

**POSTS IDENTIFIED TO BE
RESERVED FOR PERSONS
WITH DISABILITIES
GROUP 'A'**

POSTS IDENTIFIED FOR BEING HELD BY PERSONS WITH DISABILITIES (OH including CP & LC,VH AND HH) IN GROUP A

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ACCOUNTS OFFICERS				
1	Finance Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions , Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinise bills, receipts , payment etc. for proper entries in cash -book , journal , ledger and other records . Keep record of all taxes, licenses, fees etc., required to be paid by organisation in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. , as required depending upon type of industry or organisation in which engaged See that prescribed accounting procedure is followed by offices, establishments and institutions and account books are properly maintained .Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards. they have to perform supervision and leadership role. During discussion and presentation bilateral communication is required. For field work, mobility of the incumbent should not be restricted. In the organisations who are having fully computerised system. Persons of VH category may be considered.
2	Chief Accountant	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
3	Finance Advisor	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
4	Joint Manager (Accounts)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
5	Chief Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
6	Dy. Chief Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
7	Manager (Financial)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
8	Joint Manager (Accounts)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
9	Dy. Financial Advisor	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
10	Accounts Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
11	Dy. Director (Accounts)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
12	Asstt. Manager (Finance)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
13	Asstt. Registrar (Accounts)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
14	Financial & Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
15	Asstt. Chief Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
16	Asstt. Controller of Accounts	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
17	Asstt. Divisional Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
18	Asstt. Account General	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
19	Addl. Comptroller Auditor General of India/ Pr. CGA	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
20	Senior Admn. Grade	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No.	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
21	Selection Grade in JAG	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc .Payments Documentation ,Data feeding of financial transactions, Budget preparation, Supervisory.	In case ,work place is in difficult terrains and field independant mobility with the help of aids and appliances should be checked.
22	Junior Admn. Grade	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
23	Senior Time Scale	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
24	Junior Time Scale	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
25	Management Trainee(Accounts)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
26	Accounts Officer-II	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
27	Accounts Officer-I	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
28	Asstt. Finance Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
29	Dy.Finance Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH	Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors.	
30	Finance Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
31	Chief Finance Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
32	Dy.General Manager	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
33	General Manager(Finance)	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		
34	Finance & Accounts Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH	Planning and scheduling work of section, shall deal with non routine cases referred , keep track of paper movement , hold meeting to discuss sections work.	
35	Finance Officer	S.BN. RW MF.SE.C	OA. OL.BL.OAL.BLOA.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

SI No.	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	4	5	6	7
36 37 38 39	Asst. Finance Officer Dy. Finance Officer Corporate Finance Officer Section Officer(Accounts & Audit)	S.BN. RW MF.SE.C S.BN. RW MF.SE.C S.BN. RW MF.SE.C S.BN. RW MF.SE.C	OA.OL. BL HH, OA,OL,HH BL OA,OL,HH BL OA,OL, BL, HH	Duties assigned by appropriate authority, Informs financial position of the organisation, responsible for proper implementation of financial transactions as per accounts code/ Statutes/ Ordinances/ rules & regulations.	
	AERONAUTICAL				
40 41 42 43 44 45 46 47 48	Director of Operations Dy. Director of Engineering Dy. Operation Manager Dy. Engineering Manager Planning Manager Manager Navigational Executive Engineer Asstt. Suptd. Senior Planning Officer	S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C S.ST. W.KC.RW.BN.MF. SE.C	OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.	They develop and modify designs of aircraft and missile systems and maintain their airworthiness. Analyse comprehensive or incomplete engineering sketches, drawings and notes to evaluate manufacturing and functional practicability of proposed design. Draw preliminary sketches and apply mathematical formulae, physical laws and fundamental aerodynamics theory to develop detail drawings and specifications of structures or systems such as rib assemblies Struts. Landing gear, weight strength etc. Design components to be cast or machined from metal stock . Select standard components such as gears, morors relays etc. for in-corporations in design and draft compete layout drawings. Compile stress analysis data resulting from testing of experimental component and prepare reports , charts and graphs for use by engineering personnel in making design decisions. Inspect various units and components of aircraft such as engine, airframe landing gears, electrical system, various instruments generator, starters autopilot mechanism etc. before and after flight according to chart and get necessary repair replacement and adjustments done by respective aircraft mechanics. Issue daily certificate of safety for flight after checking and ensuring airworthiness and signal pilot for taking off . May conduct air crash enquiries to find out cause of crash & suggest remedial measures.	Much of the work is done outside Work place is at times noisy and vibrating. Work usually is done in group . The job is hazardous. However planning work is done inside in normal surroundings. Mobility should not be restricted with the use of appliances. Both hands should be free to work.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	AGRICULTURAL SCIENTISTS				
49	Scientists Gr. 1 (Econometric) Analysis	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH	They develop and apply most effective methods for collecting, tabulating and interpreting data in agricultural statistics as applied to Animal Sciences. Crop Sciences, Sample Survey methodology. Crop Forecasting, methodology Training and Basic research, Computer Science, Econometric Analysis etc. Determine character and volume of information necessary for solution of any problem . Map plan and conduct field survey . May do statistical analysis of data and prepare reports analyzing and evaluating conclusions on the basis of variable conditions affecting interpretation or validity. May teach and guide students in their research work.	The work is performed both inside and outside. Work in the field is done in group Desk job is done alone, work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. For field work OL and BL category to be considered if their mobility is not restricted.
50	Scientists Gr. 1 (Computer Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
51	Scientists Gr. 1 (Crop . Forecasting methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
52	" (Trg. & Basic Research)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
53	" (Sample Survey Methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
54	" (Crop Sciences)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
55	" (Animal Sciences)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
56	" Gr. II (Econometric Analysis)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
57	Scientist (Computer Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
58	" (Trg. & Basic Research)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
59	" (Crop Forecasting Methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
60	" (Sample Survey Methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
61	" (Animal Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
62	" (Crop Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
63	" Gr. III (Econometric Analysis)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
64	" (Computer Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
65	" (Trg. & Basic Research)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
66	" (Crop forecasting Methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
67	" (Sample Survey Methodology)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
68	" (Crop Sciences)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
69	" (Animal Science)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
70	" Gr.IV (Econometric Analysis)	S.ST W MF.RW.SE.C	OAL OL.OA.BL.HH		
71	Scientist (Computer Science)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		
72	Scientist (Trg. & Basic Research)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		
73	Scientist (Crop Forecasting Methodology)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		
74	Scientist (Sample Survey Methodology)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		
75	Scientist (Crop Sciences)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		
76	Scientist (Animal Science)	S.ST W MF.RW.SE.C	OL.OA.BL.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

SI. IN	Designations	Physical Requirement	Categories of Disabled suitable for	Nature of work performed	Working condition / Remarks
1	2	4	5	6	7
77	ARCHAEOLOGISTS				
78	Keeper (Educational Services)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH	Archaeologists study ancient art, architectural relics, monuments, excavations and other materials to determine social habits, customs, religious practice, living conditions etc. as existed in past and their influence on modern civilization . Visit places of antiquity to study monuments, relics and other materials that were in use in early times. Examine and analyse findings to determine period to which they belong. Conduct exploration, survey and systematic excavation work of ancient sites to discover hidden cities, structures and other antiquities. Collect objects of art, pottery, beads, ornaments and other relics from excavation bearing prehistoric or posthistoric culture. Classify them according to which they belong. Undertake research on findings and publish reports on historical importance. Inspect and preserve ancient monuments like temples , forts, mosques etc. in good order for architectural value . Prepare descriptive catalogues of articles collected and other exhibits in museums . May deliver lectures to students and other interested in temples and monuments to study form and style of different periods.	Much of the work is performed in the field in hot, cold, humid and dusty conditions. Work is mostly done in a group and is hazardous. OL to be considered if their mobility is not restricted eg. Below knee appliance users. Both hands manipulative activities should not be restricted.
79	Keeper (Display)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
80	Keeper (Manuscript)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
81	Keeper (Numismatics)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
82	Keeper (Anthropology)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
83	Keeper (Archaeology)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
84	Keeper (Central Sian Antiquities)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
85	Dy. Keeper (Decorative Art)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
86	Dy. Keeper (Arms)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
87	Dy. Keeper (Painting)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
88	Dy. Keeper (Anthropology)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
89	Dy. Keeper (Pre-Columbian Art)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		
	Dy. Keeper (Pre-historic Archaeology)	S.ST.W.RW.KC. CL . JU .SE.C	OA.OL.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. NO	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ARCHITECTS				
90	Chief Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH	Architects prepare designs for construction of buildings, monuments , etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration . Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish , architectural features etc . estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan . May guide , supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialize in landscape architecture. May approve payment on correct execution of work. Town Planner designs layout and coordinates development of towns, cities and colonies, taking into consideration various aspects such as financial resources, areas, location of residential industries, schools, parks etc. Conducts town planning survey of specified area for designing layout. Collects data from State Governments, Municipal Corporation and other sources,	The work is performed mostly inside . Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields . The worker works alone inside but work in a group in the field. The mobility of the incumbent should not be restricted with the use of appliance in the affected limb.
91	Addl. Director	S.ST.W.RW.MF.CL.SE.C	OL,HH		
92	Addl. Chief Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
93	Senior Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
94	Joint Director	S.ST.W.RW.MF.CL.SE.C	OL,HH		
95	Dy. Director.	S.ST.W.RW.MF.CL.SE.C	OL,HH		
96	Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
97	Associate Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
98	Land scape Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
99	Asstt. Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
100	Asstt. Director	S.ST.W.RW.MF.CL.SE.C	OL,HH		
101	Research Officer	S.ST.W.RW.MF.CL.SE.C	OL,HH		
102	Asstt. Associate Planner	S.ST.W.RW.MF.CL.SE.C	OL,HH		
103	Asstt. Land scape Architect	S.ST.W.RW.MF.CL.SE.C	OL,HH		
104	Scientific Officer C(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		
105	Scientific Officer D(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		
106	Scientific Officer E(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		
107	Scientific Officer F(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		
108	Scientific Officer H(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		
109	Scientific Officer G(Architecture)	S.ST.W.RW.MF.CL.SE.C	OL,HH		

Sl. NO	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
110	Town Planner	W .CL.MF.RW.C.SE.	OL.HH		The work is done inside as well as outside. Work is not hazardous. Mobility of the incumbent should not be restricted with use of appliance.
111 112	ARCHIVISTS (Oriental Records) Asstt. Director of Archives	S.ST.MF.W.RW.SE.BN S.ST.MF.W.RW.SE.BN	OL .OA.HH OL .OA.HH	Archivists acquire, maintain and supply reference manuscripts and other records of historical importance. Scrutinise public records and documents transferred to archives according to historical significance and enduring value. Recommend weeding of unimportant material and analyse and prepare brief descriptions of contents of records and documents. Arrange them in chronological order department wise and prepare indices; guides bibliographies and microfilm copies of documents as reference media. Acquire on payment or otherwise , documents of arcival importance from private sources. Safeguard and preserve records cleaning, microfilming etc. Act as consultant to government agencies, academic institutions, research scholars by making available information and documents and locating reference materials obtainable elsewhere , prepare compendia on selected subjects relating to public administration for use of administration.	The work is performed mostly inside The work place is some times dusty . Work is usually done in a group . It does not involve any hazard. Mobility of incumbent should not be restricted with appliance. Hand should be free to work.
113	Archivist (GLP)	S.ST.W.RW.MF.SE.BN	OL.OA.HH	To operate and maintain a state of art achival facility at Campus to wrte and edit standard operating procedure applicable to archives.	

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	AUDITORS				The work is performed mostly inside in well lighted rooms. The workers usually work alone. Occasional group activity is required. No hazards are involved. Mobility should not be restricted with use of appliance for field duties.
114	Joint Director (Audit)	S.RW.BN.SE.C	OL.BL.OA.OAL.HH	They examine account books and records of business establishments, private institutions, Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement. Check items of entries in day book or journal for correct recording, scrutinise bills, vouchers and relevent entriesin cash books. Verify ledger entries against receipts for cash payment. Check total for proper observance of accounts procedure and ensure that all revenue and expenditure and disbursements and properly authorized, vouched and correctly classified. Report to appropriate authority irregularities in accounts, improper expenditure etc. May prepare financial statement and final accounts such as profit and loss	
115	Senior Audit Officer	S.RW.BN.SE.C	OL.BL.OA.OAL.HH		
116	Dy. Director (Audit)	S.RW.BN.SE.C	OL.BL.OA.OAL.HH		
117	Asstt. Director (Audit)	S.RW.BN.SE.C	OL.BL.OA.OAL.HH		
118	Asstt. Accounts General (Audit)	S.RW.BN.SE.C	OL.BL.OA.OAL.HH		
119	Director (Audit)	S.RW.BN.SE.C	OL.BL.OA.OAL.HH		
	AUTOMOBILE ENGINEERS				The work is mostly performed outside. The work place is hot hmid. Worker usually works in a group. The job is hazardous. The persons assigned with tuning and adjustment should have normal hearing. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards,telecommunication and signalling works.
120	Chief Mechanical Engineer	S.ST.BN.W.KC.SE.C	OL.HH		
121	Addl. Ch. Mech. Engineer	S.ST.BN.W.KC.SE.C	OL.HH		
122	Dy. Transport Manager	S.ST.BN.W.KC.SE.C	OL.HH		
123	Senior Engineer (Shops & Garage)	S.ST.BN.W.KC.SE.C	OL.HH		
124	Transport Engineer	S.ST.BN.W.KC.SE.C	OL.HH		
125	Works Manager	S.ST.BN.W.KC.SE.C	OL.HH		
126	Industrial Engineer *	S.ST.BN.W.KC.SE.C	OL.HH		
127	Asstt. Works Manager	S.ST.BN.W.KC.SE.C	OL.HH		
128	Transport Officer	S.ST.BN.W.KC.SE.C	OL.HH		
129	Asstt. Works Manager	S.ST.BN.W.KC.SE.C	OL.HH		
130	Tranport Officer	S.ST.BN.W.KC.SE.C	OL.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ADMINISTRATIVE OFFICER-(NON SECRETARIAL)				
131	Technical Secretary to Director IT	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH	Duties assigned by the Director, assisting the director They serve in various capacities in the Government .They assist in and/or execute various plans, policies of the Govt. In general and their Deptt. In particular . May supervise actual execution of different plans, schemes etc. by the various units of the office and co-ordinate their work. May provide the necessary in-puts for the efficient running and expansion of the Deptt. May laydown policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Deptt. or particular units of the Deptt.	The work is performed mainly inside. Occasional touring is required. Working condition are usually calm and quiet.
132	Deputy manager (Admn.)	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
133	Asstt. Manager	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
134	Deputy Director	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
135	Joint Director	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
136	Squad Leader	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
137	Joint Manager	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
138	Asstt. Manager	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
139	Sr. Supdt. Telegraphs	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
140	Dy. Registrar (Academic)	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
141	Manager (Admn.)	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
142	Asstt.Registrar (Academic)	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
143	Commissioner (Gr.I)	S.ST.W.RW.C.MF.SE	OL.BL.OA.OAL. B.LV.HH		
	PURCHASE &SUPPLY			May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Deptt. for the information of public press and the parliament . They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press .May arrange and/or attend departmental, inter-departmental meetings. Guidance on purchase and control rules, Purchase and supply of equipments machineries and provision, stationery etc, Award contracts Insurance, Dealing with agents, Uses computers, works in office.	The worker plans his work alone. No hazards are Incumbants with OA, OL & BL to be considered with use of aids and appliances as per job requirements. Mobility should not be restricyed Incumbents of B,LV category to be supported by appropriate software and with HH category should be able to communicate using appropriate aids. Use of aid and appliances as per requirement of the job should be permissible.
144	General Manager	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
145	Dy. General Manager	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
146	Assistant General Manager	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
147	Manager	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
148	Dy. Manager	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
149	Director Administrative staff	S.ST.W.RW.MF.C.SE	OA.OL. OAL		
150	college	S.ST.W.RW.MF.C.SE	OA.OL.BL		
151	General Manager (Company Secretary)	S.ST.W.RW.MF.C.SE	OA.OL.BL		
152	Dy. General Manager	S.ST.W.RW.MF.C.SE	OA.OL.BL		
153	Assistant General Manager Manager	S.ST.W.RW.MF.C.SE	OA.OL.BL		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
154	General Banking Officer	S. ST.BN, W. H. RW,SE. C	OA.OL.OAL. B. LV	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates engaged in maintenance of accounts and records. Scrutinise ledger and other records. Keep record of all taxes, licenses, fees etc. required to be paid by the organisation in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. as required depending upon type of industry or organisation in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions as well as account books are properly maintained.	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place at times may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job should be permissible.
155	Banking Officer Scale– I I	S. ST.BN, W.H. RW,SE. C	OA.OL.OAL. B. LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place at times may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job, showed be per missible .

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	Personnel & Administration , HR				
156	Assistant Manager	S.ST.W.MF.RW.SE.C	OL.OA.B.LV.HH	Staff training, Organisation development,	Mobility not to be restricted. Use of aids
157	Asstt. Registrar (Admn.)	S.ST.W.MF.RW.SE.C	OL.OA.B.LV.HH	Seminars/Workshops for quality improvement	and appliances as per requirement of the
158	General Manager (HRD)	S.ST.W.MF.RW.SE.C	OA.OL. OAL B.LV.HH	IT solutions, Maintain records of staff and	job.
159	Dy. General Manager	S.ST.W.MF.RW.SE.C	OA.OL. OAL B.LV.HH	families, Public relations, receiving Guests	The work is performed both inside and
160	Manager	S.ST.W.MF.RW.SE.C	OA.OL. OAL B.LV.HH	making, arrangements, Maintain seniority	outside. Extensive touring is involved.
161	General Manager (P&A)	S.ST.W.MF.RW.SE.C	OA.OL. OAL B.LV.HH	lists of staff members, Provide information to	Work place is usually comfortable.
162	Dy. General Manager	S.ST.W.MF.RW.SE.C	OA.OL.OAL.BL.B.LV.HH	section, Uses computers, works in office	Workers work in a group. No hazards are
163	Asstt. General Manager	S.ST.W.MF.RW.SE.C	OA.OL.OAL.BL.B.LV.HH	General Administration, Recruitment,	involved. Mobility not to be restricted and
164	Officers (posted in management	S.ST.W.MF.RW.SE.C	OA.OL.OAL.BL.B.LV.HH	Promotion Transfer, Discipline, Employee	incumbent needs to be assessed with aids
165	Advisory Services/Management	S.ST.W.MF.RW.SE.C	OA.OL.OAL.BL.B.LV.HH	welfare, settlement of disputes	& appliances.
166	Information Services	S.ST.W.MF.RW.SE.C			
167	Senior Manager (Personnel HRD)	S.ST. BN, W. H. RW, SE. C	OA.OL.OAL. B. LV	Staff training, organisation development, General Administration, recruitment, promotion, transfer, discipline, employee welfare, settlement of disputes, seminars/workshops for quality improvement, IT solutions, maintain records of staff and families, public relations, receiving guests and making arrangements, maintain seniority lists of staff members, provide information to section, works in the office	The work is performed both inside and outside. Touring is also involved. Appropriate computer software and aids and appliances to be used as per needs of the job.
168	Specialist Management	S. ST.BN, W. H. RW, SE. C	OA.OL.OAL. B. LV	They may be incharge of the stores and purchase departments of their offices. May visit intending buyers, negotiate terms and conditions of business with them and convince them of the superiority of the product of their organisations over that of the products of the other organisation. May arrange exhibition of their products. Keep themselves abreast of their latest national and international market trends and advise their department to make necessary changes, modification in the design and the quality of products to increase their selling potential. May advise the departments on the most viable price for various goods, keeping in view the national and international price structure. May arrange and/or attend trade delegations to and from other countries. They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration.	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Appropriate computer software and aids and appliances to be used as per needs of the job.

Sl. No	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ADMINISTRATIVE OFFICER (SECRETARIAL SENIOR)				
169 170 171 172 173 174 175 176	Secretary Adm. Officer Dy. Director (Admn.) Asstt. Director Addl. Gen . Manager (Admn) Chief Admn. Officer Dy. Manager (Genl.) Sr.Admn. Officer	S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF S.ST.C.W.RW.SE.MF	BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH. BL.OAL OL.OA.B.LV.HH.	Administrating the institutions, monitoring, day-to-day functioning of the institutions. They advise the Head of the Deptt. on all matters of policy and administration. Scrutinise proposals for expansion of administrative staff, renting or purchasing of buildings, furniture & other office equipment . Coordinate activities of various units of the office . Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Deptt. of Personnel and make policy decisions in the matter of administration . Implement policies of the Govt. May function as head of the office. They organise and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline ,administrative matters including cases of Earned Leave, in subordination, arrangement of office accommodation, furniture, office equipments etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is mostly performed inside in well lighted rooms. The worker ususally does his work alone, It does not involve any hazard.Appropriate computer software & aids and appliance to be used as per needs.
	ADMINISTRATIVE OFFICER/Secretarial Junior				
177 178 179 180	Administrative officer Asstt. Admn. Officer Asst. Director (Admn.) Asstt. Secretary	S.ST.C.RW. S.ST.C.RW. S.ST.C.RW. S.ST.C.RW.	OAL OL.BL.OA..B.LV. HH OAL OL.BL.OA..B.LV. HH OAL OL.BL.OA..B.LV. HH OAL OL.BL.OA..B.LV. HH		The work is performed mostly inside. He usually works alone through interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
181	Faculty Member/Training Manager in Central, Zonal/Regional Training Centres of the Banks	S .ST. RW ,MF SE. C.	OA.OL.BL..B.LV HH	They identify trianing needs, plan formulate and execute institutional and/or on the jobs in service training programmes within the frame of policies of the organisations/ Departments aimed at improving personnel efficiency and out-put. Advise and assist in development of syllabi programmes, training materials/aids suited to various levels of worker and nature of work performed. Study policies, procedures, instructions and other related documents. Prepare notes comments, concerning field problems to modify/draft opertional instructions. Suggest suitable speaker/trainiers for specific area of training. Advise on appropriate training activity, assist evaluation of trainees, as also training program. May correspond with concerned agencies, offices, and organisations. May maintain related statistics, conduct written practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training in organisation like Indian Airlines Air India . The work place inside is well Air India lighted. The work in general organisations does not involve any hazards. However, work in orngaisations like Indian Airlines Air India is hazardous.
182	Assistant Branch Manager (Administration)	S,ST,H,RW.MF SE,C	OA,OL,BL. OAL.B.LV HH	They supervise the branch administration , exercise control over Cash/ Cheque and receipt payments; settle/sanction claims, loans etc.	The work is mostly performed inside in well lighted rooms The Incumbents should be considered with appropriate aids and appliances and software support.
183	Asstt. STATION SUPERINTENDENT (Air India)	S,ST, W,RW CL, MF, SE,H,C.	OA.OL.OAL	They perform the functions of undertaking sales and extending service to clients. The main areas in which the A.S.S. Officer performs his functions are in the Booking Office-making sales, calls and attending to passengers requirements for reservations and ticketing.	The work is performed both inside and outside . Worker usually works alone. Although interaction with subordinates required.
184	AUDIOLOGIST	S,ST,W,BN,MF,SE,H,C	OL.BL.OA	Audiological assessment, hearing aid assessment & fitting. Ear mould making, auditory assessment and intervention, teaching assessment.	Work is performed in groups and alone, mostly inside and less frequently outside.Mobility and bilateral hand activities should be adequate.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	LECTURER, READER, PROFESSOR (Arts)				
185	Arabic	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV	College Teachers (Arts) They teach college students one or more Arts Subjects such as History, Geography, Sociology, Philosophy, Economics, Pol. Science Indian or foreign Language such as Hindi, Sanskrit, English, deliver lectures and conduct seminars. Set examination papers, conduct examination and evaluate answer books. Maintain class registers and records. May conduct research and guide research work.	The work is performed mostly inside. The work place is well lighted. The OH category incumbents to be assessed with use of aids & appliances. The VH category incumbents to be considered with appropriate software and appliances support.
186	AIHS&Archaeology	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
187	German studies	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
188	French studies	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
189	Urdu	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
190	Persian	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
191	Telgu	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
192	Linguistics	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
193	Bengali	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
194	Vocal music	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
195	Jyotish	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
196	Vaidic darshan	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
197	Dharmasastra & mimansha	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
198	Vyakaran	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
199	Sahitya	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
200	Veda	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
201	Dharmagam	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		
202	Jain & Buddha darshan	S,ST,W,BN,MF,RW,SE,HC	OA,OL,OAL,BL,B,LV		

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired, PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	LECTURER,READER, PROFESSOR (Sciences)				
203	Biochemical engineering	S. ST.W .BN. MF. SE. C	OA.OL	They teach college students one or more science subjects. Deliver lecture, guide and supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper. Maintain class registers and records may conduct or guide research work. They teach medical subjects to the students, supervise practical,clinical training.Examine patients ,their clinical investigations,supervise and administer treatment,maintain records and conduct and guide research work. Apart from teaching students,they also perform surgical operations,dignosis of patients, prescribe medicines , post operative care,conduct research work and update medical and surgical speciality. Apart from teaching and related subject they need to examine patients ,administer therapeutic treatment in concerned field under supervision of consultant.Maintain records. May conduct or assist in research work. Apart from teaching in P& O they need to examine affected part, take measurements and fit aids and appliances to the patients.Orthopaedically impaired persons as per specifications and in consultation with prescribing surgeon/ physician. May conduct or assist in research work.	The work is performed mostly inside.The work place is well lighted.The persons with OH to be assessed with aids & appliances. VH incumbents need to be considered with appropriate computer software and other appliances support. May require field duties also in conducting camps.Mobility should be independent. The incumbent should be able to accomplish assigned tasks efficiently.
204	Biomedical engineering	S. ST.W .BN. MF. SE. C	OA.OL		
205	Chemical engineering	S. ST.W .BN. MF. SE. C	OA.OL		
206	Computer engineering	S. ST.W .BN. MF. SE. C	OA.OL.BL		
207	Electronics engineering	S. ST.W .BN. MF. SE. C	B.LV		
208	Mining engineering	S.ST. BN.KC SE.C.	OA.OL.BL.		
209	Statistics	S,ST,W,BN,KC,CL,JU,SE,C	OA.OL		
210	Biochemistry	S. ST KC MF SE..C	OA.OL.L		
211	Medicinal chemistry	S. ST KC MF SE..C	OL		
212	Dravyaguna	S. ST KC MF SE..C	OL		
213	Ayurveda samhita	S. ST KC MF SE..C	OL		
214	Psychiatry	S. ST KC MF SE..C	OL		
215	Radiology	S. ST KC MF SE..C	OL		
216	Rasa Shastra	S. ST KC MF SE..C	OL		
217	Radiotherapy & Radiation Medicine	S. ST KC MF SE..C	OL		
218	TB & chest diseases	S. ST KC MF SE..C	OL		
219	ENT(Otolaryngology)	S. ST KC MF SE..C	OL		
220	Urology	S. ST KC MF SE..C	OL		
221	Physiatry	S. ST KC MF SE..C	OL		
222	Urani medicine	S. ST KC MF SE..C	OL		
223	Nursing	S. ST KC MF SE..C	OL.		
224	Physiotherapy	S. ST KC MF SE..C	OL. B.LV		
225	Speech therapy	S. ST KC MF SE..C	OL		
226	Clinical psychology	S. ST KC MF SE..C	OL		
227	Occupational therapy	S. ST KC MF SE..C	OL		
228	Prosthetics & orthotics	S. ST KC MF SE..C	OL		
Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks

1	2	3	4	5	6
	BANK OFFICERS				
229	Officer Grade 'A'	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.BLV	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analyzing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Collection, analyzing of statistical data, preparation of reports, update statistics etc	The work is performed inside , The work place is well lighted and comfortable. The worker usually works alone though some public dealing is required. The Branch Incharge has to do field work also and the in the field, may be work place hot, humid and dusty. Persons with OA & OAL category should have normal bilateral hand functions.
230	Officer Grade 'B'	S. RW .W. MF SE.C.	OA.OL.BL.OAL.B.LV		
231	Officer Grade 'C'	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.B.LV		
232	Officer Grade 'D'	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.B.LV		
233	Officer Grade 'E'	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.B.LV		
234	Officer Grade 'F'	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.B.LV		
235	Manager of currency (Foreign exchange)	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.BLV		
236	Economic Analyst	S. RW .W. MF SE.C.	OA.OL.BL.. OAL.BLV		
237	Statistical Analyst	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH		
238	Economic advisor	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH		
239	Economist	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH		
240	Assistant Manager system	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH		
241	Dy. General Manager Official language	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH	Incumbents to be considered with Use of aids / appliances.	
242	Instructor, Management Faculty	S. RW .W. MF SE.C.	BL.OA.OL.B.LV.. OAL HH		
243	Programmer	S. RW .W. MF SE.C.	BL.OA.OL.. OAL, B,LV HH		
244	Publicity Officer	S. RW .W. MF SE.C.	BL.OA.OL.. OAL,B,LV HH.		
245	Research Officers	S. RW .W. MF SE.C.	BL.OA.OL.. OAL, B,LV HH		
246	Pricing & Profitability Capital Adequacy Officer	S. RW .W. MF SE.C.	BL.OA.OL.. OAL B,LV HH		
247	Statistical Officer	S. RW .W. MF SE.C.	BL.OA.OL.. OAL B,LV HH		
248	Marketing Officers	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		
249	Officer, Marchant Banking	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		
250	Officer, Bank Policy & Planning	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		
251	Officer, Public Grievance Officer,	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		
252	Corporate Finance	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		
253	Probationary Officer	S. RW .W. MF SE.C.	OA.OL.. OAL.BL, B, LV		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	CHEMICAL ENGINEER				
254	Dy. Director General	S.ST.BN. RW SE..C	OA.OL	They direct and supervise operations of chemical plants and equipments for dissolving , filtration evaporation , dehydration, reduction, concentration combination, crystallization and all other unit operation for manufactures of heavy chemicals fine chemicals etc. according to specifications. Study existing process or equipment used , their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct reasearch into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayons, dyes developed in laboraties and devices processed and equipment for their manufactures Design construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan lay out of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals, mechanical and other means.	The work is performed mostly inside Work place is mostly hot, humid, and noisy, Planning jobs are not hazardous. The worker works in agroup on operation jobs and alone on jobs planning. Persons with OH to be considered with use of aids & appliances.
255	Chief (Power and Utilities)	S.ST.BN. RW SE..C	OA.OL		
256	Chief Technical Services Manager	S.ST.BN. RW SE..C	OA.OL		
257	Industrial Adviser(Engineering Chemical)	S.ST.BN. RW SE..C	OA.OL		
258	Sr. Technical Services Manager	S.ST.BN. RW SE..C	OA.OL		
259	Dy. Works Manager	S.ST.BN. RW SE..C	OA.OL		
260	Dy. Manager (Laboratory)	S.ST.BN. RW SE..C	OA.OL		
261	Dy. Manager (Engineering	S.ST.BN. RW SE..C	OA.OL		
262	Dy. Manager (Process)	S.ST.BN. RW SE..C	OA.OL		
263	Dy. Manager (Planning)	S.ST.BN. RW SE..C	OA.OL		
264	Dy. Manager (Engineer)	S.ST.BN. RW SE..C	OA.OL		
265	Dy. Manager (Workshop)	S.ST.BN. RW SE..C	OA.OL		
266	Dy. Manager (Zone)	S.ST.BN. RW SE..C	OA.OL		
267	Engineering Service Manager	S.ST.BN. RW SE..C	OA.OL		
268	Process Manager	S.ST.BN. RW SE..C	OA.OL		
269	Development officer(Engineering Chemic)	S.ST.BN. RW SE..C	OA.OL		
270	Inspection Engineer	S.ST.BN. RW SE..C	OA.OL		
271	Maintenance Manager	S.ST.BN. RW SE..C	OA.OL		
272	Asst. Development Manager	S.ST.BN. RW SE..C	OA.OL		
273	Management Trainee (Chemical Engineer)	S.ST.BN. RW SE..C	OA.OL		
274	Jr. Engr. (Production /Chemical)	S.ST.BN. RW SE..C	OA.OL		
275	Asst Plant Engineer	S.ST.BN. RW SE..C	OA.OL		
276	Plant Engr/ Plant Manager	S.ST.BN. RW SE..C	OA.OL		
277	Sr. Plant Mgr/ Dy. Chief Engr.	S.ST.BN. RW SE..C	OA.OL		
278	Addt. Chief Engr	S.ST.BN. RW SE..C	OA.OL		
279	Chief Engr	S.ST.BN. RW SE..C	OA.OL		
280	Dy. General Manager (Chem/ Prod)	S.ST.BN. RW SE..C	OA.OL		
281	General Manager Chem/Prod	S.ST.BN. RW SE..C	OA.OL		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	CIVIL ENGINEERS*				
282 283 284 285 286 287 288 289 290 291 292	Dy. Chief Engineers (Civil) Engineer Member Chief Engineer Addl. Chief Engineer Sudpt. Engineer Sudpt. (Civil) Sudpt. (Engineering) Joint manager Engineer Asstt. Engineer Civil) * Executive Engineer (Civil) Dy. Manger (Engineer)	S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,BN.W.SE.MF.C.RW S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,CL,JU,SE,C S,ST,W,BN,MF,RW,SE,C S,ST,W,BN,MF,RW,SE,C	OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH* OL.OA.HH OL.OA.HH	They plan, organise and supervise construction and repairs of buildings, highway, dams, barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plant projects prepared by Architects according to the requirement of Authority concerned . Visit area(s) for preliminary survey selection site and collection of necessary data such as measurement soil conditions availbilty of materials labours etc. Prepare design details, detailed drawing, estimates of cost of assistance of Draughtmen Civil or themselves and get approved by their clients or authority concerned. Arrange required materials, machinery, labour and commencement of work at site. Ensure correct execution of work according to specification at every stage of progress Check at site measurement taken by overseer for preperation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintenance development or remodelling work.	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazedous but designing work in office does not involve any hazards. The worker works alone in the office and in a group in the field.The incumbent with OH category need to be considered with use of aids & appliances. * Not identified for Railways personnel who are involved in operation of trains, maintence of rail tracks, movement of engines and compartments in yards , telecommunication and signalling works.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	COLLEGE TEACHERS				
293	PROFESSOR ARCHITECTURE	S.ST.W.RW.MF.SE.H,C	OL.OA.BL.OAL	College Teachers Architecture) teach University or college students one or more subjects relating to Architecture, deliver lectures and supervise practical work in field laboratory. Organise and go on field trips, maintain class registers and records. Set examinations papers. May conduct or guide Research Work.	The work is performed both inside and outside. Workplace in the field is hot, humid and dusty. Field job is hazardous. Mobility of the incumbent should not be restricted. The work is performed mostly inside. The work place is well lighted. The incumbent appropriate need to be considered with aids & appliances.
294	ASSTT. PROFESSOR ARCHITECTURE	S.ST.W.RW.MF.SE.H,C	OL.OA.BL.OAL		
295	LECTURER (Architecture)	S.ST.W.RW.MF.SE.C	OL.OA.BL.OAL		
	LECTURER READER, PROFESSOR (Arts)				
296	Marathi	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.	College Teachers (Arts) teach college students one or more Arts Subjects such as History, Geography, Sociology, Philosophy, Economics, Pol. Science Indian or foreign Language such as Hindi,Sanskrit, English, deliver lectures and conduct seminars. Set examination papers, conduct examination and evaluate answer books. Maintain class registers and records. May conduct research and guide research work.	
297	English	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.		
298	Hindi	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.		
299	Gujrati	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.		
300	Sanskrit	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.		
301	Adult Education	S.ST.W.H.C.RW	BL.OA.OL.OAL.B.LV.		
302	Art & Painting	S.ST.W.H.C.RW	BLA.OL.		
303	Human Development	S.ST.W.H.C.RW	BLA.OL.B.LV.		
304	Communication Media	S.ST.W.H.C.RW	BLA.OL..B.LV.		
305	Computer Science	S.ST.W.H.C.RW	BLA.OL..B.LV.		
306	Economics	S.ST.W.H.C.RW	BLA.OL..B.LV.		
307	Language Teaching	S.ST.W.H.C.RW	BLA.OL.B.LV.		
308	Education Technology	S.ST.W.H.C.RW	BLA.OL.B.LV.		
309	Education Research	S.ST.W.H.C.RW	BLA.OL.B.LV.		
310	Guidance and Counselling	S.ST.W.H.C.RW	BLA.OL.B.LV.		
311	Education & Management	S.ST.W.H.C.RW	BLA.OL.B.LV.		
312	Extension Education	S.ST.W.H.C.RW	BLA.OL B.LV		
313	Family Resource Mangement	S.ST.W.H.C.RW	BLA.OL. B.LV		
314	Geography	S.ST.W.H.C.RW	BLA.OL.		
315	History	S.ST.W.H.C.RW	BLA.OL. B.LV		
316	Information Science	S.ST.W.H.C.RW	BLA.OL.B.LV		
317	Music	S.ST.W.H.C.RW	BLA.OL. B.LV		
318	Psychology	S.ST.W.H.C.RW	BLA.OL.B.LV.		
319	Sociology	S.ST.W.H.C.RW	BLA.OL.B.LV.		
320	Women's Studies	S.ST.W.H.C.RW	BLA.OL.B.LV		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
321 322 323 324 325	Textile & clothing Physical Health Education Instrument Section Agriculture Economics & Mangement Mathematics	S,ST,W,RW,SE,H,C S,ST,W,RW,SE,H,C S,ST,W,RW,SE,H,C S,ST,W,RW,SE,H,C S,ST,W,RW,SE,H,C	BL.OA.OL BL.OA.OL BL.OA.OL BL.OA.OL BL.OA.OL	They teach University or college students one or more subjects relating to Architecture, deliver lectures and supervise practical work in field laboratory. Organise and go on field trips, maintain class registers and records. Set examinations papers.	The work is performed both inside and outside. Workplace in the field is hot, humid and dusty. Field job is hazardous. Mobility of the incumbent should not be restricted. The work is performed mostly inside. The work place is well lighted.
326 327 328 329 330 331 332 333 334 335 336 337	LECTURER,READER, PROFESSOR (Science) Analytical Chemistry Biology Anatomy Pharmacology Applied Physics Library Science Botany Zoology Biotechnology Plant protection Microbiology Wild Life	S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C S,ST,W,RW,MF,SE,H,C	BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL BLA.OL.OA.. OAL	College Teachers (Science) They teach college students one or more science subjects such as Chemistry, Physics Botany, Zoology, Geology etc. Deliver lecture, guide and supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper. Maintain class registers and records may conduct or guide research work.	The work is performed mostly inside. The work place is well lighted. The incumbents need to be considered with aids & appliances as mobility should not be restricted. The OH category incumbents should have adequate hand functions.
338 339	LECTURER,READER, PROFESSOR (Commerce) Accountancy Commerce	S,ST,RW,MF,SE,H,C S,ST,RW,MF,SE,H,C	OA.OL. OAL B.LV OA.OL. OAL B.LV	They teach college students one or more subjects such as Accounts, Commerce, Business Studies etc. Deliver lecture, guide and supervise practical work in the field . Set examination papers, conduct examinations and mark paper. Maintain class registers and records may conduct or guide research work.	The work is performed mostly inside. The work place is well lighted. The incumbents need to be considered with aids & appliances as mobility should not be restricted. The incumbents with VH should be considered with appropriate software and other appliance support.
Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6

	LECTURER, READER, PROFESSOR (Electronics)				
340 341 342	Electrical Section TV Technology Mechanical Engg. (Electronics)	S.ST. W. RW, MF.C S.ST. W. RW, MF.C S.ST. W. RW, MF.C	OA.OL. OAL OA.OL. OAL OA.OL. OAL	College Teachers (Electronics) They teach college students one or more science subjects such as Electronics, TV technology etc. Deliver lecture, guide and supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper. Maintain class registers and records may conduct or guide research work.	The work is performed mostly inside. The work place is well lighted. The incumbents need to be considered with aids & appliances as mobility should not be restricted. The OH category incumbents should have adequate hand functions.
343	COMPUTER OPERATION OFFICER	S.ST.C.W.BN.MF.SE	OA.OL.BL. OAL ...B.LV	Perform activities required for running computer system such as:-booting, handling G260ing disk and tape units and other peripherals. manning of console and interacting with the system through the console. Preparing and executing job schedules/ and ensuring the production of timely and accurate outputs . Observing necessary procedures for proper upkeep of equipment and environment.	The work is performed inside. Usually workers work alone. The place is well lighted. The incumbents need to be considered with appropriate software and aids & appliances support.
344 345 346 347 348 349 350 351 352	Information Scientist System Engineer System Manager Programmer Maintenance Engineer (IT) System Engineer Sr. Maintenance Engineer Software Engineer Scientist 'B', IT	S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE S.ST.C.W.BN. MF.SE	OA.OL.BL. OAL HH OA.OL.BL. OAL HH OA.OL.BL. OAL HH OA.OL.BL. OAL ..B.LV HH OA.OL.BL. OAL HH OA.OL.BL. OAL HH OA.OL.BL. OAL HH OA.OL.BL. OAL B.LV.HH. OA.OL.BL. OAL HH	Supervising and collecting and dissemination of information. Prepare reports. Update websites of the university etc. Programming of the software and tools for testing and other activities. working condition. Operating and programming computers, data entry works, maintaining database and updating of database files, typing of documents, maintaining all computers in good working condition. Keep records. Other computer related works and duties assigned by seniors. Maintaining all computers and equipments related to IT in proper working condition. Supervising the works, maintaining all	The work is performed inside. Usually workers work alone. The place is well lighted.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , **CRL= Crawling**, **CL=Climbling**, **JU=Jumping**, L=Lifting, KC=Kneeling & Crutching, RW=Reading & Writing, MF=Manipulation by Fingers, PP=Pulling & Pushing, SE=Seeing, C=Communication, H=Hearing, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, **BLOA=Both leg & one arm**, OL=One Leg, BL=Both Leg, CP= Cerebral Palsy, LC= Leprosy Cured, **OH= Orthopaedically Impaired**, **VH= Visually Impaired**, B=Blind, LV=Low Vision, **HH= Hearing Impaired**

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
353	DENTIST (As per Dental Council Guidelines)	S.ST.C.RW.BN.MF. SE	OL.HH	Dentist; Dental Surgeon treats surgically and medically diseases and disorders of teeth, gums and soft tissues of mouth. Examines mouth and teeth of patients arranges by clinical tests or dental X-ray or clinical and bacteriological tests through Radiologist and Pathologist, if necessary for correct diagnosis. Examines results of tests and plans method of treatment accordingly. Administers medicine orally on teeth and adjacent tissues for minor diseases. Cleans teeth and cavities using scalers, excavators, dental engine, etc. as necessary. Fills cavities with cement, metal or plastic and ensures proper filling by observation and easy feel in chewing by patient. Gives local or general anaesthetics as necessary and prepares mouth for operation. Extracts loose, decayed or impacted teeth using surgical instruments. Renders after care. Makes and fits artificial teeth. Advises patients on various corrective dental measures and on general dental health. Is designated as ORAL SURGEON if engaged in treatment of gums, teethache, fractured jaws etc; PERIODONTIST if engaged in treatment of pyorrhoea; PROSTHODONTIST, if engaged in fitting artificial teeth, ORTHODONTIST, if engaged in correction of deformities of children's teeth by mechanical devices or preventive treatment etc. Record field of work in which specialised such as oral surgery, operative dentistry, periodontia, prosthetic, orthodontia, dental pathology, dental bacteriology dental radiology etc.; whether able to make metal or plastic teeth and handle all types of dental diseases independently if registered under Indian Dentist Act, 1948.	The work is performed inside. Usually workers work alone. The place is well lighted. Should have functional communication skills with aids & devices. Incumbent should be considered with suitable aids & appliances.
354	Education Officer	S,ST,W,RW,SE,H,C	OA.OL.BL. OAL .B.LV	Organise and directs work of the education deptt. implements latest education programmes in liaison with Distt. Education Officer and supervises education schemes in the schools	The work is mostly performed inside. The place is well lighted. At times field visits to area schools is also involved. Incumbent should be considered with suitable aids & appliances.

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired, PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
355	Economic Affairs Officer	S,RW,SE,C	OA.OL.BL. OAL LV	Makes studies, conducts research, prepares report and formulates plans designed to aid in solution of economic problems arising from production and distribution of goods and services. Studies whole process through which man makes living and satisfies his wants for products, shelter, services or amusement and conditions favouring or hampering economic development. Devises methods for collection and analysis of economic and statistical data and compiles and interprets such data. Prepares reports and formulates plans based on studies in economic field and interpreted and analysed data. Advises and consults private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems. May, specialise in any branch of economics, such as agricultural, financial or industrial, international trade, labour or prices, or in taxation or market research and be designed accordingly.	The work is performed both inside and outside. Extensive touring is involved . Work place is usually comfortable. Workers work in a group. No hazards are involved.
	EDITORS				
356	Editors of Publications	S,ST,RW,MF,SE,H,C	OL.B.LV.HH	They edit or direct editing of news items, journals, newspaper, books and leading articles on contemporary events. Plan layouts of publications assign and coordinate work of different sections and staff such as Reporter, Photographer etc. Examine written material, scrutinise and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles or important subjects of events in accordance with prescribed policy. Overall charge of Sanskrit section of the central reference Library. Completion & editing of the Indian National biography (Roman Script) completion and editing of Sanskrit fascicle of the Indian National Bibliography, processing of Sanskrit publications, answering reference queries, correspondence, translation from and into Sanskrit. Reading proofs of the bibliographies and such other duties as may be assigned from time to time.	The work is mostly performed inside. The work place is well lighted and comfortable. The worker usually works alone. It does not involve any hazard. Use of aid and appliances as per requirement of the job.
357	News Editors	S,ST,RW,MF,SE,H,C	OA.OL.BL..B.LV HH		
358	Asstt. News Editor	S,ST,RW,MF,SE,H,C	OA.OL.BL. B.LV HH.		
359	Editor	S,ST,RW,MF,SE,H,C	OA.OL B.LV HH		
360	Asstt. Editor (Sanskrit)	S,ST,RW,MF,SE,H,C	OA.OL.BL.B.LV HH		
361	Information Officer	S,ST,RW,MF,SE,H,C	OA.OL.B.LV		

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ELECTRICAL ENGINEERS				
362	Suptd. Engineer	S.ST.BN.W.MF.PP.L.KC.C.RW.SE	OL.HH	They plan, design and supervise manufacture, installation, testing, operation and maintenance of various types of electrical wiring, machinery and equipment .Plan lay-out of work and equipment and prepare themselves or direct preparation of sketches, detailed drawings, writing diagrams. Specify method of construction installation and labour charges. Supervise construction and installation and labour charges. Supervise construction and installation or erection work and give necessary technical advice at every stage of progress Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintenance of electrical apparatus and equipment. May examine economic aspects of schemes to be undertaken.	The work is performed mostly inside. The work place is noisy and vibrating. The worker usually works alone. It involves hazards of high voltage current. The person should have functional hearing and communication skills with the help of assistive devices. Mobility should be adequate enough to perform assigned tasks. Incumbent need to be considered with suitable aids & appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards,telecommunication and signalling works.
363	Executive Engineer (Elec)	S.ST.BN.W.MF.PP.L.KC.C.RW.SE			
364	Asstt. Director (Electrical)	S.ST.BN. KC .W.MF.SE.PP.L. C.RW	OL.HH		
365	Asstt. Engineer (Electrical) *	S.ST.BN. KC .W.MF.SE.PP.L. C.RW	OL.HH		
366	Electronics Engineer	S.ST.BN. KC .W.MF.SE.PP.L. C.RW	OL.HH		
367	Sr.Instrumentation Officer	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH	Maintaining, servicing the electronics equipments. Keep reports. Procurement of Materials and maintain records. Analysing micro equipments and their results for using in the laboratory. Maintaining instruments and parts, Categoriation of instruments, Fabrication work involving hacsaw cutting, Filling, drilling, Handling tools, materials etc.	The work is performed mostly inside. The work place is noisy and vibrating. The worker usually works alone. It involves hazards of high voltage current.
368	Jr. Instrumentation Officer	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
369	Electronics Engineer *	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		The work is performed mostly inside. The work place is noisy and vibrating. The worker usually works alone. It involves hazards of high voltage current. The duties include field work also need to work in open area in hot & humid condition. The job is hazadous . The incumbents need to be considered with aids and appliances support.
370	Jr. Instrumentation Officer	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
371	Micro Analyst (Science Faculty)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
372	Management Trainee (Electronics Engineer)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		

373	Jr. Engr. Electrical *	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH	Check, rectify faults, Wiring, Test instruments, Install new instruments.	* Not identified for Railways personnel who are involved in operations of trains, maintenance of rail tracks movement of Engines & compartments in yards, telecommunications and signalling works etc..
374	Asst Elect. Engineer	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
375	Electrical Engr/	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
376	Electrical Manager			Electric and water supply works, maintenance and execution of the EWS work. Inspection of above department activities, and instruments used in the work allotted.	
377	Sr. Electrical Mgr/ Dy. Chief Engr.	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
378	Addition . Chief Engr	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
379	Chief Engr	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
380	Dy. General Manager (Electrical)			Assist the Seniors concerned with the work. Maintaining, servicing the electronics equipments. Keep reports. Procurement of materials and maintain records. Indigenous development and quality assurance of DG sets/electrical machines/electricacables/batteries/aircraft electrical system and accessories. Indigenous development and quality assurance of aircraft electrical systems and accessories. Maintaining and servicing the microvave equipments and all types of sensors and keep them in good and working condition.	
381	General Manager (Electrical)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
382	Executive Engineer (EWSS)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
383	Asst. Engineer (EWSS)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
384	Electronics Engg(IMS)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
385	Instrumentation Engg. (IMS)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
386	Scientific Officer, Grade -II(Electrical)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		
	Sr. Scientific Officer-IT (Microwave/Sensors)	S.ST.BN.W.MF.SE.PP.L.KC.C.RW	OL.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ENVIRONMENT SCIENCE				
387	Scientist Soil (A)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH	Soil Scientist studies soil characteristics, classifies, land capabilities and applies findings to problems connected with agriculture, forestry, horticulture and construction of dams, roads, building, etc. Studies genesis and fertility of soil by examining their various layers. Examines particle size and porosity of soil to determine its physical characteristics. Conducts chemical analysis and constitution of inorganic and organic constituents of various soil layers. Conducts experiments to determine micro-biological characteristics of soil. Estimates available nutrition in soil for optimum plant growth and recommends appropriate fertilizer doses. Develops methods for control of erosion, alkalinity, salinity acidity etc. of soil and conducts soil survey and soil classification and indicates them on map. Investigates problems relating to stabilisation roads, dams, buildings, etc. May specialize in one or more branches such as soil Biology, Soil Physics, Soil Chemistry, etc. Record field and laboratory experience and branch in which specialized; any experience of soil investigation in connection with construction of dam, building, etc.	The work is performed both inside and outside. Workplace is hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields. The incumbence of OH category needs to be considered with aids & appliances.
388	Scientist Soil (B)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH		
389	Scientist Soil (C)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH	Foresters and related workers, perform miscellaneous tasks in preservation of forests, extension of forest and include occupations such as those related to collecting, preparing and storing of seeds; raising seedlings; transplanting seedlings in afforestation area; protecting trees from insects, diseases and animals; marking felled trees, etc. not elsewhere classified. Zoologist in general studies animal life in relation to origin, evolution, classification, structure, behaviour, life processes, disease, environment, growth, development, genetics, mutations, etc and relates findings to problems affecting human animal and plant life. Undertakes field trips to collect data and observe animal life in natural habitat on land and in water and collects specimens for study in laboratory. Dissects specimens and studies structure and functioning of various systems such as nervous, reproduction and circulatory systems, anatomy of body cell etc. under microscope and other scientific equipment regarding formation and functioning of organs, diseases of organs, cells, etc. Prepares microscopic slides of special features for future study and research. Preserves rare species of animals, in special preservatives and gets large animals mounted by Taxidermist. Studies characteristics of living organism. Analyses findings and interprets data giving possible or probable causes that affect human life. Collects or rears such as mice, monkeys, fowls, pigeons, etc. in artificial condition in captivity for experimental purpose and knowledge of wild life management. May specialise in particular branches of Zoology such as study of embryos, birds, mammals, etc. and be designated as EMBRYOLOGIST, ORNITHOLOGIST, HISTOLOGIST, VIROLOGIST, BIOLOGIST, CYTOLOGIST, MAMMALOGIST, etc. May teach students in institutions. Record research experience and specialize in particular field of study such as embryology, ornithology, mammalogy etc., books and papers published and teaching experience.	The work is performed mostly inside but also outside in well lighted rooms/ places. The incumbents of OH category should be considered with aids & appliances. The work is performed mostly inside but also outside in well lighted rooms/places. The incumbents of OH category should be considered with aids and appliances.
390	Scientist Soil (D)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH		
391	Scientist Soil (E)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH		
392	Scientist Soil (F)	S.ST.BN.W.MF.SE	OL.BL.OA.OAL HH		
393	Scientist Forest (A)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
394	Scientist Forest (B)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
395	Scientist Forest (C)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
396	Scientist Forest (D)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
397	Scientist Forest (E)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
398	Scientist Forest (F)	S,ST,W,BN,KC,CL,JU,RW,MF,SE,C	OL.BL.OA.OAL HH		
399	Scientist Zoology (A)	S.ST.W.BN. MF. SE	OL.BL.OA.OAL HH		
400	Scientist Zoology (B)	S.ST.W.BN. MF. SE	OL.BL.OA.OAL HH		
401	Scientist Zoology (C)	S.ST.W.BN. MF. SE	OL.BL.OA.OAL HH		
402	Scientist Zoology (D)	S.ST. W BN.MF.SE. CL.JU	OL.BL.OA.OAL HH		
403	Scientist Zoology (E)	S.ST.BN.W.MF .SE.CL.JU	OL.BL.OA.OAL HH		
404	Scientist Zoology (F)	S.ST.BN.W.MF.SE. CL.JU	OL.BL.OA.OAL HH		

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
405	Scientist Chemistry (A)	S,ST,W,BN,MF,SE,H,C	OL.OA	Chemist in general conducts chemical analysis, synthesis, research sampling of solids, liquids or gases to determine their composition, physical and chemical changes as means of developing new products effecting improved production processes and advancing scientific knowledge. Tests samples of materials or substances by various chemical means such as dissolving them in solvents observing changes from application of heat, pressure or vacuum from reaction to acids, standard reagents (gases and chemicals), and from precipitation filtration, dehydration and cooling to determine their properties. Conducts quantitative, qualitative, ion exchange, and micro-chemical analysis, microscopic analysis, electronic hydrogenion measurement, component separation by electrolysis, etc., to find physical and chemical compositions, crystalline structures, PH values, optical activity, behaviour of ions and other characteristics of samples. develop new products for further knowledge in field. May control chemical processes and production methods and supervis performance of Laboratory Assistant, Chemical. May guard against explosions and accidents. May interpret findings statistically. May specialise in particular field of work. Record research work done; field of any specialisation; may be experienced in laboratory or production work; teaching experience; titles of books and papers published and membership in professional body.	The work is performed mostly inside but also outside in well lighted rooms/places.
406	Scientist Chemistry (B)	S,ST,W,BN,MF,SE,H,C	OL.OA		
407	Scientist Chemistry (C)	S,ST,W,BN,MF,SE,H,C	OL.OA		
408	Scientist Chemistry (D)	S,ST,W,BN,MF,SE,H,C	OL.OA		
409	Scientist Chemistry (E)	S,ST,W,BN,MF,SE,H,C	OL.OA		
410	Scientist Chemistry (F)	S,ST,W,BN,MF,SE,H,C			
411	Scientist Botany (A)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL	Botanist in general studies origin, development, structure, physiology, reproduction, economic value, etc., of plants for use in such fields as agriculture, forestry horticulture. Undertakes field trips for study of basic aspects of plant life in natural environment. Collects specimens of plants using microscope, special staining techniques and scientific equipments. Identifies and temperature, climate, soil etc. Devises new methods and measures for growing of plants and other crops useful to human and animal life. Reports on medicinal value of plants and evolves measures for its economic exploitation. Preserves plants and plants part in special preservatives or in herbarium sheets. Maintains experimental botanical garden for study such as ecology, mycology, algology, embryology, etc. May specialise in experiment and research on particular crops like rice, sugarcane, cotton etc. and be designated as RICE SPECIALIST, SUGARCANE SPECIALIST, COTTON SPECIALIST etc. Record specialisation in particular fields of study as plant pathology, plant genetics, mycology, cytology, plant geography, algology, plant taxonomy and systematics etc., May have teaching experience; membership of any learned society and books and papers published.	The work is performed mostly inside but also outside in well lighted rooms/places.
412	Scientist Botany (B)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL		
413	Scientist Botany (C)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL		
414	Scientist Botany (D)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL		
415	Scientist Botany (E)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL		
416	Scientist Botany (F)	S,ST,W,BN,MF,SE,C	OL.BL.OA.OAL		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
417 418 419 420 421 422 423 424	Scientist Micro-Biologist (A) Scientist Micro-Biologist(B) Scientist Micro-Biologist(C) Scientist Micro-Biologist(D) Scientist Micro-Biologist(E) Scientist Micro-Biologist(F) Scientist Molicular biologist Bio-Physicists	S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C S.ST.W,BN,MF,SE,C	OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL	Micro-Biologist conducts research and laboratory experiments on occurrence, growth, development, control and utilization of bacteria and other micro organisms (including viruses) affecting plant, animal and human life and industrial processes. Prepares cultures of bacteria by placing samples in suitable nutritive media. Examines under microscope samples of isolated bacteria for identification. Observes reactions of bacteria to contact with various kinds of chemical substances and effects of changes in physical environment. Studies action of micro-organisms on living tissues of higher animals and dead organic matter; analyses organic substances produced by while acting on organic matter to determine nature of by-prod immunization and serological application. Studies methods of stimulating and retarding activity of micro-organisms and their utilization in industry. Records and reports findings. May specialise in any particular branch of bacteriology such as dairy, food, soil or public health bacteriology, mycology, etc. and may be known as dair bacteriologist food bacteriologist, Industrial bacteriologist, veterinary bacteriologist,etc.conducts research assist researches, guide & supervise research work.Work as research and scienctist in various lable. Works as teacher in university & colleges. Record nature of duties performed; specialization; technical papers published and membership of any professional body, if any.	The work is performed mostly inside but also outside in well lighted rooms/places.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks	
1	2	3	4	5	6	
425 426 427 428 429 430	Scientist Bio Chemist(A) Scientist Bio Chemist(B) Scientist Bio Chemist(C) Scientist Bio Chemist (D) Scientist Bio Chemist (E) Scientist Bio Chemist (F)	S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C	OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL	Biochemist conducts tests and studies metabolic processes in plants and animals to determine their nutrition requirements, their ability to detect and separate poisons from body materials and composition of their biological fluids in order to develop and produce antibiotics, serum, vaccines and drugs. Performs basic tasks similar to Chemist in general by applying modern techniques like chromatography, electrophoresis, spectrophotometry radioactive tracers and Warburg manometry for analysis of biological compounds under both normal and pathological conditions. Isolates enzymes and other active principles from tissues and studies their action and properties both at cultural stage and by actual application. Analyses and studies plant, animal and microbial materials to determine their composition of fat, proteins, carbohydrates, vitamins, trace elements etc. Studies biological fluids and materials such as blood, urine arebrospinal fluid, liver tissue and hormones and co-relates fundings to normal or pathological conditions. Conducts studies for separation and qualitative detection of poison in body for pathological and other purposes. May specialise in particular field of work. Record details of research work, if specialised in any particular branch of work such as drugs, antibiotics, vaccines, hormones, poisons; May have to their credit titles of books and papers published; teaching experience and membership in professional body.	The work is performed mostly inside but also outside in well lighted rooms/places. The incumbents of should be considered with aids & appliances.	
<u>Scientist Physicists</u>						
431 432 433 434 435 436 437	Physicist Atomic Physicist, General Physicist, Light Physicist Optics Physicist, other Physicist, Sound	S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C	OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL OA.OL.BL.OAL	Workers in this group are engaged in research and development, and in tests, experiments and analysis of practical nature, relating to chemical composition and properties of, and possible changes in, substances; development of new chemical products; study and investigation of physical phenomena, applying laws of physics to practical problems, study of nature and characteristics of atomic nuclei; and perform other professional activities in the field of physical sciences.		
<u>GEOLOGY</u>						
438 439 440 441	Dy. Director General Director (Selection) Dy. Director Geologist(Sr.)	S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C S,ST,W,BN,MF,SE,H.C	OA.OL. OA.OL.HH OA.OL. OA.OL.HH			Geologist studies physical structure of earth's crust, its rock formations fossils to determine earth's history, gradual changes and development locate minerals and fuels .Conducts exploratory geological survey using instruments and techniques such as airsvey and air-photo mapping.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. N	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
442	Geologist (Jr.)	S.ST.BN.MF.SE.W.KC.C	OA.OL.HH	Geo-chemical and Geophysical prospecting methods to low drilling operations in areas of economic mineral deposits. Collects samples of minerals or rocks at various depths for detailed study to determine their formation and quality and quantity of deposits Evaluates extent of deposit for commercial exploitation and undertakes and coordinates various activities relating to drilling, testing, development and production. Prepares reports, maps and diagrams showing outcrops of rocks and ore bodies and their various geological structures. Advises on suitability of soils and rocks for construction of dams, tunnels, roads, buildings, etc., and on strength of foundation necessary. Renders advice on problems of underground water reservoirs. Studies natural phenomena such as earthquakes, volcanoes, glaciers and mountain building for advancement of knowledge and research on gradual changes and development of earth's crust. May combine teaching with research and administrative work when employed by college or university. May be designated according to field of duties such as Exploration Geologist, Test ,Geologist, Development Geologist, Resident Geologist.	Work is performed inside as well as outside. Usually works in a group through interaction with subordinates. Incumbents should be considered with aids & appliances.
443 444	<u>GLASS TUBE</u> Technologist (CRMT), IT Sr. Scientist (CEMS) IMS	MF.SE.RW .C MF.SE.RW. C	OL HH. OL HH	Designing and making glass tubes, various apparatus using glass materials for lab equipments	Use of aids and appliances as per requirement of the job
445 446 447 448 449 450 451	<u>HINDI OFFICER</u> Hindi Officer Grade 'A' Hindi Officer Grade 'B' Dy. Manager Hindi Dy. Director Hindi Asstt. Director Hindi Dy Director Hindi (Publication Board) Asst.Editor Hindi	S.ST.RW SE.C S.ST.RW SE.C S.ST.RW SE.C S.ST.RW SE.C S.ST.RW SE.C S.ST.RW SE.C S.ST.RW SE.C	OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH OL.BL.OA.B.LV.HH	Hindi officer supervises Hindi work under Official Language Act. Attends to all types of translation work. Prescribes proform a for and collect information from various offices, sections, units about the progressive increase/decrease in the use of Hindi as an Official Language. May conduct classes in Hindi. Attend meetings of Committees in Hindi.	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is some times required. It does not involve any hazards. Incumbents should be considered with appropriate software and other aids & appliances .
452	Manager (Raj Bhasha)	S.ST.RW SE.C	OL.BL.OA.B.LV.HH		
453	Asst. Manager (Raj Bhasha)	S.ST.RW SE.C	OL.BL.OA.B.LV.HH	Responsible for Implementation of Raj bhasha (official language Act) Prepare documents and reports in hindi Arrange Hindi training for staff (drafting and typing) Encourage usage of Official language Uses computers, works in office	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is some times required. It does not involve any hazards.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured,

OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
454 455 456 457 458 459 460	HORTICULTURISTS Dy. Director Scientific Officer (Horticulture)-C Scientific Officer (Horticulture)-D Scientific Officer (Horticulture) -E Scientific Officer (Horticulture)-F Scientific Officer (Horticulture) -G Scientific Officer (Horticulture)-H	S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C S,ST,W,BN,KC,MF,RW,SE,C	OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH	Horticulturists conduct experiments to develop methods of breeding cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc. preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil composition in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for crossbreeding to develop resistance and improved varieties. Develop methods of propagation of Suggest methods for improving quality and increasing plants and maintenance of nurseries quantity of production of vegetables and flowers. May advise regarding location of farms,sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows.	The work is performed mostly outside in the field. It involves extensive touring. The work environment is usually dusty, humid, hot and dry. The work is hazardous in nature. The work is usually done in a group. Incumbence of OH category need to be considered with aids & appliances.
461	INFORMATION OFFICER	S,ST,W,RW,SE,H,C	OL.OA.BL.B.LV.	Information Officer collects and disseminates useful information connected with employer's activities and conducts information centre to educate and benefit public. Plans and prepares educational exhibits, charts, diagrams and other. forms of audio visual aids. Displays publicity materials in information centre in attractive manner. Stocks books, pamphlets and other literature relating to activities of employer or institution for distribution or sale. Conducts persons and parties round information centre and explains charts and other exhibits to them. Distributes complimentary copies of literature or sells publications. Maintains proper accounts regarding sales and stock. Renders periodical reports to authorities concerned. May address public gatherings, private clubs and schools. May answer queries and explain achievements made. Record type of information centre handled; branch of industry or concern in which experienced and journalistic experience if any.	The work is mostly performed inside but also outside. The work place is well lighted it does not involves any hazard. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with moblaty aids and appliances.
462	Income Tax Appellate Tribunal	S.ST.C.RW	OA.OL.BL.LV	Advises Government on revenue matters received and deals with appeals against the order of Commissioner Income Tax, send references to the High Court on Tax matters involving of law.	The work is mostly performed inside. The work place is well lighted. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with moblaty aids and appliances.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
463	Asstt. Registrar (Income tax appellate tribunal)	S.ST.BN.RW.SE.C	OA.OL..LV HH	To discharge the statutory functions of a registrar under the Income tax (Appellate tribunal) rules 1963 and also to supervise the work of administration, accounts establishment of the bench and also to act as head of office and drawing & disbursing Officer as and when required.	The work is mostly performed inside The VH category considered with appropriate software and bitter appliances support.The OH category incumbents need to be considered with mobility aids and appliances.
464	Industrial Engineer *	S.ST.W.BN.CSE	OA.OL..BL.HH	To study and analyse the utilisation of resources viz . man , machine and materials and revised methods and procedures for optimum resource utilisation and maximise productivity of the Corpn. To advise the management on manpower requirements, utilisation, deployment etc. through effective planning and control of manpower. To conduct organisation study and design new organisation system procedures. Undertaking of work study of different departments/ functions. May inspect gardens, nurseries in their charge. May control and guide junior staff.	Work is performed both inside and outside . Work place when outside can be hot & noisy The work is usually done alone. The job may be hazardous.. Skills of the Incumbents should be considered with aids & appliances. Should have functional comm. Skills with the help of hearing aids & communication devices. * Not identified for Railways personnel who are involved in operations of trains, maintenance of rail tracks movement of Engines & compartments in yards, telecommunications and signalling works etc.
465	JOB ANALYST Senior Analyst	S.ST.W.RW.SE.H.C	OA.OL..BL..BLV HH	Job Analysts develop job evaluation scheme in commercial and industrial organizations. Organise evaluation procedures to finalise schemes by defining evaluation factors selecting and studying key-jobs in organisation and relating key-job wages to evaluation factors. Develop norms for evaluating variations in amount of responsibility and intelligence required for efficient performance of each job. Analyse existing and new jobs coming up in organisation and relate job components to selected evaluation factors. Study scope of introducing automatic procedures to minimise manual operations and suggest them to appropriate authorities for adoption. Undertake study to assess workers' condition and suggest methods to increase productivity. May assist in developing training programme of potentially capable individuals in organisation.	The work is performed inside the work place is well lighted and comfortable. The worker usually works in a group. Hearing and speaking are continuously required. Should have functional comm. Skills with aids & devices. The VH category considered with appropriate software and bitter appliances support.The OH category incumbents need to be considered with mobility aids and appliances.

466	Judges/Magistrates Subordinate in Lower Judiciaries	S.ST.RW .C	OA.OL.BL.B.LV	Deals with Civil and Criminal cases by adopting established procedure both under Civil and Criminal Codes. Records evidence and pass necessary orders/judgements.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with mobilyat aids and appliances.
467 468 469 470 471 472	<u>LABOUR WELFARE OFFICERS</u> Asstt. Manager Personnel Officer (Welfare) Welfare Officer Labour Officer Labour Welfare Officer Staff Welfare Officer	S.ST.RW.H C	OA.OL.BL.B.LV.HH	They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain peaceh between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workers and advises management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and encourage formation of co-operative stores and other welfare activities such as recreational facilities, sanitation, education of children, etc. Help in formulating employment and recruitment policies in joint consultation with management and workers' representatives. Use their good offices to bring about settlement by conciliation in event of dispute between workers and management. May assist employees in their personal problems.	The work is performed mainly inside. The worker usually works in a group, the job is not hazardous. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with mobilyat aids and appliances.
473 474 475 476 477 478 479 480 481 482 483 484	<u>LAW OFFICERS</u> Public Prosecutors Asstt. Public Prosecutors Additional Advocate General Advocate General Legal Advisors Chief legal advisors Manager (Law) Joint Manger Legal Senior Law Officer Law Officer Legal Officer Asstt. Manager (Law)	S,ST,RW,H,C	OL.BL.OAL.B.LV	They study facts, available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions and advice to the Govt. if necessary. May scrutnise and advise on legal aspects of Govt. rules and regulations etc. May prepare and file legal proceeding plaints, complaints, legal statement, affidavits etc, in civil and criminal courts of law, advice Govt department to procure evidence and documents etc. in support of particular case. May prepare witness appearing on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with mobilyat aids and appliances.
485 486 487 488 489 490 491 492	<u>LIBRARIANS</u> Librarian Grade 'A' Sr. Documentation Officer Scientific Officer C (Library) Scientific Officer D(Library) Scientific Officer E (Library) Scientific Officer F (Library) Scientific Officer G(Library) Scientific Officer H(Library)	S,ST,RW,SE,C	OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH OA.OL BL.LV.HH	Librarians organise and maintain systematic collection of books, periodicals and other printed matter in library and issue them to readers, Select publications to be purchased and receive priced or complementary copies of books periodicals and other publications from authors / publishers. Classify or supervise Classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them.	The work is mostly performed inside. Work place is well lighted. The worker does his works alone . It does not involve any hazards. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with mobilyat aids and appliances.

493	Assistant Librarian	S.ST.W.BN.SE.C	OL.OA. LV HH	Asst Lib- Collection of books, entry in register, handling approval memos, bills. Annual reports report maintenance. Inter library loan , referral service, list of addition CAS service etc. Thesis / Dissertitation section look after circulation clerk.	The work is mostly performed inside. Work place is well lighted. It does not involve any hazards. The VH category considered with appropriate software and bitter appeiances support.The OH category incumbents need to be considered with mobilaty aids and appliances.
494	Deputy Librarian	S.ST.W.BN.SE.C	OL.OA..LV HH	Dy Librarian Incharge of section, assignment of work to subordinate staff, supervision and oversee library requiremets. Duties as assigned by University librarian	
495	University Librarian	S.ST.W.BN.SE.C	OL.OA..LV HH	University Librarian Over all authority concerning Library, Liasion with executivr council, Vice chancellor, university statistics and overall development Works in office environment use of computer & internet	
496 497	Librarian Dy. Librarian	S.ST.W.BN.SE.C S.ST.W.BN.SE.C	OL.OA.LV.HH OL.OA..LV HH	Assisting in collection of books, entry in register, handling approval memos, bills . Annual reports report maintenance. Inter library loan , referral service, list of addition CAS service etc. Thesis / Dissertitation section.	
498 499 500	Curator (MA Library) Epi- Graphist (History) Case Analyst	S.ST.W.BN.SE.C S.ST.W.BN.SE.C S.ST.W.BN.SE.C	OL.OA..LV HH OL.OA. .LV HH OL.OA..LV HH	Information from library sources on subject of general or special interest to individual groups.Maintain liaison with other libraries.Make abstracts and summaries of important articles from incoming periodicals. Also look after organisations and administration of academic, public, research and technical libraries.	
501	Maintenace Engineer/Inspection Engineer	S.ST.BN.W.SE.C	OA.OL.HH.	They provide routine/preventive maintenance and workshop facilities for all plant and equipment, in refinery. Prepare budgets for repalcement of equipment spare parts and maintenance plant. Work in co-ordination with Operation Department and Materials Deptt. Co-ordinate with outside agencies for maintenance and servicing of ACs. water coolers, blowers , fans, painting jobs, insulation , maintenance contracts etc. Co-ordinate with PWD , Municipal Inspector Weights and Measures Department , manufacturer of equipments and spare parts and consumables. Budgeting for all M & R expenses, adhering to statutory requirements in respect of maintenance of plant and machinery.	The work is performed both inside and outside, work palce can be hot & noisy. The job can be hazardous. The incumbents should be considered with aids & appliances.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	ENGINEERING MANAGEMENT TRAINEE				
502	Asst Plant Engineer	S.ST.BN.KC. RW MF SE.H.C	OA.OL	All supervising,All machinery work. Pertaining to Factory,Record keeping,Ensure jobs and done as per specifications.	The work is performed both inside and outside, work palce can be hot & noisy. The job can be hazardous. The incumbents should be considered with aids & appliances.
503	Plant Engr/ Plant Manager	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
504	Sr. Plant Mgr/ Dy. Chief Engr.	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
505	Addt. Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
506	Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
507	Dy. General Manager (Engr)	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
508	Jr. Engr.(Civil)	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
509	Management Trainee	S.ST.BN.KC. RW MF SE.H.C	OA.OL.	Write log books,Collect samples and make analysis, Mind control panel and major equipments such as compressor, reactone etc.,Training faults in circuits ,Works in live lines in emergency,Install equipments, panel motors Overhaul turbines , fluid devices, compressors, pumbs,Align multistage contritugal pumps compressors, turbines,Scrabing and alligining of bearing,Repairing gear boxes etc.	The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate.
510	Jr. Engr. (Production /Chemical)	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
511	Asst Plant Engineer	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
512	Plant Engr/ Plant Manager	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
513	Addt. Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
514	Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
515	Dy. General Manager (Chem/ Prod)	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
516	General Manager (Chem/Prod	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
517	Management Trainee(Engineering)	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
518	Jr. Engr. Instrumental	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
519	Asst Engineer	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
520	Engr/ Manager	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
521	Sr. Mgr/ Dy. Chief Engr.	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
522	Addt. Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL.		
523	Chief Engr	S.ST.BN.KC. RW MF SE.H.C	OA.OL		
524	Dy. General Manager (Instrumental)	S.ST.BN.KC. RW MF SE.H.C	OA.OL		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
525	Asst. Training Officer	S,ST,W,SE,C	OA,OL,BL	Liasoning with finance and obtaining approvals before,Visiting supplier,Receiving the goods,Quality testing,Sending them to stores,Sending theme to respective deptts.,Store keeping activities,Dealing with excise matter ,Administrating jobs .	The incumbents should be considered with aids & appliances.
526	Sr. Training Officer	S,ST,W,SE,C	OA,OL,BL		
527	Training Manager	S,ST,W,SE,C	OA,OL,BL		
528	Chief Training Mgr.	S,ST,W,SE,C	OA,OL,BL		
529	Management Trainee	S,ST,W,SE,C	OA,OL,BL	They plan, design and supervise installation, operation, production and maintainance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economic way of production. Direct reapears and maintnence of workshop tools equipement and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking of outgoing and incoming stores according to specifications.	The incumbents should be considered with aids & appliances. Should have functional communication skills (HH) with the help of aids & devices. Mobility and bilateral hand activities should be adequate. * Not identified for Railways personnel (except for OL,LV and HH with functional communication skills) who are involved in operations of trains, maintenance of rail tracks movement of Engines & compartments in yards, telecommunications and signalling works etc.
530	Asst.Material Officer *	S,ST,W,SE,C	OA,OL,BL,LV,HH		
531	Material Officer	S,ST,W,SE,C	OA,OL,BL,LV,HH		
532	Asst. Material Mgr. *	S,ST,W,SE,C	OA,OL,BL,LV,HH		
533	Dy. Material Mgr.	S,ST,BN,KC,MF,SE,H,C	OA,OL,BL,LV,HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. N	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
534 535 536 537 538 539 540 541 542 543 544 545 546 547 548	<u>MECHANICAL ENGINEERS</u> Sudpt. Engineer Senior Process Engineer Senior Dairy Engineer Executive Engineer Buyer Senior Designer Workshop Incharge Jr. Dairy Engineer Mechanical Engineer Designer Senior Draughtsman Instructor (Welding) Asstt.Engineer (Mechanical) Foreman (Production) Management Trainee (Mecnical Engineer)	S.ST.MF.SE.BN.KC.H.C	OL,HH	They plan, design and supervise installation, operation, production and maintainance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economic way of production. Direct repairs and maintnence of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking of outgoing and incoming stores according to specifications.	The incumbents should be considered with aids & appliances. Should have functional communication skills .
549 550 551 552 553 554 555 556 557	Jr. Engr. (Mechanical) * Asst Engineer Engr/ Manager Sr. Mgr/ Dy. Chief Engr. Addt. Chief Engr Chief Engr Dy. General Manager (Mechanical) General Manager (Mecahnical) Sr.Engineer(Mechanical)	S,ST,W,BN,MF,RW,SE,H,C	OL.HH	Engineers working on ships to have independent charge of engine of finishing vessels was having BHP upto 50 and on larger vessels as second engineer for proper watch duty or engine supervision of duties or crew working under him.Proper maintenance of engine log books.Maintenance of accounts for conception of fuel oil,day to day maintenance,repair of the vessels keeping necessary spares for such repair complying with the required conditions as per IMS Act in plying the vessel and to assist the fishing operation. He/She is responsible for proper functioning of the workshop inclusive of air-conditioning plant, mechanical, electrical and civil section.To cordinate the work of A.Es, to assist senoir officer in technical matters to exercise such administrative powers authorised to him.	The work in fishing vessels.Needs to work in hot & humid environment. The incumbents should be considered with aids & appliances. The incumbents should be considered with aids & appliances. * Not identified for Railways personnel who are involved in operations of trains, maintenance of rail tracks movement of Engines & compartments in yards, telecommunications and signalling works.
558 559 560 561 562 563	<u>MEDICAL OFFICER</u> Medical Officer. Sr. Medical Officer Dy. Chief Medical Officer. Additional Chief Medical Officer Chief Medical Officer Dy. General Manager (CHSM)	S,ST,W,BN,MF,RW,SE,H,C	OA,OL	Counseling Perform surgical operations ,Diagnosis of paitents,Prescribe med.,Record keeping ,Case paper preparation and updating, Medical check up of employees,Assist specialist doctors,Referring cases to specialist patients and family members,Liasoning with hospital, blood banks, medical officer, BMC and other govt. offices, Counseling employees or specials cases,Absentee Indebt ness,Bad habits,Organising awareness programme,Visiting employees at work and also at homes	The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Croutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

SI No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
564	Scientific Officer B (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL	Attend to the clients and patients and prepare medical reports. Doctor, Work in shift in main hospitals and dispensaries.,treating the patients as per the needs. Planning, medical supervision and coordination. Medical consultation / Operations/ Ward work. Teaching & training. Financial & administrative functions, hospital administration, sanction of leave to staff members. Daily routine medical administration of the hospital, medical examination (overall in charge of Medical Examination Cell) Treatments of patients, medical records, Matters related to Postgraduate and library & central Sterilizing room, Call duty after office hours & Duty assigned by Medical Supdt.	The incumbents should be considered with aids & appliances.
565	Scientific Officer C (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
566	Scientific Officer D (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
567	Scientific Officer E (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
568	Scientific Officer F (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
569	Scientific Officer G (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
570	Scientific Officer H (Medical Doctor)	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
571	Medical Supdt.	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
572	Dy. Medical Supdt.	S,ST,W,BN,MF,RW,SE,H,C	OA.OL		
573	<u>PROJECT & PLANNING OFFICERS IN SCIENTIFIC ORGANIZATION</u> Operation Officer	S.ST.RW.MF.W.	OA.OL.HH	To plan, organise, co-ordinate and control receipt, storage, distribution and manufacturing of bulk black oils, lubricants and specialties with the minimum manpower and lowest operating costs with proper regard to customer relationship. Assisting in work relating to standardising of aerodromes,licensing of airports,licensing of flight crew,granting permits for operation of non schedules operators/air taxi operators/schedule domestic operator,standardisation of procedures relating to air traffic controller,investigation of operational incidents to aircraft including air traffic control incidents.	The work is performed both inside and outside. Work place can be hot and noisy. Work is usually done alone. The job can be hazardous.
574	Project & Planning Officer	S.ST.BN.H.RW.SE	OA.OL.BL.HH	Conduct analysis and compilation of all refinery projects in the Non-Plan Budget. Analyses of all appropriation requests from refineries, undertaking miscellaneous studies, periodic review of Non-Plan performance.	The work is mostly performed inside in well lighted rooms Work is usually done alone. Mobility and bilateral hand activities of the person should be adequate.The Incumbents should be considered with aid and appliances as per needs.
575	Director Academic (Programme)	S.ST.W.RW.SE.H	OA.OL.HH	Planning, scheduling academic programmes Computer Programmer; Digital-Computer Programmer converts symbolic statement of business, scientific,and other technical problems to detailed logical flow charts for coding into computer language and solution by means of automatic data processing equipment.	
576	Programmer	S,ST,SE,W.BN.H	OA,OL.BL. B.LV HH.		

577	Scientist (Information Technology)	S.ST.RW.BN.MF	OA,OL.BL..B.LV HH	Analyses all or part of work flow chart or diagram representing scientific and business problem by applying knowledge of computer capabilities, subject matter, algebra and symbolic logic to develop sequence of programme steps. Confers with supervisors and representatives of departments affected by programme to resolve questions of programme intent, output requirements input data acquisition, extent of automatic programming and coding use and modification and inclusion of internal checks and controls.Writes detailed logical flow chart in symbolic form to represent work order of data to be processed by computer system and to describe input, output and arithmetic and logical operations involved. Converts detailed logical flow chart to language processable by computer. Devises sample input data to provide test of programme adequacy.Prepare block diagrams to specify equipment programme on computer, using actual or sample input data. Corrects programme errors by such methods as altering programme steps and sequence. Prepares written instruction(run book) to guide operating personnel during production runs. Analyses, reviews and rewrites programmes to increase operating efficiency or adapt to new requirements. Compiles documentation of programme development and subsequent revision. May specialise in writing programmes for one make and type of computer. Records type and nature of data processed; type of machine in which experienced; reports and reviews published.	The work is performed inside.Usually workers work alone.The place is well lighted. The incumbents should be considered with appropriate aids and appliances.
-----	------------------------------------	---------------	-------------------	---	--

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
578	Scientist (Information Science)	S,ST,BN,MF,RW,SE	OL.HH	To provide speedy information services to the sponsoring agency, attend to technical equipment, plan local area network, internet and networking, write technical report and involve in business development activities. Programming of the software and tools for testing and other activities. Maintaining all computers and equipments related to IT in proper working condition. Supervising the works, maintaining all computer and equipments related to IT in proper working condition. Research works regarding the project concerned, collecting and organising the data. Public Relations Officer; Liaison Officer maintains liaison between organization employing him and general public for promoting goodwill and better understanding. Distributes publicity material and issues press releases to popularise organisation's activities. Studies news papers, journals etc. carefully and notes trends of public opinion on policies and activities of organisations. Explains and helps employer to understand public opinion and criticism of policies. Distributes publicity material, arranges film shows etc. to cultivate appreciation of organisation's activities and counteracts criticisms. Arranges visits of important persons and special parties to establishment for explaining their activities. Participates in exhibitions and displays posters, charts, models etc. to public. May select suitable publicity material, write special feature articles, reports or pamphlets. May participate and get photographs taken of important	The work involves computer operation and repairing hardware. The work is mostly performed inside but also outside. The work place is well lighted it does not involve any hazards. The incumbents should be considered with appropriate aids & appliances.
579	System Engineer	S,ST,BN,PP,RW,SE,H	OL.HH		
580	Maintenance Engineer(IT)	S,ST,BN,PP,RW,SE,H	OL.HH		
581	Sr.Maintenance Engineer	MF,BN,H,RW,SE	OL.HH		
582	System Manager	H,RW,SE	OL.HH		
583	Project Officer	S,ST,W,RW,SE	OL.BL.		
584	P.R.O/Liaison Officer (Sr.)	S,ST,W,SE	OA.OL.BL.V		
585	Officer (posted in Public Relation Department/Division)	S,ST,RW,SE	OA.OL.B.LV		The incumbents of VH Category should be considered with appropriate software and other appliances support.

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired, PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
586	Project Officers	S.ST.MF.H.RW	OA.OL.BL.LV.HH	functions and prepare other audio visual aids. May edit journals or periodicals for publicising activities of establishment or organisation. May maintain information centre and organise community relations activities. Record types of establishments and industries in which worked; languages in which specialised; specialisation in journalism, printing, art etc; experience of participation in exhibitions; types of publicity materials prepared and experience of photographic techniques. Determine character and volume of information necessary for any solution of any problem, determine the most effective methods, may advise on matters such as operating efficiency.	The work is performed mostly in side. The work place is well lighted and comfortable work in office, use of computer. The incumbents should be considered with adequate software and /or appropriate aids & appliances support.
587	PERSONNEL OFFICERS				
587	Personnel Manager	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH	They formulate and execute policies, relating to recruitment, training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare schemes and effective utilization and discharge of personnel employed in any undertaking. Advise and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of All establishment work regarding promotions, timings etc.,Maintainances of disputes,Grievance of the employees, Welfare facilities at plant,Administer, sports, cultural and social activities.,Follow up Govt. guidelines on various subject Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimise misunderstanding. May represent employers in labour conciliation proceedings during disputes.	The work is performed mostly inside. The work place is well lighted. The worker usually does his work in a group. It does not involve any hazards. The incumbents should be considered with adequate software and /or appropriate aids & appliances support
588	Deputy Manager Personnel	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
589	Chief personnel Manager	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
590	Deputy General Manager	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
591	Personnal Manager HR	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
592	Management Trainee (Assistant Personnel)	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
593	Assisant Personnel Officer	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
594	General Manager(Personnel)	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
595	Management Trainee (Personnel)	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
596	Assisant Personnel Officer	S,ST,H,RW			
597	Personnel Officer	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
598	Officer on Special Duty	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
599	Senior Personnel Officer	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		
600	Officer (Personnel) & Industrial Relations	S,ST,H,RW	OA.OL,BL.OAL.B.LV.HH		

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
601 602	PHYSICIANS Deputy Director (Medical) Physician	S,ST,W.RW.SE H S,ST,W.RW.SE H	OL,OA (Non Surgical Jobs) OL,OA	They diagnose and treat ailments or disorder of human body according to scientific system of medicine. Examine patients using stethoscope, blood pressure measuring instrument or any other medical instrument according to symptoms available and make or arrange for clinical tests. X-Ray and histopathological examination for correct diagnosis of disease or disorder, prescribe medicines based on results of examinations. Consult other physicians or specialists, as necessary in complicated and difficult cases. Give treatment and advise patients on regimen required to restore and maintain health. Administer drugs as required. Keep records of patients examined, their ailments and treatment given or prescribed. May issue medical certificates.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved for non-surgical jobs. Bilateral hand activities should be adequate. The work is performed mostly inside Occasional field work is involved. Work place inside is comfortable but in field it is hot, humid and dusty. He usually works alone. Some jobs involve hazards of high voltage. The incumbents should be considered with aids & appliances.
603 604 605 606 607 608 609 610 611	Asstt. Director (Medical) Senior Medical Officer Asst. Medical Officer Deputy Medical Officer Sr. Resident Medical Officer Registrar Asstt. Divisional Medical Officer Jr. Scale (Physician) General duty medical officer	S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S.ST.H.W.RW.SE. S,ST,RW.SE.W.H.C	OL.OA(Non surgical jobs) OL.OA(Non surgical jobs) OL.OA(Non surgical jobs) OL.OA(Non surgical jobs) OL.OA(Nonsurgicaljobs) OL.OA(Non surgical jobs) OL.OA(Non surgical jobs) OL.OA(Non surgical jobs) OL.OA(Non surgical jobs)	They conduct theoretical and experimental studies and research in different branches of physics such as gravitation, structure and properties of matter heat, light, sound, electricity, magnetism, electronics, atomic and nuclear physics, biophysics astrophysics and geophysics, to formulate theories of physical phenomena and to solve industrial and technical problem. Study theory and experiments with physical properties of solids, liquids and gases perform experiments on laws of motion, electricity, centre of gravity, liquid pressure, etc., to identify and measure elements of matter and energy and their interaction. Apply results to formulate theories of physical phenomena solve industrial and technical problems and for making delicate instruments and testing equipments. Undertake study of applied physics for understanding analysis data. Solar stellen and astrophysics, biological and geophysical phenomena etc. May specialise in one or more branches of physics such as mechanics, heat, light, sound, electronics, aero and hydro dynamics or use of X-Rays in testing of materials.	
612 613 614	PHYSICIANS Scientist Gl. El. Scientist Gr. (C) Scientist Gr. (B)	S,ST,RW.SE.W.H.C S,ST,RW.SE.W.H.C S,ST,RW.SE.W.H.C	OL.OA OL.OA OL.OA		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
615	Radiologist Safety Officer	S,ST,RW,MF,SE,H	OL.HH	Doing safety works concerned with radiological technology	The work is performed mostly inside Occasional field work is involved. Work place inside is comfortable but in field it is hot, humid and dusty. He usually works alone. Some jobs involve hazards of high voltage. The incumbents should be considered with aids & appliances.
616	Radiological Physicist	S,ST,RW,MF,SE,H	OL.HH	Radiological work, giving treatment to the patients by using radiological equipments and techniques. Keep records.	
617 618 619	POST MASTERS Post Master Sr. Time Scale (Post) Jr. Time Scale (Post)	S,ST,RW, SE,H	OL,OA,BL,LV,HH	They control and co-ordinate work of all employees under them in a post office to ensure efficient service to public in accordance with rules and regulation prescribed. Allocate and assign responsibilities to subordinate personnel in their office. Maintain counters to facilitate service provided to public. Display relevant poster rules and regulations and publicise sale of special and commemorative stamp issue, Government bonds, etc. control sale of postage envelopes, stamps and other postal stationery and check timely collection and delivery of letters, money orders etc. within area prescribed. Check cash book amounts, saving bank accounts and other prescribed records. Render accounts to audit office relating to their office and sub offices. May supervise function of telegraph office, if attached to post office. May keep cash and valuables in joint custody with treasurer.	Most of the work is performed inside. The place is well lighted. Workers work alone, It does not involve any hazard. The incumbents should be considered with adequate software and /or appropriate aids & appliances support.
620 621	PRINTING SUPERVISORS Works Manager (Printing Technology) Manager (BHU Press)	S,ST,BN,MF RW,SE,H, S,ST,BN,MF RW,SE,H	OA.OL.HH OA.OL.HH	They plan, scrutinise, co-ordinate and control activities of printing presses. May supervise the work of printing press men working on different types of machines, like flat bed-letter-press, rotary printing machines, off-set printing machines, May instruct and supervise mixing of inks to match the colours, examine final proofs, check printed copies. May also look after general administration of the press and solve day-to-day problems of the workers. May also deal with the customers and decide printing charges etc	Most of the work is performed inside. The work place is noisy and pungent Smell of inks is common. Work is mostly done in a group.
622 623 624 625 626	PUBLIC RELATIONS OFFICERS Public Relations Manager Dy Advertising Manager Public Relations Officer Programme Coordinator (Keeper) Public Relations	S.ST.W.RW.SE.HC S.ST.W.RW.SE.HC S.ST.W.RW.SE.HC S.ST.W.RW.SE.HC S.ST.W.RW.SE.HC	OA.OL,B,LV OA.OL,B,LV OA.OL,B,LV OA.OL,B,LV OA.OL,B,LV	They maintain liaison between organisations employing them and general public and promoting goodwill and better understanding. Distribute publicity material issues and press releases, popularise organisation's activities Study news papers, journals etc carefully and note trend of public opinion and criticism of policies. Meet press and public representatives, explain	The work is performed both inside and outside. The work place inside is well lighted and comfortable The workers usually work in a group No hazards are involved. The incumbents should be considered with adequate software and /or appropriate aids & appliances support.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. N	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
627	Asstt. Information Officer	S.ST.W.RW.SE.HC	OA.OL,B,LV	special features of organisations employing them. Distribute publicity materials arrange films shows, to cultivate appreciation of the organisation's activities. Participate in exhibitions and display posters, charts, models, etc. to public. May select suitable publicity materials write special features, articles, reports or pamphlets. May prepare other audiovisual aids. May edit journals or periodicals for publishing activities of establishment or organisations May maintain information centre and organise community relations activities.	The work is performed both inside and outside. The work place inside is well lighted and comfortable The workers usually work in a group No hazards are involved. The incumbents should be considered with adequate software and /or appropriate aids & appliances support
628	Asstt. Public Relations Officer	S.ST.W.RW.SE.HC	OA.OL,B,LV		
629	Asstt. Director (Exhibition)	S.ST.W.RW.SE.HC	OA.OL,B,LV		
630	Asstt. Information Officer	S.ST.W.RW.SE.HC	OA.O..B.LV		
631	Asstt. Public Relations	S.ST.W.RW.SE.HC	OA.OL.B.LV		
632	Publicity Manager	S,ST,H,RW,SE.C	OL.BL.OA	Publicity Manager prepares publicity material and issues it through press, screen or radio to attain effective publicity for organisation, Government, business houses or other institutions. Prepares news releases, scripts, salient features and other publicity materials to be published. Publicises publicity material through appropriate media such as display at important places,exhibitions, films, newspaper, radio and personal contacts. Scrutinises newspaper and magazines to collect news and views to ensure effective publicity relating to his published material. May tour area and contact public to promote mutual goodwill. May maintain liaison with press representatives. Record journalistic experience and specialisation in arranging and participating in exhibitions, festivals, meals etc; type of publicity media in which specialized and industry or in stitution in which experienced.	The work is performed both inside and outside. The work place inside is well lighted and comfortable. The workers usually work in a group .No hazards are involved. Incumbents should be considered with aids & appliances. Incumbents should be considered with aids & appliances.
633	Officer (Posted in Publicity & Public Relations)	S,ST,W,H,RW,SE	OA.B.LV		
634	Registrar	S.ST.W.SE.H.C	OA.OL.B.LV.HH	Planning and scheduling work of section, shall deal with non routine cases referred , keep track of paper movement , hold meeting to discuss sections work.Responsible for official work as per the instructions from higher authorities Dy Registrar Planning & scheduling work of entire Dept,Unit &Sections. Assign specific job to subordinates , maintain and review annual confidential reports, Warning & reprimands to employees, Public relation with UGC and Govt Registrar - Principal Admn. officer of the University, Regulate the Work & conduct of officers in accordance with Acts, Statutes, Ordinances, rules & regulations. Suspend transfer reprimand memos to employees.Enter into agreement sign documents and authenticate records on behalf of University.All work in office, supervise and sometimes touring job.	The work is performed both inside and outside. The work place inside is well lighted and comfortable The workers usually work in a group No hazards are involved. The incumbents should be considered with adequate software and /or appropriate aids & appliances support
635	Deputy Registrar	S.ST.W.SE.H.C	OA.OL.B.LV.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

SI. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
636	Asstt. Registrar	S.ST.SE.W.H.C	OA.OL.B.LV.HH	Asstt. Registrar-Incharge of section and responsible for normal working. Planning and scheduling work of section, shall deal with non routine cases referred, keep track of paper movement, hold meeting to discuss sections work. Responsible for official work as per the instructions from higher authorities.	Use of aid and appliances as per requirement of the job.
637 638 639 640 641 642 643 644 645 646	RESEARCH OFFICERS Senior Analyst Junior Analyst Senior Research Officer Dy. Manger (Planning Research) Survey Officer Asstt. Director (Non- Medical) Field Officer Audience Research Officer Research Officer Dy. Asstt. Director (Non- Medical)	S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C	OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH OA.OL,B,LV.HH	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information accessory for solution of any problem and obtain or devices and method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencise on matter such as operating efficiency, marketing methods and fiscal problems.	The work is performed both inside and outside. The work in the field is usually done in a group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No Hazards are involved. Incumbents should be considered with appropriate software and aids & appliances Support.
647	OPERATION REASERCH OFFICER Project Officer	S.ST.W.RW.SE.C	OA.OL,B,LV.HH	Research works regarding the project concerned, collecting and organising the data. Research activities, collection data and editing the data and information.	Incumbents should be considered with appropriate software and aids & appliances support.
648 649 650 651 652 653 654 655	Research Officer Sr. Scientific Officer Sr Research Officer IMS (CEMS) Jr. Research Officer (IMS) Jr. Research Officer (IT) Research Officer (Women Studies) Research Officer (IMS) Research Officer-cum-Editor Officer (Posted for Research Activities)	MF.H.RW.SE MF.H.RW.SE MF.H.RW.SE H,RW,SE H,RW,SE MF,H,RW,SE S,ST,W,RW,SE. S,ST,W,RW,SE	OL.BLV HH OL.BLV HH OL.BLV HH OL.BLV.HH OL. .BLV HH OL.BLV HH. OL.B,LV. HH OL.BLV HH	Maintaining and servicing the equipments and different types of tools and keep them in good and working condition. Doing research activities. Research activities, collection data and editing the data and information. Undertake research work in IMS. Research activities, collection data and editing the data and information.	Use of aid appliances as per requirment of the job should be permissible
656	Dy. Director (Molecular Biology)	S,ST,W,RW,BN,ME,SE	OL HH	Carry out research on molecular biological aspects of malaria vector and parasite to develop molecular tools for diagnostic, population and ecological and vector control genetics, evaluation aspects.	The work is mostly performed inside well lighted rooms. Worker usually works alone. It does involve. Risk of misabial infection /infestation

SI. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
--------	-------------	----------------------	--	--------------------------	-----------------------------

1	2	3	4	5	6
657	Dy. Director (Research)	S,ST,W,RW,BN,MF,SE	OL HH	To carry out the research work in diarrhoea disease. 2) To plan, implement, co-ordinate, supervise and guide epidemiological studies in the hospital field area, 3) The incumbent should be prepared to font lboratory/field duty any where in India, whenever required, 4) Any other work as assigned by the superior	The work is laboratory based involves field, visits extensive tours for data collection Incumbents should be considered with appropriate aids & appliances.
658	Asstt. Director (Molecular Biology)	S,ST,W,RW,BN,MF,SE	OL HH	To study the molecular aspects of mircobiology of different enteric pathogens & parasites. The candidates should be familiar with techniquies such as cloning, sequencing, various Hybridoma techniques and molecular tools as applicable to diarrhoea pathogens.	The work is laboratory based needs to walk around laboratory. Should have functional comm. Skills with aids & . devices. Incumbents should be considered with appropriate aids & appliances
659	Asstt. Director (Research)	S,ST,W,RW,BN,MF,SE	OL HH	To plan and execute research project of regional/national importance and to assist the director in research activity of the centre in thrust areas of regional importance	The work is laboratory based needs to walk around laboratory. Incumbents should be considered with appropriate aids & appliances
660	Asstt. Director (Medical)	S,ST,W,RW,BN,MF,SE	OL	The candidate will be required to actively participate in the ongoing research project in the centre. He/She will be expected to plan research programe, draft and proposal and undertake research on different aspects of medical help. The job requires travelling in the community.	The work is laboratory based needs to walk around laboratory. The work involves standing & sitting Incumbents should be considered with appropriate aids & appliances
661	Sr. Research Officer (SRO-Immunology)	S,ST,W,RW,BN,MF,SE	OL HH	The incumbent will participate in ongoing immunological studies of the Institues. In addition, the job will require development and execution of research proposals.	The work is laboratory based, involves field-visits, extensive tours for data collection. Incumbents should be considered with appropriate aids & appliances
662	Sr. Research Officer (SRO-Microbiology)	S,ST,W,RW,BN,MF,SE	OL HH	The incumbent is expected to plan and participate in studies on natural history of HIV infections, research and diagnosis of opportunistic infectious and other related reserch on HIV aids in India.	The work is laboratory based, needs to walk around involvs touring Incumbents should be considered with appropriate aids & appliances
663	Scientist (Environmental Microbiology)	S,ST,W,RW,BN,MF,SE	OL HH	To initiate conduct research identifying and working out microbiological / biotechnology solutions to environmental problems.	The work is laborartory based and involves field work. Incumbents should be considered with appropriate aids & appliances
664	Scientist (Histopathology)	S,ST,W,RW,BN,MF,SE	OL HH	To study the path morphological mechanism of toxicity, chemicals, organise and provide histopathological support to various R&D programme and industry sponsored evaluation of Industrial chemicals and products	The work is laboratory based and involves visit to Industry. Incumbents should be considered with appropriate aids & appliances
665	Scientist (Analytical Chemistry)	S,ST,W,RW,BN,MF,SE	OL HH	To undertake study on analysis and characterization of environmental, chemical & their metabolise.	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances
666	Scientist (Chelating Therapy)	S,ST,W,RW,BN,MF,SE	OL HH	To synthesise new chelating agents for heavy metals poisoning e.g. heterocyclic system with sulphha, Nitrogen, Oxygen as heteroatom and	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances

				investigate their efficacy.	
667	Scientist (Chelating Biochemical Toxicology)	S,ST,W,RW,BN,MF,SE	OL HH	To develop chelating agents for the removal of intracellular bound lead/cadmium and their mode of action	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances
668	Scientist (Cell Cultural)	S,ST,W,RW,BN,MF,SE	OL HH	To undertake inviter studies for primary screening and studying biochemical mechanism of action of chemical using primary and cell lines	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances
669	Scientist (Microbiology/Immunology)	S,ST,W,RW,BN,MF,SE	OL.BL. HH.	*The candidate is required to undertake studies on animal and human viruses using cell culture and immunotoxicity studies.	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances
670	Scientist (Polymer Chemistry)	S,ST,W,RW,BN,MF,SE	OL HH.	The candidate should be well versed in the area of molecule modelling of polymers with demonstrated expertise in the application of contemporary software for prediction of fundamental polymer property. The candidate must have an ability to understand the relationship between theory and experiment.	The work is laboratory based. Incumbents should be considered with appropriate aids & appliances
671	Principle Scientific Officer (PSO) (Information systems)	S,ST,W,RW,BN,MF,SE	OL.BL. HH	Will be responsible for development Vigyan Prasar Information system (VIPRIS) for SAT. communicator for different media and number of Government and non-government scientific and technological organisations. Should have up to date knowledge of IT development	The work involves computer operation development of software Incumbents should be considered with appropriate aids & appliances
672	Sr. Scientist Officer (SSO) (Publications)	S,ST,R,W,SE,BN	OL.BL. HH.	Responsible for implementing / monitoring VP activities relating to publication	Mainly Desk work. Incumbents should be considered with appropriate aids & appliances
673	Sr. Scientist Officer (SSO) (Sky Watching/Astronomy)	S,ST,W,RW,BN,MF,SE	OL HH	Responsible for sky watching / Astronomy and other science club related activities of Vigyan Prasar.	Needs to operate telescope, study astronomy. Incumbents should be considered with appropriate aids & appliances
674	Sr.Scientist	S,ST,W,RW,BN,MF,SE	OL.BL. HH	Looking after the environmental aspects of the ports and harbour project in Andaman and Nicobar and Lakshadweep islands as per the guidelines issued by the Ministry of Environment and Forest Department and Forest and Wild Life.	The work is humid & dusty. Incumbents should be considered with appropriate aids & appliances
675	Incharge (Arts & Photo Section)	M,F,H,RW,SE	OL.BL.HH	Collection of photo, art pieces etc. Arrange all photos and art works in order. Keep the room/gallery clean and neat. Maintain records of the photos and art works. Doing research works.	Incumbents should be considered with use of aid and appliances as per requirement of the job
676	Incharge(IMS workshop)	M,F,H,RW,SE	OL.BL.HH		
677	Jr. Research Officer IMS)	M,F,H,R,W,SE	OL.BL.HH		
678	Jr. Research Officer (IT)	M,F,H,R,W,SE	OL.BL.HH		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	SALES AND MARKETING OFFICERS				
679	Manager (Distribution)	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH	They are incharge of the stores and purchase deptts. of their offices. They take steps to to note the sales of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of the superiority of the product of their organisations over that of the products of the other organisation May arrange exhibition of their products. May get phamplets etc. Prepared for the publicity of their goods. Keep themselves abreast of their latest national and international market trends and advise their deptt. to make necessary changes, modification in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May deal with stores and purchase officers of other organisations. May arrange and/ or attend trade delegations to and from other countries.	The work is performed both inside and outtride. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. The incumbents should be considerad with adequate software and /or appropriate aids & appliances support.
680	Addl. General Manager (Marketing)	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
681	Dy. Manager (Distribution)	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
682	Dy. Manager (Product Dev.)	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
683	Sales Manager	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
684	Dy. Manager Production	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
685	Asstt. Director (Export) Promotion	S.ST.H.W.H.RW.SE.C	OA.OL.,LV. HH		
686	Management Trainee (Seles& Marketing)	S.ST.W.RW.SE.H.C	OL.BL.OA., B,LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs,Providing on the job training, Conducting specialised training, Report preparation and presentation	The work is performed both inside and outtride. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
687	Marketing Officer	S.ST.W.RW.SE.H.C	OL.BL.OA. B,LV HH.	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs,Providing on the job training, Conducting specialised training, Report preparation and presentation.	The work is performed both inside and outtride. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
688	Sr. Marketing Officer	S.ST.W.RW.SE.H.C	OL.BL.OA.B,LV HH.	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs,Providing on the job training, Conducting specialised training, Report preparation and presentation.	The work is performed both inside and outtride. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
689	Asst. Marketing Mgr.	S.ST.W.RW.SE.H.C	OL.BL.OA..B,LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs,Providing on the job training, Conducting specialised training, Report preparation and presentation	The work is performed both inside and outtride. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.

690	Dy. Marketing Mgr.	S.ST.W.RW.SE.H.C	OL.BL.OA.. B, LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs, Providing on the job training, Conducting specialised training, Report preparation and presentation.	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
691	Marketing Manager	S.ST.W.RW.SE.H.C	OL.BL.OA.. B, LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs, Providing on the job training, Conducting specialised training, Report preparation and presentation.	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
692	Chief Marketing Mgr	S.ST.W.RW.SE.H.C	OL.BL.OA. B, LV HH.	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs, Providing on the job training, Conducting specialised training, Report preparation and presentation	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
693	Dy. General Mgr.	S.ST.W.RW.SE.H.C	OL.BL.OA.. B, LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs, Providing on the job training, Conducting specialised training, Report preparation and presentation	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
694	General Manager. (Marketing)	S.ST.W.RW.SE.H.C	OL.BL.OA.. B, LV HH	Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs, Providing on the job training, Conducting specialised training, Report preparation and presentation	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. The incumbents should be considered with adequate software and /or appropriate aids & appliances support.
	MATERIAL OFFICERS				
695	Asst. Material Officer *	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH	To assist material scientist in conducting studies for understanding and developing materials	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. The incumbents should be considered with adequate software and /or appropriate aids & appliances support. Mobility and bilateral hand activities should be adequate. Should have functional communication skills with the help of aids & devices. * Not identified for Railways personnel except for OL, LV and HH category.
696	Material Officer	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH		
697	Asst. Material Mgr. *	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH		
698	Dy. Material Mgr.	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH		
699	Material Manager	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH		
700	Chief Material Manager.	S.ST.MF, PP.L.KC.BN.W .SE.H	OL.BL.OA.LV.HH		
701	Officer (posted in Marketing and Customer Service)	S, ST, H, RW, SE	OL.BL.OA.LV.HH		

	SECURITY OFFICERS				
702	Senior Security Officer	S.ST.W	OL	They plan control and supervise security arrangement of individual plants, establishment buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and personal hazards Allot duties to security personnel at gates of workshops , stores, warehouses works and administrative buildings, unauthorised entry of man and passage of material. Issue gate passes to visitors desiring entry into restricted premises and check security personnel on duty. Enquire into complaints of unauthorised entry of men and material and cases of theft etc. and report the matter to police for further action. Maintain discipline amongst security personnel. May assist fire-fighting personnel in case of fire.	The work is performed both inside and outside. Workplace outside is hot humid and dusty. Worker involves hazards. Incumbence of OH category needs to be considered with aids & appliances.
703	Security Officer	H.RW	OL		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
704 705 706 707 708	<u>STORES OFFICERS</u> Controller of Stores Manager Stores Purchase Officer Deputy Purchase Officer Stores Officer	S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C S.ST.W.RW.SE.C	OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH	They are responsible for the availability of various goods required in their office, section, factory, etc, and also for their proper supply to the actual users. They make assessment of the quantity of different items required at specified intervals on the basis of information provided by the actual users. They contact producers, manufacturers or the agents to discuss and settle. terms and conditions of sale including the minimum standards or specifications to which the goods must conform. May call for tenders from different suppliers. and place orders for supplying these. Ensure that goods supplied conform to the agreed standards. Arrange for proper storage of goods including spraying of pesticides to kill white ants, rats, etc. in case of perishable goods. May maintain proper accounts of purchase and supplies. May look after general administartion of the stores department and be administrative Incharge of the Junior staff.	The work is performed mostly inside. Occasional visits to the market are required. Works place is well lighted. It does not involves hazards. Incumbence of OH category needs to be considered with aids & appliances.
709 710	Asstt. Supdt. Stores Suptd.Stores	S.ST.SE.H.BN S.ST.SE.H.BN	OA.OL.HH OA.OL.HH	They receive stores and issue various types of goods, tools, equipment , raw materials, etc. and maintain record of each item Check incoming supplies against orders, bills or vouchers Identify weight or measures and examine various items to ensure correct supply . Affix the identity slips to items giving code numbers or marks. Enter details of goods received in stock registers. Maintain bin cards for each item indicating stock in hand. Ensure proper storing and preservation of goods. Issue stock on demand making necessary entries in registers and bin cards; Exercise physical check of stores periodically and tally with stock registers. Render to superiors periodical statemtnets and reports showing position and condition of stocks. Make requisition for replacement and further supply under advice of superiors. Supervise work of subordinates engaged in lifting goods.	Work is performed mostly inside. Visits to market are required. Work place is dusty Worker works alone . No hazards are involved. The incumbents should be considered with use of aids & appliances support.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	7
711	Systems Officer	S.ST.W.BN.H.RW.SE	OA.OL.BL.HH	Interpreting system, design requirements estimating machine requirements (size and limitations), flow charting (drawing up systems and program flow charts, coding, developing test data, programme compilation debugging (removing errors) testing, modifying programs, parallel programs, testing program maintenance (changes , upgrades, modifications). Learning new technologies (Software & Hardware). Training in user inter- action, making presentations etc.	The work is mostly performed inside in well lighted rooms Workers usually work alone. It does not involve any hazards. Incumbent of OH category need to be considered with aids & appliances.
712	Speech Therapist Lecturer	S.ST.SE.BN.W.H.C	OL	Speech and language therapist does planning of therapy and counselling. Teaches undergraduates.	Work in groups and alone, mostly inside but also outside. The work is less hazards.
713	School Principal CHS	S.ST.BN.H.RW.SE	OL.OA.BL. B.LV.HH	Higher Secondary and High School Teacher	The work is performed mostly inside in group. The work place is well lighted. The incumbents should be considered with adequate software and /or appropriate aids & appliances support.
714	Principal, School of Nursing	MF.H.RW.SE	OL.OA.BL. B.LV.HH	teachers one or more subjects to students of high school, higher secondary school, multipurpose school in regional language or English. Teachers, students of various standards, allots and corrects home work, gives practical instructions in science subjects in laboratory. Conducts tests and examinations and decides eligibility for promotion to higher standards. Maintains school registers and records.	
715	School Vice Principal	MF.H.RW.SE	OL.OA.BL. B.LV.HH	May collect fees,conduct sports and extra-curricular activities such as scouting, hobby clubs, dramatics. May be in-charge of stores and equipment, hostel, transport, canteen, library, etc. Is designated as Science Teacher if teaching science subjects such as Chemistry, Physics, etc. as Domestic Science Teacher if teaching domestic science subjects, hygiene, cooking, kitchen gardening,house economics, etc., and as Basic Teacher if teaching according to basic educational system.	
716	Head master/Head mistress	MF.H.RW.SE	OL.OA.BL. B.LV.HH	Is designated as Headmaster or Principal, Secondary School if incharge of school and responsible for executing school's educational programme. Record type of school in which experienced; standards, subjects and medium in which taught;experience of administrative work and extra-curricular activities.	
717	Micro Analyst (Science Faculty)	MF.H.RW.SE	OL.HH	Maintain payment records, Bill passing,Record keeping,Maintain records of Sales tax, income tax etc.,Payments to employee, suppliers, contractors etc., Documentation,Data Feeding of financial transaction etc.	

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	7
718	<u>TELE-COMMUNICATION ENGINEERS</u> Dy. General Manger (Operations)	S.ST.BN.H.C.RW.MF.SE	OA.OL	They design, manufacture, install, operate and maintain telegraph and telephone telex system, radio, radar, special microwave and other telecommunications instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like teleprinters, signalling equipment, transmitters, radio, receivers, etc.. Supervise laying of overhead and underground cables. Conduct periodical checks of stations and units and attend to breakdown to remove faults in telephone and telegraph system. Maintain telecommunication equipment in working order May specialise in designing and maintaining special equipments for telegraph, telephone, teleprinting or radio broadcasting systems including servo-mechanism and tele system controls.	The work is performed both inside and outside. Work with aids and appliances. * Not identified for Railways personnel (except for C signalling works etc.
719	Dy. General Manger (Planning)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
720	Dy. General Manager (Area Incharge)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
721	Station Engineer	S.ST.BN.H.C.RW.MF.SE	OA.OL		
722	Divisional Engineer (Outdoor)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
723	Divisional Engineer (Installation)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
724	Divisional Engineer (Indoor Maintenance)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
725	Divisional Engineer (Planning)	S.ST.BN.H.C.RW.MF.SE	OA.OL		
726	Senior Engineer	S.ST.BN.H.C.RW.MF.SE	OA.OL		
727	Process Engineer	S.ST.BN.H.C.RW.MF.SE	OA.OL		
728	Asstt. Divisional Engineer *	S.ST.BN.H.C.RW.MF.SE	OA.OL		
	<u>TRAINING OFFICERS</u>			They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
729	Training Manager	S.ST.H.RW.SE	OA.OL.B.LV		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	7
730	Principal Training Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,	or on the jobs in service training programmes within the frame work of policies of the organisations/Deptts.aimed at improving personnel efficiency and out-put	inside except for practical training in organisations like Indian Air lines Air India. The work place inside is well lighted The work in general organisa tions does not involve any hazards. However , work in organizations like Indian Air lines Air India. is hazardous. Incumbentof OH category need to beconsidered with aids & appliances. .The incumbents of considered with appropriate software and other appliances support.
731	Chief Instructor	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,	Advise and assist in development of syllabi programmes, training materials /aids Study polices, procedures, instruments and other related documents.	
732	Sr. Training Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,	Prepare notes, comments, concentering field problems to modify/ draft Operational instructions . Suggest suitable speaker/trainers for specific area of	
733	Training and Inspection Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,	training , advise on appropriate training activity, assist evaluation of trainees, as also training programme . May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	
734	Dy. Director (Condensed Course)	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
735	Divisional Engineer (Principal)	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
736	Dy. Director (Training)	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
737	Training Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
738	Management Trainee (Training)	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
739	Asst. Training Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
740	Sr. Training Officer	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		
741	Chief Training Mgr.	S,ST,BN,MF,RW,SE,H,C	OA.OL.BL. B,LV HH,		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
742	Tool Engineer; Tool Designer; Mechanical Engineer, Tools.	S,ST,W,BN,MF,RW.	OL.HH	Tool Engineer; Tool Designer; Mechanical Engineer, Tools designs and supervises manufacture of tools, jigs, fixtures, gauges, cutters and other mechanical equipment and gets those already in use reconditioned, if possible for further use. Studies production methods, feed and speed of tools and machines used, required hardness and finish of products prescribed and standard of accuracy desired. Calculates sizes of tools from drawings or samples. Determines materials, tools and machines to be used, hardness and tempering temperatures etc. Prepares sketches or drawings with complete specifications, accuracy required and relevant instructions for manufacture. Observes work and checks it at different stages of production such as machining, filling, hardening, tempering, grinding, lapping etc. with precision instruments such as micrometers, vernier, slip gauges, sine-bar, shadow-graph, hardness testing machines etc. to ensure that work is being made to required accuracy. Inspects finished product, observes performance to ensure required accuracy and certifies conformity to precision standards. Examines used tools, gauges, fixtures, cutters etc., determines if they can be further used with prescribed accuracy by minor repairs, such as regrinding replacement of component, hardening, tipping (brazing or welding required type of steel cutting edge on tool) etc. and gets them reconditioned if possible. May check tools and cutters periodically and ensure their proper maintenance. May specialise in designing particular types of tools such as press-tools, form cutters, hammer dies etc. Record types of tools and gauges in which specialised; whether experienced in making dies by die-copying machine and if member of any Engineering Institution or Association.	The work is performed mostly inside except for practical training in organisations The work place inside is well lighted
743	Jr. Maintenance Engineer *	S,ST,W,BN,MF,RW	OL.HH		* Not identified for Railways personnel who are involved in operations of trains, maintenance of rail tracks movement of Engines & compartments in yards, telecommunications and signalling works.
744	Technical Officer	S,ST,BN,H,RW,SE	OL.HH	Maintaining and servicing the equipments and different types of tool and keep them in good and working condition. Maintaining and servicing the equipments and different types of tools and keep them in good and working condition.	Use of aid and appliances as per requirement of the job
745	Scientific Officer (IT)	S,ST,BN,H,RW,SE	OL.HH		Use of aid and appliances as per requirement of the job
746	Scientist (Photo-voltaic) IT	S,ST,BN,H,RW,SE	OL.HH	Maintaining the collection of photos, keep them safe in order. Maintain records of the photos and art works.	Use of aid and appliances as per requirement of the job

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

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
747 748	Sr. Instrumentation Office Jr. Instrumentation	BN.S.ST.W.H.RW.SE BN.S.ST.W.H.RW.SE	OL.HH OL.HH	Maintaining servicing the electronic tools, equipments keep reports. Procurement of materials and maintain records.	Use of aid and appliances as per requirement of the job Use of aid and appliances as per requirement of the job
749	Training & placement officers	S.ST.H.RW.SE.W.C	OA.OL.LV	Maintaining servicing the electronic tools, equipments keep reports. Procurement of materials and maintain records. Plan and undertake suitable training programme, identify suitable jobs, carrying outplacement and related activities. Interviews employment seekers to obtain factual details of job experience, training obtained etc. May assist employers in their recruitment process by using specialised techniques to determine aptitude, interest values etc	The work is performed mostly in sided. The work place is well lighted and comfortable work in office, use of computer
UNIVERSITY & COLLEGE TEACHERS DISCIPLINES (SCIENCE, ENGINEERING, M.B.A., HOSPITAL MANAGEMENT HOTEL MANAGEMENT, ENVIRONMENT, LAW, JOURNALISM, TOURISM)					
750 751 752 753	Lecturer Asstt. Professor Reader Professor	S.SE.W.BN.MF S.SE.W.BN.MF S.SE.W.BN.MF S.SE.W.BN.MF	OL.BL.OA.B.LV OL.BL.OA.B.LV OL.BL.OA.B.LV OL.BL.OA.B.LV-	<u>JOB DESCRIPTION (ARTS)</u> They teach University and college students one or more Arts subjects such as History, Geography, commerce, sociology, Philosophy, Economics, Pol. Science Indian, or Foreign Language such as Hindi Sanskrit, English Law Management, Tourism, Journalism. Deliver lectures and conduct seminars, set examination papers, conduct examinations and evaluate answer books. Maintain class registers and records. May conduct research and guide research work. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with appropriate software and aids & appliances.	
754 755 756 757	<u>SCIENCE</u> Lecturer Asstt. Professor Reader Professor	S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C	OA.OL OA.OL OA.OL- OA.OL-	<u>JOB DESCRIPTION (SCIENCE)</u> They teach the students of Diploma, Bachelor and Master level students in the area of sciences , Mathematics, Engineering, Medical and Environment disciplines Deliver lecture and guide, supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper. Maintain class registers and record. May conduct or guide research work.	

	<u>COMMERCE</u>			<u>Job Description (Commerce & Management)</u>	
758	Lecturer	S.ST.W.BN.SE.H.C	OA.OL	They teach University & College students on or other subject related to Finance, Administration, Production, Industrial Relations, Personnel Laws Administration of Industry, Trade, Commerce, Finance & Institutions like hospitals etc. They assist students in their project work, supervise group discussions, assist research, co-ordinate, write research papers & provide consultancies to consumer organisations on various aspects of Management. They teach Business Management, Hotel Management, Hospital Management Tourism & General Administration. They conduct exams & prepare results.	The work is performed mostly inside. The work place is well lighted. Incumbents need to be considered with appropriate aids & appliances.
759	Asstt. Professor	S.ST.W.BN.SE.H.C	OA.OL		
760	Reader	S.ST.W.BN.SE.H.C	OA.OL		
761	Professor	S.ST.W.BN.SE.H.C	OA.OL-		

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
785	Veterinary Officer	S.ST.BN RW.SE.H.	OL.HH	Conducts counselling interviews on vocational and occupational choices in relation to special aptitudes, interests and personality characteristics. Provides occupational information to all those seeking it in person or by post. Conducts group guidance programmes for purposes of disseminating occupational information and promoting vocational maturity. May administer psychological tests of aptitudes, interests, personality traits, etc. as aids in assessment of individuals strengths and weaknesses. May conduct surveys and studies concerning psychological requirements of different occupations and problems relating to adjustment and efficiency in different fields of activity. May conduct job analysis and study staffing patterns in different industrial and commercial organisations. May assist employers in their recruitment problems. career week, career exhibition, etc. And deliver lectures on topics relating to vocational organisations. May assist employers in their recruitment problems guidance to students in schools and colleges. Record nature of duties performed; studies and surveys undertaken; types of clients guided; papers contributed to technical journals. Duties regarding the treatment of animals, keep the records.	Use of aid and appliances as per requirement of the job. Mobility should not be restricted.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
786	Agriculture Field Officer	S,BN,RW,MF,SE	OA.OL. OLA HH.	Provide Advice & consultation and inspection to private & public firm	Mostly work is performed outside with humid, hot or cold condition. Should have functional communication skills with assistive listening devices.
787	Assistant Custodian of Enemy Property	S,BN,RW,MF,SE	OA.OL BLV. HH.	Administration, Establishment & accounts works	The work is performed inside The incumbents of VH category should be considered with appropriate software and other appliances support
788	Assistant Director (Finance & Tariff)	S,BN,RW,MF,SE	OA.OL.OLA.BL.BLOA.B. LV.HH	Finance & Tariff fixation matters, supervise subordinates	Work is performed inside and Should have functional communication skills with assistive listening devices to communicate with subordinates The incumbents of VH category should be considered with appropriate software and other appliances support
789	Assistant Director (Photography)	S,ST,BN,RW,MF,SE	OA.OL. HH.	News Photography & Colour Photography	No hazards in the work place. Good knowledge of colour is required
790	Assistant Director General (HRD)	S,ST,BN,RW,MF,SE	OA.OL. BL.B.LV.HH	Agricultural Science & Research on agriculture	Work is performed indoor & outdoor. Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
791	Assistant Engineer(Design)	S,ST,BN,RW,MF,SE	OA.OL. BL .HH.	Designing fabricating of advanced technology, Maintenance of records of store section	Mostly work performed inside
792	Assistant Keeper	S,ST,BN,RW,MF,SE	OA.OL. BL. HH.	To undertake field collection and studies in tribal areas	Mobility is required, job performed outside, work involves cold & hot condition
793	Assistant Soil Survey Officer	S,ST,BN,RW,MF,SE	OA.OL LV. HH.	Review soil survey & mapping work, guidance to field parties for maping, editing of soil survey report.	Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
794	Associate Fellow	S,ST,BN,RW,MF,SE	OL. HH	Laboratory based Research work.	Should have functional communication skills with assistive listening devices.

795	Asst. Controller (Investigation)	S, ST,RW, BN, MF, SE	OA.OL. BL.LV HH.	Personnel administration, Investigation & vigilance works	Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
796	Deputy Director (Weaving)	S,ST,BN,RW,MF,SE	OA.OL. OLA. LV. HH	Supervising the weaving section, Technical advice to handloom industry	Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
797	Deputy Director of Tea Development (Plantation)	S,ST,BN,RW,C,MF,SE,W	OA.OL. OLA LV. HH.	To attend/undertake photo sanitary/treatment for exported /imported agricultural commodities	Work is performed both outdoor and indoor. Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
798	Deputy Govt. Examiner	S, ST,W,RW,SE	OL LV HH..	To examine & assist the investigation agency	Should have functional communication skill with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
799	Deputy Manager (Procurement)	S, ST, RW	.. OA.OL. BL LV HH	To assist the works regarding staff's duties	Work is performed inside and outside both. Should have functional communication skill with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support
800	Deputy Manager (E-3)	S,BN, RW,MF, SE	OA.OL. BL.OLA. LV HH	Drafting/ scrutinizing various legal document & dealing with advocates, rendering legal opinions	Appear and Proceeding in front of the Judge is not required. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances.
801	DGM (Legal)	S, ST,BN, RW,MF,SE,C	OA.OL. BL.OLA LV HH.	To look after the legal matters of the company	With hearing aids, should be able to communicate with the subordinates. The incumbents should be considered with appropriate aids & appliances
802	Director (Inspection & Quality Control)	S,ST,BN,RW,C,MP,SE,W	OA.OL. HH	To look after the quality of export goods. Implementation of quality regulation & overall In-charge	He may have to go out for inspection of goods. should have communication skills. The incumbents should be considered with appropriate aids & appliances
803	EDP Officer	S,ST,BN,RW,MF,SE	OA.OL.LV HH.	To work on Core Banking Solutions (CBS)	Job performed inside with good lighting condition. The incumbents should be considered with appropriate aids & appliances
804	Engineer (Air-conditioning)	S,ST,BN,RW,MF,SE	OL LV HH.	Design and installation of A/C systems (Heavy)	Mobility is required, job is performed inside & outside The incumbents should be considered with appropriate aids & appliances

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
805	Estates Officer	S,ST,BN,RW,MF,SE	OA.OL.OLA.HH	Civil Works such as plan, construction and repairs of university building	Work is performed both inside and outside. Should have functional communication skill with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
806	Executive (E1-A)	S,ST,BN,RW,MF,SE	OA.OL.OLA.LV.HH	Drafting/ scrutinizing various legal document & dealing with advocates, rendering legal opinions	Mobility is not required, job is performed inside, use of Assistive devices required as per requirement of the job The incumbents should be considered with appropriate aids & appliances
807	Executive Director	S,ST,BN,RW,MF,SE	OA.OL.BL.OLA.HH	Software Technology computing & grid computing.	Job performed inside the office. The incumbents should be considered with appropriate aids & appliances
808	Extension Officer	S,ST,BN,RW,C,MF,SE,W	..OA.OL.LV.HH	To look after the research activities, development work in sugarcane industry	Should have functional communication skill with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
809	Fishing Master	S, ST,RW, BN, MF, SE	OL.HH	Supervising fishing operations conducted onboard big size ships	Job is performed outside and non hazardous. The incumbents should be considered with appropriate aids & appliances
810	General Manager (CLA)	S, ST,BN,RW,C,MF,SE,W	OA.OL.OLA.LV.HH	To handle the legal matters of the company.	May require visiting different offices. Should have functional communication skill with assistive listening devices. The incumbents should be considered with appropriate aids & appliances

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired, PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
811	Head, Agricultural Research Systems Management & Policies	S,ST,BN,RW,MF,SE	OA.OL.OAL HH.	Intellectual property management & policies	Outside and inside jobs. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
812	Head, Agricultural Structures of Environmental Control	S,ST,BN,RW,MF,SE	OA.OL HH.	Agricultural Structures, storage of structures & Agricultural Engineering	Noisy place when the job is performed Outside. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
813	Head, Central Horticultural Experiment Station	S,ST,BN,RW,MF,SE	OA.OL.OAL HH.	Horticultural Crops and guide group of staff	Outside and inside jobs, Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
814	Head, CPCRI Regional Station, Minicoy	S,ST,BN,RW,MF,SE	OA.OL.OAL HH.	Implementation of various techniques on Agronomy	Outside and inside jobs. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
815	Head, Division of Agronomy	S,ST,BN,RW,MF,SE	OA.OL.OAL HH	Research in Agronomy, Guide subordinates	. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
816	Head, Division of Crop Protection	S,ST,BN,RW,MF,SE	OA.OL.OAL HH	Research in Fibre Crops and interpretation of statistical data	Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
817	Head, Division of Design of Sample Survey	S,ST,BN,RW,MF,SE	OA.OL.OAL HH.	Plan and implement the research methodology on agriculture and Agricultural Statistics	Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
818	Head, Division of Farm Machinery & Post Harvest Technology	S,ST,BN,RW,MF,SE	OA.OL HH	Develop Farm Machinery & Agricultural Engineering	Noisy place. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
819	Head, Division of Transfer of Technology	S,ST,BN,RW,MF,SE	OA.OL LV HH..	Research in the field of Agricultural structures & process engineering	Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
820	Head, Division of Vegetables Crops	S,BN,SE, RW,MF,	OA.OL LV. HH	Vegetables breeding, Manage a group of staff members	Work is performed inside. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
821	Information Technology Officer	S. ST, W, RW	OA.OL.OAL LV. HH.	Collects and dissemination of information	Work is mainly on PC. The incumbents should be considered with appropriate aids & appliances.
822	Joint Registrar	S. ST, W, RW, C, MF, SE	OA.OL BLV HH.	Duties assigned by the Registrar for redressal of consumers dispute	Should have functional communication skill with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
823	Library Officer	S,ST,BN,RW,MF,SE	OA.OL.OAL.LV HH	Press & Editorial matters	Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
824	Manager (E-4)	S,ST,BN,RW,MF,SE	OA.OL.OAL.BLV HH	Drafting/ scrutinizing various legal document & dealing with advocates, rendering legal opinions	Mostly are inside jobs. Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
825	Museum Curator	S, ST,RW, BN, MF,SE	OL. HH	Maintaining Museum & his functions	Should have functional communication skills with assistive listening devices. The incumbents should be considered with appropriate aids & appliances
826	Networking Engineer	RW, MF,SE	OA.OL.OAL BLV HH..	To maintain & manage networking systems, etc	Work is PC based The incumbents of VH category should be considered with appropriate software and other appliances support.
827	Officer (Printing Technology)	S,ST,BN,RW,MF,SE	OA.OL.OAL BLV. HH	Printing & Photolithography	Work is performed inside The incumbents of VH category should be considered with appropriate software and other appliances support.
828	Officer Scale-I (Loan)	S,ST,BN,RW,MF,SE	OA.OL.OAL.BLV HH	Scrutinize the loan application Processing the application for loan	Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
829	Planning & Development Officer (Estates)	S, ST,BN,RW,C,MF,SE,W	. OA.OL.OAL.BLV HH	Obtaining allotment of accommodation for Kendriya bhandar on acquisition basis or on lease basis	Work is performed mostly inside the well lighted room. Should have functional communication skills with assistive listening devices. The incumbents of VH category should be considered with appropriate software and other appliances support.
830	Plant Protection Officer (Entomology)	S, ST,BN,RW,C,MF,SE,W	. OA.OL. HH	To attend/undertake photo sanitary/treatment for exported /imported agricultural commodities	Work is mainly laboratory based sometimes field visit required. The incumbents of VH category should be considered with appropriate software and other appliances support.
831	Plant Protection Officer (Plant Pathology)	S. ST, W, RW,C, MF,SE	. OA.OL. BLV HH	To inspect the plant/plant material. To analyze & interpret the field data	Work is mainly laboratory based sometimes field visit required.
832	Programme Coordinator	S,ST,BN,RW,MF,SE	OA.OL..B.LV HH	Research & Extension Education	Work is performed in a group. Should have functional communication skills with assistive listening devices.
833	Programme Co-ordinator, KVK	S,ST,BN,RW,MF,SE	OA.OL. HH	Extension work in the field of Horticulture/ Agronomy	Work is performed in a group. Should have functional communication skills with assistive listening devices.
834	Project Co-ordinator (Dryland Research)	S,ST,BN,RW,C,MF,SE,W	OA.OL. HH	To work for rainwater conservation and management	Should have functional communication skills with assistive listening devices.
835	Project Co-ordinator (Honey bees & Pollinators)	S,STBN,RW,MF,SE	OA.OL. HH	Research and statistical analysis of data on Honey bees & Pollinators	Work is performed in a hazardous condition.
836	Project Co-ordinator (sub-tropical fruits)	S, ST,BN,RW,C,MF,SE,W	OA.OL. HH	Resolving production problems of subtropical fruits.	Work is performed both indoor & outdoor. Should have functional communication skills with assistive listening devices.
837	Project Co-ordinator (Vegetables)	S,ST,BN,RW,MF,SE	OA.OL. HH	Research in Vegetables crops	Jobs performed inside and outside
838	Qty. Control Manager	S, ST,R, RW, W, BA	OA.OL. HH	Inspection of medical equipment	Work is performed outside and inside
839	Quality Control Manager (Civil)	S,ST, MF, SE,PP, KC	OA.OL. HH	To supervise civil work to maintain quality	Work is performed in office/laboratory
840	Quantity Surveyors	S, ST,R, RW,SE,W, BA	OA.OL. HH	Preparation of projects	Work is performed outside and inside
841	Quarantine Officer	S,ST,BN,RW,MF,SE	OA.OL. HH	To examine the livestock, observing livestock in Quarantine and releasing animals.	Jobs performed inside and outside
842	Scientist 'H'	S,ST,BN,RW,MF,SE	OA.OL. HH	To provide direction to agricultural programmes, animal biotechnology & environmental programmes	Work is performed inside and outside both. Should have functional communication skills with assistive listening devices.
843	Seed Technologist	S,ST,BN,RW,MF,SE	. OA.OL. BLV HH	Seed testing & development programme	No hazardous work in nature. Should have functional communication skills

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
856	Skipper Grade I (Fish Catching Ship)	S,ST,BN,RW,MF,SE	OA.OL. HH	Overall charge of boats that catch fish at sea.	Mostly work performed outside
857	Sr. Circulation Officer	S,ST, W, RW, MF, SE	OA.OL. B.LV.HH	To check circulation of newspaper etc	Work is office based
858	Subject Matter Specialist (Horticulture)	S,ST,BN,RW,MF,SE	OA.OL. HH	Selection of seeds for cross breeding, Research in Horticulture	The work is performed inside (laboratory based).
859	Technical Officer-II	S,ST,BN,RW,MF,SE	OA.OL. HH	Installation and operation of Seismometer	The work is performed inside and outside
860	Asst. Registrar (Admin.)	S, ST, W, RW	OA.OL.OLA. HH	They serve in various capacities in the Govt. They assist in and /or execute various plans, policies of the Government. May supervise actual execution of different plans, schemes etc. by the various units of the office and co-ordinate their work. May provide necessary in-puts for the efficient running and expansion of the Deptt. May laydown policy and prepare plans & schemes including basis for the expansion and/ or communication of the Deptt. Or particular units of the Deptt. May analyse and prepare annual/quarterly reports on the functioning and efficiency of the Deptt. For the information of the public, press & parliament. They also answer queries from the press and the parliament. May prepare advertisement material for notifying vacancies etc. in the press. May arrange and/ or attend deptt. And inter departmental	The work is performed mainly inside. Occasional touring is required. Working conditions are usually calm and quit. The worker does his work alone. No hazards are involved.

				meetings.	
	Bank Officer				
861	Zonal Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV	Insurance organizes controls and supervisors, within Authority delegated, activities of private of public organization or one or more of its departments or branches, engaged in life, fire accident, marine and other general insurance business, is designed according to work performed of authority exercised.	The work is performed both inside and outside work place may be hot and noisy, Work is usually done alone, The job involves hazardous also. The incumbents of VH category should be considered with appropriate software and other appliances support.
862	Dy. Zonal Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
863	Divisional Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
864	Assistant/Divisional Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
865	Sr. Branch Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
866	Manager Director	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
867	Administrative Officer	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV		
868	Branch Manager	S,ST, W, SE, H.	OA.OL.BL.OAL. B. LV	They study facts, available documents or papers pertaining to legal aspects of different issues raised by various Government Departments, give opinion and advice to the Govt. if necessary. May scrutinise and advise on legal aspects of Government rules and regulations etc. May prepare and file legal proceeding, complaints, legal statement, affidavits etc. in civil and criminal courts of law, advise Govt. departments to procure	The work is mostly performed inside. The work place is well lighted. Touring is also involved. Appropriate computer software and aids and appliances to be used as per needs of the job.
869	Assistant General Manager (Legal)	S. ST.BN, W. H. RW, C,SE	OA.OL.BL.OAL. B. LV		

				evidence and documents etc. in support of particular case. May prepare witness appearing on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	
870	Assistant Manager (Personnel & Industrial Relations)	S. ST.BN, W.H. RW, C,SE	OA.OL.BL.OAL. B. LV	To handle personnel and industrial relations related matters, welfare matters to shopfloor employees.	The work is performed both inside and outside. The work place is well lighted.Touring is involved. Appropriate computer software and aids and appliances to be used as per needs of the job.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
871	Executive (Finance & Account)	S. ST.BN, W.H. RW,SE, C	OA.OL.OAL.LV	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates engaged in maintenance of accounts and records. Scrutinise ledger and other records. Keep record of all taxes, licenses, fees etc. required to be paid by the organisation in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. as required depending upon type of industry or organisation in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions as well as account books are	The work is mostly performed inside the well lighted rooms. They have to perform supervision and leadership role. During discussion and presentation, bilateral communication is required. For field work mobility of the incumbent should not be restricted. Appropriate computer software and aids and appliances to be used as per needs of the job.

				properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts.	
872	Executive (Materials Management)	S. ST.BN, W. H. RW, SE,C	OA.OL.OLA.LV	To assist material scientist in conducting studies for understanding and developing materials. To procure materials, maintain stocks and to issue it to the stakeholder. Keep themselves abreast of their latest national and international market trends and advise their department to make necessary changes, modification in the design and the quality of products to increase their selling potential. May also advise the departments on the most viable price for various goods, keeping in view the national and international price structure. May deal with stores and purchase officers of other organisations. May arrange and/or attend trade delegations to and from other countries.	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved. Appropriate computer software and aids and appliances to be used as per needs of the job.
873	HRD Officers	S. ST.BN, W. H. RW, SE,C	OA.OL.OLA.LV	Staff training, organisation development, General Administration, recruitment, promotion, transfer, discipline, employee welfare, settlement of disputes, seminars/workshops for quality improvement, IT solutions, maintain records of staff and families, public relations, receiving guests and making arrangements, maintain seniority lists of staff members, provide information to section, works in the office.	The work is performed both inside and outside. Touring is also involved. Appropriate computer software and aids and appliances to be used as per needs of the job.
874	Deputy Manager/Officer	S. ST.BN, W. H. RW,SE, C	OA.OL.OLA. LV	Administering the Institutions, monitoring, day-to-day functioning of the institutions, staff training, organisation development, seminars/workshops for quality improvement, IT solutions, public relations. To advise on all matters of policy and administration. Scrutinise proposals for expansion of administrative staff, Coordinate activities of various units of the office, decide the disciplinary action to be taken against staff as per rules and regulations laid down by the Department of personnel and make policy decisions in the matter of administration. Implement policies of the Govt.	The work is performed both inside and outside. The work place is well lighted.Touring is involved. Appropriate computer software and aids and appliances to be used as per needs of the job.

875	Assistant Officer(Training)	S. ST.BN, W. H. RW, SE.C	OA.OL.OLA. LV	They identify training needs, plan, formulate and execute institutional and on the job in service training programmes within the frame work of policies of the organisations/Departments aimed at improving personnel efficiency and output. Advise and assist in development of syllabi, programmes, training materials/aids, study policies, procedures, instruments and other related documents. Prepare notes, comments concerning field problems, to modify/draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advise on appropriate training activity, assist evaluation of trainees, as also training programmes. May correspond with concerned agencies, offices, organisations. May maintain related statistics, conduct written/practical tests and prepare reports thereon.	The work is performed inside except for practical training in organisations. The work place inside is well lighted. Appropriate computer software and aids and appliances to be used as per needs of the job.
876	Deputy Officer(Training)	S. ST.BN, W.H. RW,SE C	OA.OL.OLA.LV	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organisations/Departments aimed at improving personnel efficiency and utput. Advise and assist in development of syllabi programmes, training materials/aids study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advise on appropriate training activity, assist evaluation of trainees, as also training programmes. May correspond with concerned agencies, offices, organisations. May maintain related statistics, conduct written/practical tests and prepare reports thereon.	The work is performed inside except for practical training in organisations. The work place inside is well lighted. Appropriate computer software and aids and appliances to be used as per needs of the job.
877	Junior Management Officer	S. ST.BN, W.H. RW, SE,C	OA.OL.OLA.LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of the wide variety of fields. Determine character and volume of information necessary for solution of any problem. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating, efficiency, marketing methods and fiscal problems.	The work is performed inside except for practical training in organisations. The work place inside is well lighted. Appropriate computer software and aids and appliances to be used as per needs of the job.

878	Special Officer	S. ST.BN, W. H. RW, SE,C	OA.OL.OLA. LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbling, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
879	Asst General Maneger	S. ST.BN, W.H. RW, SE.C	OA.OL.OLA.LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.
880	Senior Manager Credit/FA	S. ST.BN, W. H. RW, SE.C	OA.OL.OLA.LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.
881	Officer(Forex)	S. ST.BN, W. H. RW, SE.C	OA.OL.OLA. LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analysing and evaluating conclusions on the	The work is performed inside. The work place is well lighted and comfortable. The workers usually works alone though some public dealing is required. The officer has to do field work also. The work place may be hot, humid and dusty. Appropriate computer software and aids and appliances to be used as per needs of the job.

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crutching, JU=Jumping, CRL= Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, 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, B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired

POSTS IDENTIFIED TO BE RESERVED FOR THE PERSONS WITH DISABILITIES GROUP A

**Final Version
27.09.2012**

