condition, grade, size or colour according to specification or standard by visual examination, measuring or simple mechanical aids. Picks up material or products by hand and examines them by sight and touch for defects such as discolourment, quality, cracks and sorts them according to class, grades, sizes, quality, colour and other characteristics. Discards inferior or defective items and foreign matter. Mats, counts, tags, bunches or places together lots of identical or similar products in racks, packing boxes, containers, baskets, crates for storages, shipment or other processes. Records numbers, sizes, quantities of sorted materials and products for	The work is performed mostly outside. Some of the Jobs may require colour vision and adequate vision. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				identification. May affix identifying information on sorted material and products. May be designated according to product sorted as wool sorter, hair sorter, brick sorter; roofing-tile sorter, sewer pipe sorter, or according to work performed apple sorter, potato grader; cocoon sorter etc.	
220	Store Attendant	S, ST, W, BN, L, RW, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Performs low Skilled, manual tasks according to the need of the particular department.	The work is performed inside. He should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
221	Store Coolie	S, ST, W, BN, L, KC, PP, MF, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Lifting, moving transferring and carrying the things, articles etc., from one section to another.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
222	Logistic Inventory Assistant	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), SLD, MI e) MD involving (a) to (d) above	All logistic and inventory works related to store	The work is performed inside as well as outside. The job may requires colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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22. TEXTILE (JUTE, FIBRE, COIR)					
223	Drying Machine Operator	ST, W, BN, L, PP, MF, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Drying Machine Operator; Drying Tumbler Operator dries washed or dyed garments by operating hand or electrically driven drying-machine tumbler. Loads cleaned or dyed articles into drum of for article to remain in drum according to its nature and texture. Manipulates hand levers or electric switches to start drum and electric fan, and turns hand valves in steam pipes that supply hot air to drum. Stops or switches off machine and ensures that articles are thoroughly dried and odour of cleaning fluid is removed. May operate extractor or washing machine.	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
224	Presser, Hand	ST, L, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Presser, Hand; Ironer, Hand presses garments, textile furnishings and similar articles with heated hand pressing iron to remove wrinkles caused by washing, handling etc. Spreads material on ironing board or table, moistens cotton material and presses flat with heated iron. Takes special care in pressing delicate articles such as silken, woollens, and similar other articles by spreading moist linen over them before pressing. Moves iron over material applying necessary heat and pressure to obtain desired effect and shape. May wash garment or other material by hand or dry-clean it. May	The work is performed mostly inside. Occasional field work is Involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				moisten material or any part during pressing.	
225	Presser , Machine	ST, L, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Presser, Machine operates pressing machine to smoothen and shape garments, textile furnishings and similar articles. Lays garments or other material on padded table of press. Pulls pressing head of machine on to surface of material, pressing head down ward into contact with table and raises pressing head, re-arranges material and repeats process till pressing is complete. May oil and clean parts of machine. May press dry-cleaned saris by wrapping them by hand on calendars (Wooden-roller frames) and be designated as Calenderar Saris.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
226	Weaver, Handloom	ST, W, MF, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Weaves cloth from yarn on handloom. Mounts warp beam on loom. Sets healds frame in position. Draws ends of warp yarn from beam through comb and fastens them together to cloth winding roll. Places full bobbins of weft yarn in shuttle. Operates loom by pressing and relieving two foot levers alternately to raise and lower healds, simultaneously pulling string with jerk with one hand so as to throw shuttle across warp yarn from side to side and by moving comb forward and backward with other hand to properly fill weft yarn. Draws broken ends of yarn through healds and comb and	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				knots them. Replaces empty bobbins in shuttles. Removes cloth from roll when required length has been woven. May size and dye yarn, wind yarn on bobbins or beam and draw ends of yarn from warp beam through healds reparatory to weaving	
227	Cooker, Silkworm	S, ST, MF, SE	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Cooker (Silkworm) boils cocoons to kill pupa inside cocoon and trace end of silk filament for reeling silk. Fills tube containing water with cocoons and lets in steam to heat it. Allows cocoons to remain in boiling water for specified period. Ensures that all pupa inside cocoon are killed and water is kept at prescribed temperature. Stirs cocoons and boiling water with wooden stick to which they get attached. Collects in ladle cocoons whose filaments are drawn out. Delivers such cocoons at reeling section for Reeler to draw silk. May reel silk over reeling machine.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
228	Inter Tenter	S, ST, W, L, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Inter Tenter/Tenter (Textile) tends inter or roving machine for drawing and twisting two subbing roving's into one strand. Brings filled bobbins from subbing machine, puts them on spindles (skewers) at rear of machine, feeds two ends into each set of rollers, threads end through guide and flyer to bobbins and starts machine. Replaces empty subbing bobbins with filled ones and joins ends of roving. Stops	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				machine when roving breaks, pieces broken ends and restarts machine. Stops machine when prescribed length has been wound on bobbins. Cleans top and under clearers and oils machine.	
229	Drawing Man	ST, W, L, PP, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), SLD, MI d) MD involving (a) to (c) above	Drawing Man (Woollen Textile) tends drawing frame for drawing wool sliver into yarn. Fixes empty bobbins on spindles. Arranges sliver cans at feed end of drawing frame. Draws sliver from can and passes them through guides, rollers and gill-box and loops them around bobbins on spindle. Starts drawing frame.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
230	Weaver Helper	ST, W, MF, SE, H	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Helps Weaver in the work	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
231	Dry Cleaner , Machine	S, ST, W, L, MF, SE, C	a) B, LV b) D, HH c) OA, OL, CP, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Dry-Cleaner, Machine; Dry Cleaning Machine Operator cleans and disinfects woolen and silken garments, textile furnishings and other similar articles with chemical solution or petroleum product by operating power-driven cleaning machine. Places articles in drum of machine and fastens cover. Operates valves to feed chemical solution into machine and operates controls to start relation of drum	The work is performed mostly inside. Occasional field work is involved. Some of the jobs may require colour identification. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and Appliances, whenever necessary.

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				allowing drum to rotate until articles are cleaned. Stops relation of drum and drains off solution. Opens machine, removes articles from it for pressing by machine or ironing by presser. May periodically, filter dirty cleaning fluid. May sort articles according to colour and condition and type of material. May remove spots or stains by rubbing them with solvent. May examine dry-cleaned articles for any defect or damage.	
232	Carder Cotton, Hand	S, ST, KC, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Carder, Cotton, Hand; Teaser, Cotton, Hand breaks and cleans cotton by hand using bow string and mallet. Receives cotton from customers or go down for breaking into fluff. Spreads cotton on clean floor generally in closed place. Suspends bow with cord over cotton so that bow string touches cotton. Holds bow with one hand and strikes mallet on bow-string with other ensuring that cotton gets wrapped on string and is broken into fluff by tension and vibration created in string. Manipulates bow to reach cotton at different places. Removes cotton stuck to bow string with hand. Replaces string if broken. May supply cotton to customers on. Payment. May also stuff pillows, cushions, quilts, etc. when engaged in such work.	The work is performed inside as well as outside. The job requires sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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233	Tailor	S, ST, W, BN, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Sewing of cloths and other materials, linen, stitching cloths, making screens for windows, decoration work.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
234	Hamal-Cum-Sticher	S, BN, MF, RW, SE	a) LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Stitching works	Mostly work is performed inside. Should have good health. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
23. TOURISM AND HOSPITALITY					
235	Maid Servant, Hostel	S, ST, W, BN, L, KC, PP, MF, SE, H	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleaning, washing, open and locking gate, report damages etc.	The work is performed mostly inside. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
236	Linen Keeper	S, ST, W, BN, L, MF, SE, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Linen Keeper supplies linen needs of rooms, lounges and dining halls of hotel. Maintains linen register indicating stock position of various types of linen. Issues clean linen (bedcovers, table-cloth, napkins, and towels) to rooms and dining halls in place of dirty or soiled ones. Sends soiled linen to laundry, and collects	The work is performed mostly Inside. Incumbent should be Functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				washed and pressed articles. Sorts out linen that requires repair or replacement and recommends purchase of fresh linen. May mend or sew linen.	
237	Caretaker, Monuments	ST, W, BN, L, MF, RW, SE, C	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	Caretaker, Monument looks after maintenance, cleanliness and safety of historical monuments and ancient structures of archaeological importance. Visits premises under charges at regular intervals and sees that monument is cleaned by subordinate staff, safety measures are carried out, visitors are allowed within prescribed time limits and monument is not spoilt or damaged by them. Supervises work of subordinate staff such as Gardener, Chowkidar and sweepers (dry and wet) and reports to authorities of damage or loss to monument. May guide and explain background of monument to visitors. May arrange sale of tickets for entry into monument.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
238	Ayah Maid (Institutional)	S, ST, W, BN, L, KC, PP, MF	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Attends to comfort of women residents in hotels, waiting rooms, clubs, and other institutions and looks after their children. Prepares beds for women residents and their children	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task with aids and appliances, whenever necessary.
239	Usher	ST, W, MF, SE, H, C	a) LV b) D, HH c) OA, BA, OL, CP, LC,	Usher guides patrons to their seats in cinema halls, theatres and other places of entertainment. Examines uncollected	The work is performed mostly inside. Occasional field work is involved. He usually works

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			Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	portions of tickets, held by patron's pari-mutuel basis and keeps account of cash transactions. Pays taxes on earnings. at entrance or inside auditorium or enclosure of show, play, game or any other entertainment to find out allotted numbers of seats reserved; escorts patrons to their appropriate seats ; guides patrons whose seats are not reserved to available unreserved seats; distributes programme or other publicity material and answers queries of patrons regarding location of bars, restaurants, public conveniences, telephone etc.; assists patrons in searching lost articles; delivers left behind articles to manager for return to owners; examines collected portions of tickets at gate, arranges and renders account to manager; assists in displaying publicity posters, hoardings, or notices in or outside place of entertainment. May do odd jobs for superiors e.g. getting hand-bills printed, checking of tickets, etc.	alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
240	Janitorial Assistant	S, ST, W, BN, MF, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water for tenants, performing any combination of following duties: Sweeps, mops, scrubs, and vacuums hallways, stairs	The work is performed mostly inside. Bilateral hand activities should be adequate. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				and office space. Regulates flow of fuel into automatic furnace or shovels coal into hand-fired furnace. Empties tenants' trash and garbage containers.	
241	Boat Cleaner	S, ST, W, BN, SE, H, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleans the boat, removes water from base of boat and help boatman in handling the boat	The work is performed mostly outside. Bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.
242	Guest House Attendant	S, ST, W, BN, L, PP, MF, RW, SE, H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Maintaining guest houses and rooms clean and tidy. Providing water, food to the guests. Maintaining register of information regards guests and articles used inside the Rooms.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
243	Gallery Attendant	ST, W, BN, L, MF, SE, H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Opening, closing the doors of gallery, providing necessary facilities like water etc., to the guests.	The work is performed mostly inside as well outside in the field. He usually works alone. Incumbent should be able to hear and communicate with the help of aids and appliances. Incumbent should be assessed and functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
24. MISCELLANEOUS					
244	Make-Up Man	S, ST, MF, SE	a) LV	Make-up Man applies make -up to	The work is performed mostly

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	Miscellaneous		b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	faces of actors and other performers to improve or alter their appearance for studio or stage productions. Examines casting list and requisitions wigs, beards and other materials needed. Applies make -up, such as grease paint, rouge, lipstick, face powder, wigs and beards to impart desired facial characteristic or expression to Actor or Actress. Issues instructions to Hair Dresser as to style of hair dressing required.	inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
245	Barber	S, ST, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	Hair cutting and shaving of clients beard	The work is performed inside as well as outside. The job requires sitting or standing for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
246	Ayah; Nurse Maid (Domestic)	S, ST, W, L, KC, PP, MF, SE	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Takes care of children in private households. Attends to the requirements of the children and watches over their activities. Assists children in bathing, dressing and feeding.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
247	Sweeper, Wet	S, ST, W, L, KC, PP, MF, SE	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI	Sweeper, Wet, Scavenger cleans and washes bath-rooms, lavatories drains etc. and removes night- soil. Sweeps and washes floor of bath-rooms, lavatories and operation theatre rooms in hospital and removes garbage and	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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			e) MD involving (a) to (d) above	other material in closed buckets to dustbin. Scrubs floor with cloth, wet in Phenyl and water. Removes night soil using spade it to dumping ground in hand-cart.	
248	Sweeper, Dry	S, ST, W, L, KC, PP, MF, SE	a) LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleans, sweeps and scrubs buildings, streets, parks, etc. and removes garbage. Sweeps with broom or brush floors of buildings, roads, parks, etc. Removes dust and garbage in basket to dustbin. Scrubs floor with cloth, wet in phenyl and water to remove fine dust. May clean carpets and rugs with brush and dust furniture and fixtures. May prepare his own broom. May dump garbage in cart and carry garbage in hand cart or in animal driven cart to dumping ground.	The work is performed mostly outside. Occasional field work is involved. He usually works alone. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
249	Sweeper, Sewer	S, ST, W, L, KC, PP, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Sweeper Sewer; Sewer Cleaner cleans blocked underground drains and sewage system by various cleaning instruments. Removes iron-cover from manhole and descends in manhole with drainage equipment. Collects debris and refuse in bucket using spade and hands over bucket to helper outside manhole. Uses bamboo or iron rod to clean sewer by pushing it in and out and repeats process till sewer is cleaned. May remove debris and refuse in garbage carts to dumping ground. May flush sewer with hose Connected with underground hydrant.	The work is performed mostly outside. The job is hazardous at times, involving work in deep man holes. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary

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250	Sweeper, Cleaners and Related Labourers	S, ST, W, BN, L, PP, MF	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Sweepers, Cleaners and Related Labourers, Other include all other workers engaged in sweeping, cleaning, and related work, not elsewhere classified	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
251	Water Carrier	S, ST, W, L, KC, PP, MF, SE,	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Water Carrier; Bhishti draws water from wells, rivers ponds etc. for drinking, washing, cleaning and other purposes in house, building or institution. Collects water in big leather bags, buckets or other containers from taps, ponds or well and carries leather bag or containers filled with water and delivers at house of clients for drinking, cleaning of drains and storage in tanks. Supplies water to work sites. May work whole- time or part-time in private houses for supplying drinking water	The work is performed mostly outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
252	Dhobi / Laundry Man	S, ST, L, KC, PP, MF, SE	a) B, LV b) D, HH c) OA, OL, OAL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Dhobi; Laundry Man washes and cleans garments and other articles of washable fabrics and presses them. Collects soiled clothes and garments from clients, marks them with marking ink for identification. Sorts soiled articles according to type and treatment to be given. Fills tub with water and adds proper amount of soap, washing soda or other chemicals and dips coloured or delicate garments into soapy water or	The work is performed mostly outside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				chemical solution and agitates it by hand. Spreads wet garments on flat surface, and scrubs with hand or brush and rinses garment in clear water till dirty water separately by applying chemicals on them, by hand, boiling them in tub or in closed oven, beating them with hand on stone or club on stone or wood and washing them in clear water in tanks, rivers and lakes. Dries garments in open air by hanging them on rope, wire or spreading them on ground. Irons dried garments using hand iron-press. May wash garments and other textile furnishings in machine.	
253	Washing Machine Operator	ST, W, BN, L, PP, MF, SE, C	a) B, LV b) D, HH c) OL, LC, Dw, AAV d) ASD (M, MoD), ID, SLD,MI e) MD involving (a) to (d) above	Washing Machine Operator Bottle Washer, Machine; operates bottle washing machine for washing empty used or dirty bottles. Arranges for collection of empty used bottles from go-down to washing machine; adds prescribed quantity of chemical to water in washing tanks, changing cleaning brushes, if required; opens and regulates steam valve to heat up tank water up to prescribed temperature; guide and watches operations to ensure good condition of brushes used, adequate pressure of spray and proper scrubbing and cleaning of bottles. May pull out stuck-up bottles by lifting stopper weights.	The work is performed mostly inside. Occasional field work is involved. The person usually works alone. Some jobs involve the hazard of high voltage. Incumbent should be considered with aids and appliances.

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254	Dry Cleaner, Hand	S, ST, MF, PP, SE, C	a) B, LV b) D, HH c) OL, CP, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Dry-Cleaner, Hand cleans by hand, woollen and silken garments, textile furnishings and similar articles using chemical solution or other dry cleaning solvents. Examines garments or articles to ascertain condition and type of material and decides on type of treatment to be given. Lays article on table, treats with chemical solution and rubs or brushes parts most soiled and immerses articles in solution for required period. Rinses article in fresh solution and allows it to dry in open air. May clean upholstered furniture.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
255	Nakedar	S, ST, W, MF, SE, H, C	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assigns cleaners to special cleaning tasks; Checks work of cleaners for cleanliness and thoroughness; Sweeps and mops floors, corridors, stairs; Washes windows, blackboards and lavatory fixtures; Dusts woodwork, furniture, and other articles; Empties trash receptacles; Replenishes lavatory supplies; Waxes floors and furniture; Vacuums floors, rugs, carpets; Replaces light bulbs; Shovels snow;	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
256	Safaiwala / Sweeper	S, ST, W, BN, L, KC, PP, MF, SE, H	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleaning, sweeping, swabbing, moving things and materials. Other works assigned by superiors.	The work is performed mostly inside. Mobility and bilateral. Hand activities should be adequate. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances,

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					whenever necessary.
257	Safaiwala	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	1. He is responsible to clean the sewers and public lavatories. 2. To sweep Govt. office and Public place and to clean Govt. lavatories. Any other duty assigned by the Junior Engineer.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
258	Laundry Man	S, ST, L, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Laundry Man, Dry Cleaner and Presser, other include all laundry and dry cleaning, service workers not elsewhere classified.	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
259	Aya	S, ST, W, BN, L, KC, PP, MF RW, SE, H	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Keeping the premises neat and tidy. Making the rooms attractive. Receiving and distribution of mail, telegrams, parcels, etc.	The work is performed mostly inside. Bilateral Hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
260	Jamadar (Sanitation)	S, ST, W, BN, L, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI	Outdoor work including sanitary works. Sanitation manual work.	The work is performed inside as well as outside. Mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances,

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			e) MD involving (a) to (d) above		whenever necessary.
261	Mate / Beldar	S, ST, W, BN, L, PP, MF, RW, SE, H,	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Assisting mason to carry out masonry work. Maintenance of cleanliness of the tools used.	The work is performed mostly inside. Bilateral hand activities and mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
262	Ward Sahayak	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Looking after the wards. Maintaining ward's cleanliness	The work is performed mostly inside. Bilateral hand activities and mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary
263	Waterman	S, ST, W, BN, L, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Operating water pipes, filling up water tanks. Providing water to office and hostel premises.	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
264	Domestic Servant	S, ST, W, BN, KC, MF, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Lifting, moving transferring and carrying the things, articles etc., from one section to another.	The work is performed mostly inside. Bilateral hand activities and mobility should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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265	Cleaners	S, ST, W, BN, L, MF, SE, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Sweepers and related laborers sweep and clean streets, parks, airports, stations and other public places or perform odd jobs.	The work is performed inside as well as outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.
266	Burnisher	S, ST, W, BN, L, PP, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above	Cleaning & preserving of arms in Museums.	The work is performed inside as well as outside. Mobility and bilateral hand activities should be adequate. Incumbent should be considered with aids and appliances.
267	Multi-Task-Attendant (MTA)	S, ST, W, BN, L, PP, MF, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Help in catering / house keeping /gardening & forestry data processing .Day to day tasks in official work related to carrying files, drafting of office equipments and tables and various other official tasks assigned by superiors /supervisors.	Outside as well as inside job accomplished under supervision. of seniors. Incumbents should be able to perform work efficiently with aids &appliances
268	Topass	S, ST, W, BN, MF, RW, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	They would work as Cleaners or Safaiwalas including cleaning of Lavatories in the Ships. They may be entrusted with other management duties also.	The work is performed mostly outside on a ship. Incumbents must know swimming
269	Washer Man	S, ST, W, BN, MF, RW, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d)	To wash, clean the clothes and aprons	Work performed outside in hazardous condition. Incumbents should be able to performed assigned job efficiently with aids &appliances.

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			above		
270	Caretaker, Burial Cremation Grounds	S, ST, W, BN, L, MF, SE, C	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Caretaker Burial Places and Cremation Ground looks after maintenance of grave-yard, crematorium or tower of silence and arranges requisite material and keeps record of dead bodies buried or disposed. Receives and records particulars of deceased, allocates or marks place for burial or cremation, arranges supply of necessary implements for digging of grave, firewood for cremation, and other assistance where required. Keeps premises clean and tidy and arranges removal of remains of cremated body not collected. May undertake responsibility for disposal of unclaimed bodies or of destitute.	The work is performed mostly outside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
271	Service Assistant (House Keeping)	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, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Attending all the housekeeping related activities	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
272	Helper A,	S, ST, W, BN, L, KC, PP, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d)	Cleaning the laboratories, bath rooms, washing floors and cleaning windows / doors etc.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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			above		
273	Helper B	S, ST, W, BN, L, KC, PP, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleaning the laboratories, bath rooms, washing floors and cleaning windows / doors etc.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
274	Helper C	S, ST, W, BN, L, KC, PP, MF, SE, C	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Cleaning the laboratories, bath rooms, washing floors and cleaning windows / doors etc.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
275	Shop Attendant	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Shop Attendant performs number of low skilled tasks in wholesale or retail business establishment such as opening and closing of shop; keeping premises neat and clean; bringing articles from stock or show cases to counter or from manufacturers, dealers or railway stations to establishment premises; opening packages and storing articles at proper places and assisting Shop Assistant in measuring, weighing and packing of articles. May attend to local dak, bank transactions and run other errands.	The work is mostly performed inside. Mobility and bilateral hand activities should not be affected. Incumbent should be considered with aids and appliances
276	Cosmetic Worker-II	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV	Working in the cosmetics department of a large clothing or general retail store	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods.

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			d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above		Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
277	Cosmetic Worker-Ill	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Working in the cosmetics department of a large clothing or general retail store	The work is performed inside as well as outside. The job may require colour identification and sitting for long periods. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
278	Delivery Assistant	S, ST, W, BN, L, PP, MF, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, ID, MI e) MD involving (a) to (d) above	Delivery Assistant delivers goods such as provisions, bakery products, laundry etc. at customer's residence or other places as directed. Places orders with stores for supply of goods according to orders to be Executed. Arranges orders according to areas or localities. Ensures that all articles are properly packed and loaded in delivery van, push-cart, trolley or tricycle. Goes from door to door along with vehicle and delivers goods to customers according to their instructions. Collects money from customers and issues receipt for same. Ascertains further requirements of customers and books orders if necessary. Maintains accounts of deliveries made, cash and cheques, etc. collected. Returns undelivered	The work is performed mostly outside. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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				packages to stores. May take additional goods usually in demand and sell them to customers in area or localities visited.	
279	Carrier Attendant	S, ST, W, MF, SE, H, C	a) LV b) OL, CP, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Carrier Attendant (Telephone and Telegraph) operates and maintains carrier equipment for connecting and arranging alternative lines with outside stations. Attends to and maintains telegraph and telephone carrier equipment which enables multiple transmission to be made on single line. Tests trunk telephone lines and makes operating adjustment in telegraph repeaters.	The work is mostly performed inside. Mobility of the person should not be restricted. He should be able to perform the assigned task efficiently. Incumbent should be considered with aids and appliances.
280	Khalasi/ Tele *	S, ST, BN, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Required to handle telecom equipments, assists and duties are linked with safety and maintenance of train operation and therefore proper vision hearing and proper hand foot movement required for safety of individuals & others	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary. * Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks and movement of engines and compartments in yards, telecommunication and signaling works etc.
281	Bus Conductor	S, ST, W, BN, L, PP, MF, RW, SE, H	a) LV b) HH c) OL, LC, Dw, AAV	To collect fare & issue receipts, maintain records.	The work is performed mostly inside. The job may involve standing and balancing in

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			d) ASD (M),MI e) MD involving (a) to (d) above		moving vehicle. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
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PHYSICAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbling, 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, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities