

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

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

| Sl.No | Designation | Physical requirements | Categories of the disabled suitable for jobs | Nature of work performed | working conditions/ Remarks |
|-------|--|-----------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | ACCOUNTS OFFICERS | | | 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 , 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 accounts books are properly maintained . Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc. | The work is mostly performed in well lighted rooms. Worker usually works alone. It does not involve any hazards. The Incumbents should be considered with appropriate support. |
| 1 | Accounts Officer | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 2 | Asstt. Manager (Accounts) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 3 | Supdt. Grade 1 (Accounts) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 4 | Office Manager (Finance) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 5 | Asstt. Accounts Officer | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 6 | Asstt. Accounts Officer (Cost) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 7 | Junior Accounts Officer | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 8 | Accountant | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 9 | Sections Officer (Accounts & Audit) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 10 | Assistant Accountant | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 11 | Asst. Cashier | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 12 | Financial & Accounts Officer | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 13 | Asst.Chief Accounts Officer | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| | ARCHAEOLOGISTS | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | Archaeologists study ancient art, architectural relics monuments, excavations and other materials to determine social habits, customs, religious practices, living conditions etc. as existed in past and their influence on modern civilization . Visit places of antiquity to study, monuments, relics and other materials that were in use in early times. Examine and 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. Incumbents should be considered with suitable aids & appliances support. |
| 14 | Sr. Technical Asstt. (Arabic Manuscript) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 15 | " (Archaeology) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 16 | " Asstt. (Paintings) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 17 | " (Arms) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 18 | " (Numismatics) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |
| 19 | " (Decorative Arts) | S,ST,BN,MF,RW,SE,HC | OA,OL,BL,HH | | |

ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, PP=Pulling & Pushing, JU=Jumping,CRL=Crawling,CL=Climbing, MF=Manipulation with 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 Legs & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, CP= Cerebral Pa1sy, LC= Leprosy Cured, LV=Low Vision, B=B1ind, HH= Hearing Handicapped

| Sl. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|--------|--|--------------------------------|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 20 | ARCHITECTS Senior Architectural Asstt. | S.SE.RW.MF.ST.W. C.H | 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 requied 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 specialise in landscape architecture. May approve payment on correct execution of work. | The work is performed mostly inside . Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields . The worker works alone or in a group. The work inside is not completely hazardous but some hazards have to be encountered in the field. Incumbents should be considered with suitable aids & appliances. |
| 21 | Junior Architect | S.SE.RW.MF.ST.W. C.H | OL.HH | | |
| 22 | Architectural Asstt. | S.SE.RW.MF.ST.W. C.H | OL.HH | | |
| 23 | Planning Assistant. | S.SE.RW.MF.ST.W. C.H | OL.HH | | |
| 24 | Scientific Officer A(Architecture) | S.SE.RW.MF.ST.W. C.H | OL.HH | | |
| 25 | Scientific Officer B(Architecture) | S.SE.RW.MF.ST.W. C.H | OL.HH | | |
| 26 | Sr. Draughtsman* | S.ST.W.BN.KC.L. MF.RW.SE.HC | OL.HH | Draughtsman (Architectural) prepares drawings of building, parks, gardens from sketches, designs or data for construction. Studies notes, sketches and other engineering data of buildings, parks, gardens monuments, etc. to be constructed. Draws sketches of required construction according to directions of the Architect to suit purpose and environment; alters them if directed and gets them approved by him. Draws to scale drawings according to approved sketches showing plan, elevations, settings, arrangements etc. as necessary. May trace drawing and make blueprints. May prepare architectural designs himself. May prepare estimate schedules for material and labour. May prepare perspective designs and render them in colour or monochrome. May prepare model of constructions work. May work as Draughtsman Civil. Record types of architectural drawings in which specialised such as buildings, irrigational projects etc; whether able to calculate working dimensions from given data and if experienced in any other type of draughtsmanship. | 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 has to do work in group in the field. The work inside is a not hazardous but could be hazardous in the field. The Incumbents should be considered with 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. |
| 27 | Draughtsman* | S.ST.W.BN.KC.L. MF.RW.SE.HC | OL.HH | | |
| 28 | ARCHIVISTS Archivists (Genl.) | S.ST.H.RW | OL.OA.HH | Archivist acquire, maintain and supply for 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 analyze and prepare brief descriptions | The work is performed mostly inside. The work place is some |
| 29 | Archivists (Oriented Records) | S.ST.H.RW | OL.OA.HH | | |

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| 30 31 | Asstt Archivists Gr.I (Oriental Research) Asstt. Archivists Gr. I. (Genl) | S.ST.H.RW S.ST.H.RW | OL.OA.HH OL.OA.HH | 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 archival 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. | times dusty . Work is usually done in group in. It does not involve any hazards. |
| 32 33 | AUDITORS Audit (Officer) Internal Audit Officer | S.BN.KC.PP.L.MF. SE.RW S.BN.SE.RW | OA.OL.BL.HH OA.OL.BL.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 relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure and ensure that all revenue and expenditure and disbursements are properly authorised , vouched and correctly classified. Report to appropriate authority irregularities in accounts and cases of improper use of Govt. money , improper expenditure etc. May prepare financial statement and final accounts such as profit and loss statements, balance sheets, etc for private and public undertakings. | The work is performed mostly inside in well lighted rooms The workers usually work, alone. Occasional group activity is required. No hazards are involved. Incumbents should be considered with suitable aids & appliances. |
| 34 | AUTOMOBILE ENGINEERS Shift Transport Engineer | ST.BN.SE.H | OL.HH | They plan, manufacture and repairs of cars, trucks and other motor vehicles. Study of different types of models of automobiles and suggest the types & models best suited to the need of the industry .Prepare estimates and make arrangements for supply of necessary spares. Supervise assembly or repairs work, effect necessary modifications and replacement of parts , get tuning and adjustments done and check repaired vehicle for efficiency and roadworthiness . May specialise in repair of particular type of petrol or diesel vehicles. | The work is mostly performed outside. The work place is hot and humid . Worker usually works in a group . The job is hazardous. The incumbent should be considered with suitable as do & appliances. The HH category person should not be placed in turning job. |
| 35 | AUDIOLOGIST | S.ST.W.BN.MF.SE. H.CS.RW. W.ST.BN.MF.H.C | OA .OL.BL. | Audiologist does assessment, hearing aid assessment & fitting ear mold, making auditory assessment & intervention May teach under graduate students. | Work in occasionally groups and alone mostly inside but outside also. Mobility and bilateral hand activities of the person should be adequate. |

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| 1 | 2 | 3 | 4 | 5 | 6 |
| 36 | ADMINISTRATIVE OFFICER (Secretarial Jr.) Admn. Officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | They organise and control all clerical work in the office, mark the dark, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipments etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings. | The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbents Oof OH & HH category should be considered with suitable aids & appliances. The incumbent of VH category should be considered with appropriate software and other appliances support. |
| 37 | Asstt. Admn. Officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 38 | Asstt. Director (Admn.) | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 39 | Section officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 40 | Asstt. Manager (Genl. Admn) | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 41 | Asstt. Manager (Deptt.) | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 42 | Asstt. Adm. Officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 43 | Jr. Adm. Officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 44 | Supdt. | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 45 | Office Suptdt. | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 46 | Asstt. Manager (Admn) | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 47 | Asstt. Grade Officer | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 48 | Exe. Asstt./ Sec. Asst. | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 49 | Executive Asstt. | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 50 | Sr. Executive Asstt. | S.ST.W.RW.SE.H.C | OA.OL.OLA..BL.BLOA.B.LV.HH | | |
| 51 | Jr. Officer (P & A) | S.ST.W.SE.RW.H | OA.OL.BL.HH | Provide assistance to the senoir officers in administration, maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office. | The Incumbents should be considered with suitable aid and appliances as per requirement of the job. |
| 52 | Junior Officer (HRD) | S.ST.W.RW.SE.H | OA.OL.BL.HH | Provide assistance to the senoir officers in HRD section, maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers,work in office. | The incumbents should be considered with suitable aid and appliances as per requirement of the job. |
| 53 | Junior Officer (Bulk & Tanker) | S.ST.W.RW.SE.H | OA.OL.BL.HH | Maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office, | The Incumbents should be considered with suitable aid and |

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| | | | | Travel & Accomodation arrangements to fleet staff. | appliances as per requirement of the job |
| 54 | Junior Officer (Purchase & Supply) | S.ST.W.RW.SE.H | OA.OL.BL.HH | Maintain files and records, carry out work assigned by AGM/DGM/GM, uses computers, work in office, Drafting work. They take dication in shorthand and transcribe then using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time ,date, and place of meeting and other engagement for empolyer or the superoir of engagements and accompany him if required. Attend to routine enquires in persons in writing or over phone | Incumbents should be considered with suitable aids & appliances. |
| 55 | PA/PS to GM/Executive Director/C & MD | S.ST.W.RW.SE.H | OA.OL.BL. B.LV | | VH neds to be supplemented with Dictaphone/ Digital telephone etc. Incumbents of VH category should be considered with appropriate software support supplemented with dictaphone/digitalphone etc. |
| 56 | DISTT. EDUCATION OFFICER | S.ST.BN.SE.RW | OL.OA.BL.MW.B,LV,HH | Distt. Education Officer functions as Distt. Govt. Deptt. dealing with specified matters such as education, serves as head of Distt., Advises Govt. on matter of Policy & Administration, organise and direct work of Deptt., supervises & executes & implements policies and decisionss, Acts, Rules & Regulations | The work is performed both inside & outside. Works alone and in group. No hazards are involved. |

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| 1 | 2 | 3 | 4 | 5 | 6 |
| 57 | Asst. Director (Cold Storage) | S.ST.BN.MF.PP.L .RW.SE.C | OA.OL | They are responsible for the availability of various goods required in their office section, factory, etc, and also for their proper supply to the actual users. They make assessment of the quantity of different items required at specified intervals on the basis of information provided by the actual users. They discuss and settle terms and conditions. Ensure that goods supplied conform to the agreed standards. Arrange for proper storage of goods including spraying of pesticides to kill white ants, rats, etc. in case of perishable goods. May maintain proper accounts of purchase and supplies. May look after general administration of the stores department and be administrative incharge of the junior stores staff. | The work is performed mostly inside. Occasional visits to the market are required. Work place is well lighted, it does not involve any hazards. The incumbents should be? |
| 58 | ARTISTS | S.ST.BN.H.SE.RW | OL.OA.BL.HH | They prepare designs for advertising articles or draw illustrations for books magazines, posters, charts, hoardings etc. in suitable columns. Study specifications and discuss details with superiors. Determine subject matter in consultation with client and draw designs and sketches with or without colour to desired effect. Execute approved design in required medium such as paints oils, water colour etc. | The work is performed mostly inside. Work place is well lighted and comfortable. No hazards are involved. |
| 59 | PGT | S.ST.W.BN.RW.SE.H. C | OA.OAL.OL.BL.B.LV | Primary School Teacher teaches students of primary or elementary school in all subject, such as reading, writing, arithmetic, language, history and geography. Teaches all specified subjects according to prescribed time-schedule, allots and corrects homework. Conducts tests and examinations and prepares examination results. Maintains school registers and record of attendance, collects fees and submits accounts to office. May conduct extracurricular activities such as hobbies, sports, dramatics, etc. Is designated as Headmaster, Primary School if incharge of school and responsible for executing school's educational programme. Record subjects and medium in which able to teach; experience of administrative work; extracurricular activities; and teacher's training certificate possessed. Art Teacher , instructs school students in art subjects such as drawings and painting. Demonstrate to pupils methods and techniques of using drawing material such as brushes, scale, pencils and colours. Instructs them in model drawing in pencil and crayons, and painting of objects, landscapes plant life, murals, etc. Observes their work and makes corrections. May organise art exhibitions | The work is performed mostly inside in group. The work place is well lighted. Incumbents need to be considered with suitable aids & appliances. The teaching in subject like Art, Painting manual craft, Mathematics etc requires good visual acuity and colour vision. |

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| | | | | and visits to museums, art galleries and places of artistic interest. | |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | Record specialisation in various fields of painting such as portrait painting, composition painting, mural painting; whether worked as active painter or sculpture; knowledge of history of art and art appreciation. Craft Instructor gives instructions to students in schools and training institutions in manual crafts such as carpentry, tailoring, weaving, book binding, black smithy etc. Imparts theoretical instructions in use of tools, mechanical drawings, blueprint reading and related subjects; gives demonstrations of process and operation in workshop; supervises and guides students in their practical work. Looks after stores, equipment and tools Record specialisation in any particular craft such as carpentry, tailoring, weaving, etc.; trainings received and ability to maintain stores and equipment. | |

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| 60 | Advertisement Writer; Copywriter | S,ST,W,SE,RW, | OL.OA.BL. MW.HH | Advertisement Writer; Copywriter composes wording of advertisement, either in descriptive style or in form of slogans, captions, etc., for popularising particular product or establishment. Receives advertisement matter from customer. Writes descriptive matter or slogans in attractive form to advertise merits of product or establishment. Record languages in which able to write; specialisation in writing advertisement for product or establishment; experience of drawing sketches etc. | The work is mostly performed inside and outside. The work place is well lighted, it does not involve any hazards. The incumbents should be considered with appropriate aids of appliances. |
| 61 62 | CHEMICAL ENGINEERS Foreman Asstt. Foreman | ST.BN.SE.RW.H.C ST.BN.SE.RW.H.C | OA OA | 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 manufacture of heavy chemicals, fine chemicals etc. according so specifications. Study existing process or equipment used , their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve new design of of equipmwent 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 laborateries and devices processed and equipment for their manufactures Design, construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan layout of plant to | The work is performed mostly inside Work place is mostly hot, humid, odourous and noisy, Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbents should be considered with suitable aids & appliances. |

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| 1 | 2 | 3 | 4 | 5 | 6 |
| 63 64 | Foreman Gr I Foreman Gr II | ST.BN.SE.RW.H.C ST.BN.SE.RW.H.C | OA.OL.HH OA.OL.HH | obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means. Assist E.W.S engineer collect engineering data for estimates,prepare rough drawing, supervising all works under his charge. Arrange for the materials,purchasing them from stores, issue materials to contractors etc. Keep all materials and tools in his custody | |

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| 65 | CHEMIST Jr. Chemist | S.ST.W.BN.MF.SE. RW | OA.OL.OAL .HH | Junior Chemists who specialize in dispensing drugs prescribed by physicians and providing information to patients about their side effects and use. Junior Chemists must understand the composition of medicines, as well as the laws that regulate their manufacture and sale. They store medicines, keeping them safe, pure, and effective. They are required by law to maintain records of the drugs they handle. | Work in calm and quite enviroment with good light condition. |
| 66 | Jr. Quality Controller | S.ST.W.BN.MF.SE. RW | OA.OL.OAL..HH | Quality controller is responsible for maintaining the quality and reliability of products and services. Quality controller inspects and tests products at various stages in the production process. They establish testing procedures to determine a product's dimensions and its mechanical, electrical, or chemical characteristics | Work in calm and quite environment with good light condition |
| 67 | CIVIL ENGINEER Asstt. Engineer* | S.ST.W.BN.L.PP.KC. MF.RW.SE.H.C | OL.OA.HH | They plan, organise and supervise construction and repairs of buildings, highways, dams, barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority concerned . Visits areas for preliminary survey selection site and collection of necessary data such as measurements soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of cost of assistance of Draughtmens Civil or themselves and get approved by their clients or authority concerned. Arrange for required materials machinery labours and comencement of work at site. Ensure correct execution of work according o specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintainance development or remodelling work. | The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields. Mobility and bilateral hand activities should be adequate Incumbents should be considered with suitable aids & appliances. *Not identified for Railways personnel (except OL Category) who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards,telecommunication and signalling works. |
| 68 | Scientific Officer A (Civil Engineer) | S.ST.W.BN.L.PP.KC. MF.RW.SE.H.C | OL.OA.HH | | |
| 69 | Scientific Officer B(Civil ngineer) | S.ST.W.BN.L.PP.KC. MF.RW.SE.H.C | OL.OA.HH | | |
| 70 | Jr.Engineer(Civil)* | S.ST.W.BN.L.PP.KC. MF.RW.SE.H.C | OL.OA.HH | | |

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| 71 | CANTEEN Sr Canteen Incharge | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV | To organize and supervise within authority delegated, efficient utilization of concerned with the providing of relevant services, under the board guidance of directors and chief executives and in consultation with managers of other departments or sections which are concerned with the provision of accomodation, catering and related services. | Incumbents should be considered with suitable aids/appliances |
| 72 | Canteen Incharge | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV | | |
| 73 | Suptd. Catering | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV,HH | | |
| 74 | Sr Public Health Inspector | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV,HH | | |
| 75 | Sr. Supervisor | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV | | |
| 76 | Sr. Time Keeper | S.ST.W.MF.RW.SE.HC | OA.OL.BL.LV | | |
| 77 | COMMERCIAL ARTISTS Layout Artist | S.ST.MF.RW.SE.C | OA.OL.BL.HH | They prepare designs for advertising articles or draw illustrations for books book-jacket, magazines, posters, charts, hoardings etc. in suitable columns. Study specification and details with superiors, determine subject matter consultation with concerned officers and draw designs and sketches without colours to desired effect. Execute approved design in required medium such as paints, oils, water colour etc. | The work is performed mostly inside. The work place is well lighted and comfortable. No hazards are involved. |
| 78 | COUNSELLOR | S.ST.W.BN..RW.SE.HC | OA.OL.BL | Teacher/Counsellor guides or counsels individuals in various problems such as educational, vocational, personal etc., and guides and coordinates activities of career masters in schools. Collects educational, occupational, employment, social and related information and studies relevant details of clients obtained from them and other sources. Administers tests of intelligence, aptitudes, interests, personality traits etc. for obtaining data about individuals to be guided. Collects and studies information relating to environment involved in individual's adjustment. Interviews various persons for collecting information and counsels individuals needing such assistance accordingly, employing suitable techniques. Conducts group-guidance activities to serve various purposes of counselling. Carries out follow up studies on individuals guided, to render further assistance, and to evaluate guidance programme. Keeps himself abreast of guidance programmes in schools and coordinates their activities to ensure uniformity. May guide Career Masters and conduct research and surveys for purposes relevant to counselling. Record type and duration of training obtained; type of problems in which specialised such as personal, vocational, educational, social, etc; types of guidance activities in which specialized. | The work is performed mostly inside. The work place is well lighted and comfortable. No hazards are involved. |
| 79 | COMMENTATOR (Motion Picture) | S.ST.RW.SE.HC | BL.OL.OA | Commentator (Motion Picture) gives running commentary to interpret or to describe visuals of motion picture. Obtains general background of material to be covered. Studies narration, sees film to grasp subject, visuals and mood. Narrates events, synchronising commentary visuals using trained voice and tone to suit subject and mood. Dramatises narration under guidance of Director Theatrical by infusing emotional effects in tone and in harmony with | The work is mostly performed inside and outside. The work place is well lighted it does not involve any hazards. |

ABBREVIATIONS USED: S=Sitting, BN=Bending, SE=Seeing, RW=Reading & Writing, C=Communication MF=Manipulation by Fingers, PP=Pulling & Pushing, L=Lifting, KC=Kneeling & Crutching, ST=Standing, W=Walking, BLA=Both Legs & Arms, BA=Both Arms, OL=One Leg, BL=Both Leg, OA=One Arm, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, H=Hearing. MW=Muscular Weakness, OH= Orthopaedically Handicapped, CP= Cerebral Palsy, LC= Leprosy Cured, VH= Visually Handicapped, HH= Hearing Handicapped

| Sl. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| 80 | Dy.DEVELOPMENT OFFICER | S,ST,SE,RW,H,C | OA,OL,BL,B,LV,HH | mood and tempo of visuals. May himself write commentary. Record types of films and languages in which able to give commentary. | The work is performed mostly inside. The work place is well lighted. |
| 81 | Dy. EDUCATION OFFICER | S,ST,SE,RW,H,C | | Organises & directs work of the Deptt., supervises and, execute & implements education programs in liaison with Distt., Education Officer, supervise education schemes in the schools. | |
| 82 | DRAUGHTSMAN SR. | S,ST,W,BN,KC,L, MF, RW, SE | OA*,OL,HH* | They prepare drawings of buildings, highways, dams, machines, plants, etc. from sketches, designs or data for purpose of construction, alteration, manufacture or repair. Study notes, sketches and other engineering data. Calculate dimensions as required from available material or sample. Draw to scale detailed drawings, showing plan, elevations, sectional views etc. according to nature of work and operations required. May prepare estimate schedules for material and labour. | |
| 83 | EDITORS Sub-Editor | S,ST,RW,SE,C | BL,OA,OL,B,LV, HH | They edit or direct editing of new items journals, newspaper, books and leading articles on contemporary events. Plan layouts of publications assign and coordinate work of section different and staff such as Reporter, Photographer etc. Examine written material scrutinise and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles on important subjects or events in accordance with prescribed policy. | The work is mostly performed inside. The work place is well lighted and comfortable. The worker usually works alone. It does not involve any hazards. The incumbents should be considered with appropriate software and other aids and appliances support. |
| 84 | E-COMMERCE PROFESSIONAL | S,ST,BN,MF,RW,SE, H,C | OA,OL,BL,HH | Deals with computer networking selling and purchasing of products or goods through internet. Gives idea of various ways of approach in different institutions and working areas. Guide the professional seeking information & using out the required information /data etc. | The work is performed inside in well lighted room with no hazards. |
| 85 | HINDI OFFICER Hindi Officer | S,RW,SE,HC | OA,OL,OAL,BL,BLOA..B, LV,HH | Hindi officer supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes proforma for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi. Works related to language, its structure, make correction in the articles and data for the publication. | The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is some times required. It does not involve any hazards. The incumbents & HH category should have functional comm. Skills with aids & devices. The incumbents & VH category should be considered with appropriate soft wares other appliances support. |
| 86 | Asstt. Education Officer (Hindi) | S,RW,SE,HC | | | |
| 87 | Hindi Translator Gr. I | S,RW,SE,HC | | | |
| 88 | Asstt. Editor Hindi | S,RW,SE,HC | | | |
| 89 | Rajbhasha Sahayak | S,RW,SE,HC | | | |
| 90 | Linguist (Hindi Publication Board) | S,RW,SE,HC | | | |

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| 91 | Junior Officer (Raj Bhasha) | SE,H,R,RW,MF,S,W | | Prepare documents and reports in hindi. Arrange Hindi training for staff (drafting and typing). Hindi Translation work. Encourage usage of Official language | |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| 92 93 | PUBLIC HEALTH OFFICER Social Education Officers | S,ST,W,RW,SE,HC | OA,OL,OAL,BL,BLOA,B.L V | Plans organises and vocational rehabilitation and community health and welfare promotion. Promote, maintain and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programmes design | Bilateral hand activities should be adequate |
| 94 95 96 97 | HORTICULTURISTS Asstt. Director Scientific Officer B(Horticulture) Sr. Horticulture Asst Horticulture Supervisor | S,ST,W,BN,KC,MF,L,RW,SE,H C | OA,HH OA,HH OA,HH OA,HH | Horticulturists conduct experiments to develop methods of breeding and cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc., preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil composition in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for cross-breeding to develop resistant and improved varieties. Develop methods of propagation of plants and maintenance of nurseries. Suggest methods for improving quality and increasing quantity of production of vegetables and flowers. May advise regarding location of farms, sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows. May inspect gardens, nurseries in their charge. May control and guide junior staff. | The work is performed mostly outside in the field. It involves extensive touring. The work environment is usually dusty, humid, hot and dry. The work is hazardous in nature. The work is usually done in a group. Mobility and bilateral hand activities should be adequate. Incumbents should be considered with suitable aids and appliances. |
| 98 | Horticulturist | F,PP,S,ST,B,SE,H,RW | OA,OL,HH | Maintaining / supervising gardens, maintaining registers of pesticides, keeping record of development of plants and related works. Supervision / allotment of works to the subordinates. | |
| 99 100 101 | HOSTEL MANAGER HOSTEL WARDEN HOSTEL SUPERITENDENT | S,RW, W,ST,BN,MF S,RW, W,ST,BN,MF S,RW, W,ST,BN,MF | OA,OL,BL,LV OA,OL,BL,LV OA,OL,BL,LV | They formulate and execute policies, relating to recruitment, training, review of terms and conditions, implementation of statutory and other welfare scheme and effective utilization in hostels. Advise and assist in development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ammeliorative measures to management. | The work is performed mostly inside a sometimes outside. The work place is lighted. The workers usually work alone. It does not involve any hazards. The incumbents should be considered with appropriate aids & appliances support. |
| 102 | INTERNET PROFESSIONAL | S,RW, ST,BN,MF | OA,OL,BL,B,LV,HH | Deals with computer networking selling and purchasing of products or goods through internet. Gives idea of various ways of approach in different institutions and working areas. Guide the professional seeking information & using out the required information /data etc. | The work is performed inside in well lighted room with no hazards .The incumbents should be considered with appropriate aids & appliances support. |

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BA=Both Arms, BL=Both Leg, , OAL=One Arm and One Leg,BLOA= Both Legs & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, CP= Cerebral Pa1sy, LC= Leprosy Cured, LV=Low Vision, B=B1ind, HH= Hearing Handicapped

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|------------|--------------------------------------|------------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 103 | INVESTIGATING OFFICER | S,ST,W,BN,MF,RW,S E,HC | OA,OL,BL | They investigate account books and records of business establishments, private institutions , Government or Quasi Government offices for accuracy and completetness of book keeping records and financial statement . Check items of entries in day book or journal for correct recording Scrutinise bills , vouchers and relevent entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure ensure that disbursements are properly authorised , vouched and correctly classified . Report to appropriate authority irregularities in accounts and cases of misappropriation, improper expenditure etc. They investigate financial statement and final accounts such as profit and loss statements, balance sheets, etc for private and public undertakings. | The work is performed mostly inside in well lighted rooms but may require working outside also the workers usually work alone and sometices in groups. Mobility should be considered with aids appliances. |
| 104 105 | SR. INSTRUCTOR INSTRUCTOR | S,ST,W,BN,MF,RW,S E,HC | OA,OL,BL, B.LV | They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organisations/Deptts. aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids study polices, 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 programme . May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon. | The work is performed mostly inside except for practical training in organisations like Indian Air lines. The work place inside is well lighted The work in general organisations does not involve any hazards. However , work in organizations like Indian Airlines AirIndia is hazardous. |
| 106 | JOB ANALYST Junior Analyst | S,ST, RW,SE,HC | OA.OL.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 wage 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 organsation 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 worker 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 No hazards are involved. The incumbents of HH category should have adequate communication skills with the hearing aids other supportine devices. |

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|-------------------|---|----------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 107 108 109 | LABOUR WELFARE OFFICERS Labour Officer Welfare Officer Labour Welfare Officer | S.ST.W.RW.SE.HC | OA,OL,BL,B.LV | They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain liaison between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workers and advise management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and encourage formation of co-operative stores and other welfare activities such as recreational facilities, sanitation, education of children, etc. Help in formulating employment and recruitment policies in joint consultation with management and workers' representatives. Use their good offices to bring about settlement by conciliation in event of dispute between workers and management. May assist employees in their personal problems. | The work is performed mainly inside The worker usually works in a group, the job is not hazardous. The incumbents should be considered software, aids & appliances and devices support. |

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| 110 | LAW OFFICERS Asstt. Law Officer | S.ST.RW.HC | OA.OL.OAL.BLBLOA. BLA.MW. B. LV | They study facts available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions or advice to the Govt. if necessary. May scrutinise legal aspects of different Govt. Rules and regulation etc. May prepare and file legal proceeding complaints, legal statement, affidavits etc, in civil and criminal courts of law, advise Govt department to procure evidence furnish documents etc. in support of particular case. May appear witness on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers. | The work is mostly performed inside. The work place is well lighted. The worker usually works alone but sometimes in group also mobility and hand activities should be adequate. The incumbents should be considered software, aids & appliances and devices support. |
| 111 | Junior Law Officer | S.ST.RW.HC | OA.OL.OAL.BLBLOA. BLA.MW. B. LV | | |
| 112 | Asstt. Manager Law | S.ST.RW.HC | OA.OL.OAL.BLBLOA. BLA.MW. B. LV | | |
| 113 | LIBRARIANS Documentation Officer | S,MF,SE,RW,ST | OL.MW.,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 received priced / complementary copies of books, periodicals and other publications from authors / publishers. Classify or supervise classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups. Maintain liaisons with other libraries. Make abstract and summaries of important articles from incoming periodicals. Also look after organisations and administration of academic public research and technical libraries. | The work is mostly performed inside. Work place is well lighted. The worker does his work alone . It does not involve any hazards. Bilateral hand activities should be adequate. Should have functional comm. Skills with aids & devices. The incumbents should be considered with suitable aids & appliances. |
| 114 | Librarian Grade 'B' | S,MF,SE,RW,ST | OL.MW.,LV HH | | |
| 115 | Senior Librarian | S,MF,SE,RW,ST | OL.MW.,LV HH | | |
| 116 | Asstt. Librarian (Senior) | S,MF,SE,RW,ST | OL.MW.,LV HH | | |
| 117 | Documentation Asstt. (Senior) | S,MF,SE,RW,ST | OL.MW. LV HH, | | |
| 118 | Librarian | S,MF,SE,RW,ST | OL.MW. LV HH, | | |
| 119 | Asst. Librarian | S.SE.RW.ST,KC,H,C S.SE.RW.ST,KC,H,C | OA.OL.HH OA.OL.HH | | |

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| S1. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|--------|--|--|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 120 | MECHANICAL ENGINEERS Asstt. Engineer* | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC. | OA.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 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 work is performed mostly inside Work place may not humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbents should be considered with suitable aids/appliances. *Not identified for Railways personnel who are involved in operation of trains, maintenance of rail tracks, movement of engines and compartments in yards,telecommunication and signalling works. |
| 121 | Asstt.Manager (Engg.) | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC | | | |
| 122 | Surveyor | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC | | | |
| 123 | Draughtsman* | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC | | | |
| 124 | Asstt.Foreman (Mechanical) | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC | | | |
| 125 | Foreman(Production)* | S,ST,W,BN,KC,PP,BN,L,MF,RW,SE,HC | | | |
| 126 | MUSIC TEACHER / INSTRUMENTAL MUSICIAN SR. | S,ST,BN,MF,SE,H,RW, | OL,BL,B,LV | Instrumental Musician, (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or inaccompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such as VEENA PLAYER,SITAR PLAYER, SARANGI PLAYER, SAROD PLAYER, VIOLINIST/BASS PLAYER, HARPIST,etc. Record types of music and instruments able to play and specialisation, if any. | The work is performed mostly inside. Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature |
| 127 | Veena Player | S,ST,BN,MF,SE,H,RW, | OL,BL,B,LV | | |
| 128 | Sitar Player | S,ST,BN,MF, SE,H,RW | OL,BL, B,LV | | |
| 129 | Sarangı Player | S,ST,BN,MF, SE,H,RW S,ST,BN,MF, SE,H,RW | OL,BL, B,LV OL,BL,B,LV | | |

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| 130 131 132 | Sarod Player Violinist Harpist | S,ST,BN,SE,H,RW,MF S,ST,BN,SE,H,RW,MF S,ST,BN,SE,H,RW,MF | OL,BL,B,LV OL,BL,B,LV OL,BL,B,LV | | |
| 133 | MUSIC TEACHER/VOCAL/MUSICIAN SR. | S.ST.BN.RW.MF.SE.H. | OA.OL,B,LV | Vocalist sings Indian or Western music either alone or in group, with or without musical accompaniments. Sings classical or light songs with other accompaniment such as violin, Mridangam, Sarangi, Tabla, Piano, Flute, Harmonium etc. May act and dance while singing songs. May compose own poems and write books on music. May play on musical instruments while singing. Record types of music able to sing such as classical, light, devotional, qawwalis, thumri, dadra etc.; specialisation in particular branch of music such as Hindustani or Western; musical instruments able to play. | The work is performed mostly inside . Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature, Bilateral hand activities should be adequate. |
| 134 | OCCUPATIONAL THERAPIST | S.ST.W.BN.MF.RW.SE.H.C | OL,BL,OA | Occupational Therapist helps in treatment and recovery of patients suffering from various disabilities by engaging them in purposeful activities, pre-vocational activities as well helping them to regain the highest level of functional independence within the limitations of the concerned disability. | Work in groups and alone both inside and outside. less hazardous mobility and bilateral hand activities should be adequate. |

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| 1 | 2 | 3 | 4 | 5 | 6 |
| 135 136 137 138 | PERSONNEL OFFICERS Industrial Relation Manager Supdt. Grade I (Personnel Deptt.) Jr. Supdt. (Personnel Adminis.) Asstt. Personnel Officer | S.ST.W.RW.SE.HC | OL.BL.OA OL.BL.OA OL.BL.OA OL.BL.OA | They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. 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 remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ammeliorative measures to management. Establish channels of consultation between labour and employers to minimise misunderstanding. May represent employers in labour conciliation proceedings during diputes. | The work is performed mostly inside. The workplace is well lighted. The worker usually does his work in a group. It does not involve any hazards. |
| 139 140 141 142 143 144 145 146 | PERSONAL ASSTT. Senior Personal Assistants Private Secretary Personal Assistants Private Secreary to Executive Director Stenographer Gr. Private Secretary to Director Junior Officer (Company Secretary) Asst personal Officer | S.ST.BN.RW.SE.H.C S.ST.BN.RW.SE.H.C S.ST.BN.RW.SE.H.C S.ST.BN.RW.SE.H.C S.ST.BN.RW.SE.H.C S.ST.BN.RW.SE.H.C MF,S,ST,W,SE,H,RW,C ? | OL,BL.OA,B,LV OL,BL.OA,B,LV OL,BL.OA,B,LV OL,BL.OA,B,LV OL,BL.OA,B,LV OL,BL.OA,B,LV OA,OL, ,B,LV HH | They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagements and accompany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer. | The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The incumbents of HH category should have communications skills with hearing aids & devices supports. The incumbents of VH category should be considered with appropriate software and other devices support. |
| 147 148 149 | PHYSICIANS Asstt. Medical Officer Medical Officer Medical Record Officer | S.ST.W.BN.MF.RW.SE.H.C S.ST.W.BN.MF.RW.SE.H.C S.ST.L.BN.RW.SE.H.C | OL,OA (Non surgical jobs) OL,OA (Non surgical jobs) OL,HH (Non surgical jobs) | 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 diagonosis 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. The mobility of incumbents should be adequate. |

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| 150 151 | PHYSICISTS Scientist Gr. (A) Senior Scientific Assistant | S.ST.BN.MF.RW.SE.H | OA.OL.HH OA.OL.HH | 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 and analysis of data. Solar system 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. | 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. |
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ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, PP=Pulling & Pushing, JU=Jumping, CRL=Crawling, CL=Climbing, MF=Manipulation with 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 Legs & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, CP= Cerebral Palsy, LC= Leprosy Cured, LV=Low Vision, B=Blind, HH= Hearing Handicapped

| S1.No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|---|---|----------------------|--|--|---|
| 1 | 2 | 4 | 5 | 6 | 7 |
| 152 | POST MASTERS Deputy Post-Master | S.RW,SE,H | OL.OA.LV.HH | They control and co-ordinate work of all employees under them in post office to ensure efficient service to public in accordance with rules and regulations prescribed. Allocate and assign responsibilities of subordinate personnel in their office. Maintain counters to facilitate service provided to public. Display relevant posters rules and regulations and publicise special and commemorative stamp issues, Government bonds, etc. control sale of postage envelopes, stamps and other postal stationary 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. | The work is mostly performed inside. The place is well lighted. Workers work alone. It doesnot involve any hazards. Bilateral hand activities should be adequate. The incumbents should be considered with suitable aids & appliances |
| 153 154 155 156 157 158 159 | PRINTING SUPERVISORS Deputy Manager (Photolitho) Production Officer Printing Press Supdt. Asstt. Manager (Printing technology) Asstt. Printing Press Supdt. Technical Officer Overseers | S.ST.BN.RW. SE.C | OA.OL,HH OA.OL,HH OA.OL,HH OA.OL,HH OA.OL,HH OA.OL,HH OA.OL,HH | They plan, scrutinise, co-ordinate and control activities of printing presses. May scrutinise 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 are common. Work is mostly done is a group. The incumbents should be considered with suitable aids & appliances |

ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, PP=Pulling & Pushing, JU=Jumping,CRL=Crawling,CL=Climbing, MF=Manipulation with 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 Legs & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, CP= Cerebral Palsy, LC= Leprosy Cured, LV=Low Vision, B=Blind, HH= Hearing Handicapped

| Sl. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|-------------------|--|----------------------|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 160 | PUBLIC RELATIONS OFFICERS Public relations Manger | S.ST.W.RW.SE.HC | OA.OL,BL, , B LV | They maintain liaison between organisations employing them and general public and promoting goodwill and better understanding Distribute publicity material and arrange press releases to popularize organisation's activities Study news papers j ournals etc carefully and note trend of public opinion and criticism of policies. Meet press and public representatives, explain special features of organisations employing them. Distribute publicity materials arrange films shows, to cultivate appreciation of the organisation's activities. Participate in exhibitions and display poster, charts, models, etc. to public. May select suitable publicity materials, write special features aricles, reports or phamplets. 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 workplace inside is well lighted and comfortable The Workers usually work in group No hazards are involved. The incumbents should be considered with suitable aids & appliances |
| 161 | Public Relations Officer | | OA.OL,BL, ,B LV | | |
| 162 | Asstt. Public Relations | | OA.OL,BL, B LV | | |
| 163 | Officer Exhibition Officer | | OA.OL,BL, B LV | | |
| 164 | Publicity/ Guest Relations Asst. | | OA.OL,BL, B LV | | |
| 165 | PUBLICITY OFFICERS Dy. Regional Manager | S.ST.W.RW.H.SE | OA.OL.HH. | They prepare publicity material and issue it through press, screen or radio to attain effective publicity for organisations, Govt., business house or other institution. Prepare news releases, scripts, salient features and other publicity material through appropriate media to display at important places, exhibition, films, newspapers, radio and personal contacts. Scrutinise newspapers and magazines to collect news and views to ensure effective publicity relating to their publicised material. May tour area and contact public to promote mutual goodwill. May maintain liaison with press representatives. | The work is mostly done in the field. Work place is hot, humid and dusty. The worker usually work in the group. It does not involve any hazards. Should have functional comm. Skills with aids & . devices. |
| 166 | Tourism Promotion Officer | S.ST.W.RW.H.SE | OA.OL.HH. | | |
| 167 | Publicity Officer | S.ST.W.RW.SE.H | OA,OL,BL,B,LV. HH | | |
| 168 169 170 | Jr. Publication Officer Supdt.(Publication)SVDV PUBLICITY ASSTT. | S.ST.W.RW.SE.H | OA,OL,HH OA,OL,HH OL.OA. | Works related to publication of books, articles etc. Maintain records. Publicity Asstt. prepares publicity materials for government, business or other institutions and conducts visits in information centre to popularise their products or achievements. Scrutinises newspapers and magazines and collects news and views relating to his employer's institution. Prepares press releases, feature articles, pamphlets, folders, leaflets etc. for distribution to press and public. Sends prepared materials to Publicity Officer for approval. Arranges display of publicity posters or erection of hoardings at important public places. Receives visitors at information centre or exhibition and explains to them charts, models and other exhibits displayed. May attend to clerical work. Record type of industry or institution in which experienced; specialisation, if any. | The work is mostly performed inside and outside. The work place is well lid it does not involves any hazrds. Mobility and communication skills should be adequate. The incumbents should be considered with suitable aids & appliances |

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| 171 | PSYCHOLOGIST (Educational) Chid Psychologist | S.ST.W.BN.RW.SE.H.C | OA.OL.OLA.BL.M W.BA.BLOA.BLA | Psychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude, ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally handicapped persons and children. May render individual counselling and group guidance to persons and students to assist them in selection of their career and courses, interpersonal relationship, etc. May teach in institutions and do research work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as CHILD PSYCHOLOGIST, CLINICAL PSYCHOLOGIST, PSYCHOPATHOLOGIST, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically handicapped human dynamics, etc; whether prepared any psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies. | The work is mostly done inside The workers usually work in a group. It does not involve any hazards. Mobility and hand activities of the incumbents should be adequate with the help of suitable devices. |
| 172 | Clinical Psychologist | | | | |
| 173 | Industrial Psychologist | | | | |
| 174 | Psychopathologist | | | | |
| 175 | PHYSIOTHERAPIST | S.ST.W.BN.MF.RW.SE.H.C | OL,BL,, B LV.HH | Physiotherapist treats patients suffering from body injuries, stiffness, paralysis, neuritis etc. by massage, exercise and use of heat, light, water, electricity and special therapy machines and techniques. Assists and instructs patients on performance of corrective, reducing and other physical exercises. Record specialisation in particular diseases or injuries and method of treatment; whether experienced in hospitals, clinics or in private practice. | Work in groups and alone both inside and outside. less hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbents should be considered with. Should have functional comm. Skills with aids & devices. |
| 176 | PHARMACIST Chief Pharmacist/Store Keeper | S.ST.W.BN.MF.RW.SE.H.C | OA,OL,HH | Arranges and sets apparatus and other equipments in Pharmaceutical laboratory, conducts routine tests of various ingredients for manufacture of drugs and medicines and assists Pharmaceutical Chemist in carrying out studies and experments. Grinds and mixes chemicals and other raw materials in prescribed proportions for study, research or manufacture of drugs and medicines such as syrups, tonics, ointments, solutions, tablets etc. | Work in groups and alone bothinside and outside. Could be hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbents should be considered with suitable aids/appliances |
| 177 | Sr. Pharmacist | S.ST.W.BN.MF.RW.SE.H.C | OA,OL,HH | | |

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|-----|--|----------------------------------|--------------------------------|--|--|
| 178 | Chief Radiological Technologist | S.ST.W.BN.MF.RW.SE.H.C | OA,OL | Helps radiologist in diagnosing deseas and disorders of human system. Assits radiologist by giving necessary certain drugs to the patients.Provides assistance by adjusting and operating X-ray and other theraputic machines. | Work in groups and alone bothinside and outside. Could be hazardous Mobility not to be restricted |
| 179 | Dental Hygienist | S.ST.W.BN.MF.RW.SE.H.C | OA.OL | Assists for preparing patients for examination, treatment or dental surgery and assists Dentist in performing his work by handing him necessary implements or equipment and by keeping patients comfortable. | Work in groups and alone bothinside and outside. Could be hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbents should be considered with suitable aids/appliances |
| 180 | Sr. Hospital Supt. | S.ST.W.BN.MF.RW.SE.H.C | OA.OL | Administration of hospital, nursing home, or other health care facility within authority of Governing board. Administers fiscal operations, such as budget planning, accounting, and establishing rates for health care services. Directs hiring and training of personnel. Negotiates for improvement of and additions to buildings and equipment. Directs and coordinates activities of medical, nursing, and administrative staff and services | |
| 181 | Sr. Lab Technologist | S.ST.W.BN.MF.RW.SE.H.C | OA.OL | Arranges and sets various chemicals, instruments and apparatus such as salts,acids, balances, heaters as desired for conducting experiments in laboratory. Sets up required apparatus and equipment as directed. | Work in groups and alone bothinside and outside. Could be hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbents should be considered with suitable aids/appliances |
| 182 | REGISTRAR Assistant Registrar | S,ST, RW,SE, H,C | OA,OL,BL, B LV. HH, | Asst Registrar -Incharge of section and responsible for normal working | Should have functional mobility an comm. Skills with aids & devices.The incumbent of VH category should be considered with appropriate software and other devices support. |
| 183 | RESEARCH OFFICERS Junior Research officer Dy. Asstt. Director (Non-Officer) | S.ST.W.RW.SE.C S.ST.W.RW.SE.C | 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 necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on basis of variablesconditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencise on matters such as operating efficiency, marketing methods and fiscal problems. Research work maintenance of the equipment, controlling of the operators, New designs and development. | The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. The incumbent of VH category should be considered with appropriate software and other devices support. |
| 184 | Junior Research Officer | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 185 | Asstt. Manager (Planning Research) | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 186 | Research officer | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 187 | Statistical officer | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 188 | Operational Research officer | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 189 | Research Assistant | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 191 | Senior Investigator | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 192 | | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 193 | | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |

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| 194 | Programme Assistant | S.ST.W.RW.SE.C | OA.OL,B,LV,HH | | |
| 195 | Research Asstt. Gr.I | S.ST.W.RW.MF.SE.H | OA.OL,B,LV,HH | | |
| 196 | Senior Scientific Assistant | S.ST.W.RW.MF.SE.H | OA.OL,B,LV,HH | | |
| 197 | Technical Assistant | S.ST.W.RW.MF.SE.H | OA.OL,B,LV,HH | | |
| 198 | Research Associate | | | | |
| 199 | Asstt. Manager (Operation Research) | | | | |
| | Scientific Officer A(Electronics) | | | | |
| | Scientific Officer B(Electronics) | | | | |
| 200 | Scientific Officer A(Computer) | S.ST.W.RW.MF.SE.H | OA.OL,B,LV,HH | System Maintenance ,Hardware & networking, software installing, servicing and repairing, maintaining office records in computer database. | |
| 201 | Scientific Officer B(Computer) | | | | |
| 202 | Sr.Project fellow | MF,S,H,RW | OA.OL,B,LV,HH | Assists the Project officer. Researchers for conducting analysis, compilation of data etc. | |
| | SALES AND MARKETING OFFICERS | | | | |
| 203 | Officer Manager (Technical) | | | | |
| 204 | Distribution Officer | S.ST.W.RW.SE.HC | OA.OL.HH | They are in charge of the stores and purchase deptts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the product of their organisations over that of the products of the other organisations May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their Deptt. to make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May deal with stores and purchase officers of other organisations. May arrange and/ or attend trade delegations to and from the other countries. | 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 incumbent of HH category should have functional communication skills with the help of devices. Mobility and bilateral hand activities should be adequate. |
| 205 | Purchase Officer | S.ST.W.RW.SE.HC | OA.OL.HH | | |
| 206 | Circulation Officer | S.ST.W.RW.SE.HC | OA.OL.HH | | |
| | | S.ST.W.RW.SE.HC | OA.OL.HH | | |

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| S1. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|--------------------------|--|----------------------|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 207 208 209 210 | Project Officer Programme Officer Milk Distribution Officer Marketing Officer | S.ST.W.RW.SE.H | OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH | They are incharge of the stores and purchase department of thier office. They take steps to note the sale of various products of their organisation both in the country and abroad, may visit intending buyers negotiate terms and condition of business with them and convince them of their superiority of the prodct oftheir organisation over that of the products of other organiosation, may arrange exabition of their products, may get pemplets etc. Prepare for their publicity of their goods, keep themselves abrests of their latest national amd international market trands and advice their department. To make necessary change or modification in the design and the quality of products, to increase their selling potential, may so advice the departments on the most viable rise of various goods, keeping in view the national and international price structure may deal with stores and purchase officer of ther | Work in groups and alone bothinside and outside extensive touring is involved, work place is usually comfortable. The incumbent of HH category should have functional communication skills with the help of devices. Mobility and bilateral hand activities should be adequate. |

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| | | | | organisation. May arrange or attend trade delogation and to and from the other countries. | |
| 211 212 | SYSTEM ANALYST Data processing Oprt. | S.ST.RW.MF.SE.H | OA.OL.BL.LV.HH | Maintaining all computer and equipments related to IT in proper working condition. | Work in groups and alone inside work place is usually comfortable The incumbent of HH category should have functional communication skills with the help of devices. Mobility and bilateral hand activities should be adequate. |
| 213 214 215 216 | SECURITY OFFICERS Security Officer Deputy Security Officer Dy. Security Officer Gr. I | S.ST.W.JU.PP.RW.SE.H | OA.OL.HH | They plan, control and supervise security arrangement of individual plants, establishments buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unathourized entry and personnel hazards to check works and administrative buildings men 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 futher action. Maintain discipline amongst security personnel. May assist fire-fighting personnel in case of fire.Inward & outward of letters, Distribution & collction of exam forms, maintain record of distribution of marksheets, prepare identity card. | The work is performed both inside and outside. The job can be hazardous at times. Incumbents should be considered With suitable aids/appliances. Mobility should not be restricted. Incumbent pf HH category should have functional communication skills. |
| 217 218 219 220 | STORES OFFICERS* Stores Officer Assistant Stores Officer Storekeeper Stock Verifier | S.ST.W.BN.L.MF.RW.SE.H C | OA.OL.LV HH OA.OL..LV HH OA.OL.HH OA.OL.HH | They are responsible for the availbility 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 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 stores staff. | Work in groups and alone both inside and outside extensive touring is involved Work in groups and alone both inside and outside extensive touring is involved. Mobility, bilateral hand activities and functional communication skill should be assessed with aids & appliances & assistive devices support. *Not identified for Railways personnel (except OL,LV,HH Category) who are involved in operation of trains, mantenance of rail tracks, movement of engines and compartments |

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| | | | | | in yards,telecommunication and signalling works. |
| 221 | Store Suptd. JNMC | S.ST.RW.MF.SE.H | OA.OL.HH | Incharge of purchasing, supply of materials, sign contracts, maintain stock and registers etc. | The work is performed mostly inside. The work place is well lighted and comfortable work in office |
| 222 | Care Taker | S.ST.W.BN.MF.RW | OA.OL.LV HH | Closing ,locking and opening all the rooms and windows and supervision of cleaning works. Assisting the care taker in his duties. | The work is performed mostly inside. The premises of organisation The work place is well lighted and comfortable Mobility and bilateral hand activities should be adequate |
| 223 | Live Stock Manager / Dairy Supdt | S.ST.W.BN.MF.RW | OA.OL.HH | Overall supervision, planning and management of feeding animals | The work is performed mostly inside. The work place is well lighted and comfortable Mobility and bilateral hand activities should be adequate |
| 224 | Store Suptd. | S.ST.W.BN.MF.RW | OA.OL.LV | Supervises, Co-ordinates and controls within authority delegated, sections engaged in providing storage facilities to practice concerned and render such other additional facilities as may be laid down or agreed to in business terms and conditions. | The work is performed mostly inside. The work place is well lighted and comfortable Mobility and bilateral hand activities should be adequate. |
| 225 | Farm Supdt. | S.ST.W.BN.MF.RW | OA.OL.LV.HH | Supervising the operations, functioning of the farm, maintenance of Accounts, stock and registers etc. Assisting teachers, students and research scholars in their field experiments. | The work is performed mostly inside. The work place is well lighted and comfortable work in office |
| 226 | SPEECH THERAPIST | S.ST.W.BN.MF.RW.SE.H.C | OA,OL,BL, | Speech and language therapist does planning and therapy, counselling. It may teach under graduate students. | Work in groups and alone mostly inside and outside, less hazardous. Mobility and bilateral hand activities of the person should be adequate. |

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| 227 | STATISTICIAN | S.ST.W.BN.MF.SE.H | OA,OL,BL, 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 devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on basis of variable conditions affecting interpretation validity. May advise and consult private industrial concerns or Government 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. |
| 228 | Jr. Statistical Officer | | | | |
| 229 | Stenographer – I | S.ST.W.RW.SE.H.C | OA.OL.OLA.BL | All office work including typing, short hand, note taking, maintaining files & documents. | Mobility and hand activities should be adequate. The incumbent of VH category should be considered with appropriate software & other devices support. |
| 230 | Stenographer – II(LG-ACP) | | | | |
| 231 | SOCIAL WORKER | S,ST,RW,H,C S,ST,RW,H,C | OA,OL,B,LV | Social worker is engaged in social welfare activities such as welfare of slums, organising social function, investigate social problems and other related tasks such as assisting, conducting servey on social problems | Work in groups both inside and outside mobility should not be restricted. Less hazardous. The incumbent should be considered with appropriate aids & appliances devices support. |
| 232 | Social Welfare Organizer | | OA,OL,B,LV | | |

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| Sl. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|--------|-------------|----------------------|--|--------------------------|-----------------------------|
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| 233 | TELE COMMUNICATION ENGINEERS * | S.ST.W.RW.MF.SE.H C | OA,OL, HH | To supervise and monitor the work of the section. | Should have functional comm. Skills with aids & devices. *Not identified for Railways personnel who are involved in operation of rail tracks, maintenance of rail tracks, movement of engines and compartments in yards,telecommunication and signalling works. |
| 234 | Assitt. Engineer (Cables) | S.ST.BN.SE | OA.OL | They design, manufacture, install, operate and maintain telegraph and telephone, telex system, radio, radar, special microwave and other telecommunication instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like teleprinters, signaling equipment, transmitters, radio, receivers, etc,. Supervise laying of over head 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 sytems inculding sero-mechanism and tele system controls. | The work is performed both inside And outside. Workplace in the field is hot humid dusty and noisy. The worker usually workers in a group . However planning job is done inside. Field work is hazardous. Incumbents should be considered with suitable aids/appliances. Mobility should not be restricted |
| 235 | Asstt. Engineer (Installation) * | S.ST.BN.SE | OA.OL | | |
| 236 | Asstt. Engineer (Planning) TRAINING OFFICERS | S.ST.BN.SE | OA.OL | | |
| 237 | Asstt. Engineer. (Training) | ST.H.SE.RW | OA.OL.OAL | They identify training needs, plan, formulate and execute institutions and or on the jobs in service training programmes within the frame of policies of the organisations/Depts aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study polices. Procedures, instruments and other related documents Prepare notes, comments, concering field problems to modify/ draft operational instructions . Suggest suitable speaker/trainers for specific area of training , advise on approprite 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. | The work is performed mostly inside except for practical training in organisations like Indian Air lines. The work place inside is well lighted The work in general organisations does not involve any hazards. However , work in organizations like Indian Air lines is hazardous. |
| 238 | TECH. OFFICER (Electrician) | S.ST.W.BN.RW.MF.S E.H | OL | They plan, design and supervise manufacture, installations, testing operation and maintainance of various types of electrical wiring, machinery and equipment Plan lay-out of work and equipment and prepare themselves or direct preperation of sketches, detailed drawings with diagrams . Specify method of construction installation and labour charges. Supervise construction, or erection work and give necessary technical advice at every stage of progress. Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintainece of electrical apparatus and equipment. May examine economical aspects of schemes to be undertaken. | The work is performed mostly inside . The work place is noisy and Vibrating . The worker usually works alone. It involves hazrds of high voltage. |
| 239 | Jr. Technical Officer | S.ST.BN.MF.L.RW.S E.H | OL,HH | | |

ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crutching, PP=Pulling & Pushing, JU=Jumping,CRL=Crawling,CL=Climbing, MF=Manipulation with 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 Legs & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, CP= Cerebral PaIsy, LC= Leprosy Cured, LV=Low Vision, B=Blind, HH= Hearing Handicapped

| Sl. No | Designation | Physical Requirement | Categories of Disabled suitable for jobs | Nature of work performed | Working condition / Remarks |
|--------|------------------------------------|----------------------|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 240 | TREASURY MANAGEMENT OFFICER | S.ST.W.BN.MF.SE.H.C | OA,OL,OAL,BL | They ensure proper maintenance of account, accounts books, records of business and financial establishments, private institutions , Govt. Or Quasi Govt. Offices. Supervise subordinates e.g. Accounts Clerks engage in maintenance of accounts and records. 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 , 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 off, 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 bilateral hand activities should be adequate.. |
| | TEACHER | | | | |
| 241 | Sr. Master | S.RW.W.ST.BN.MF | OA,OL,B,LV,HH | Teaching and practical exposure to the students. | The work is performed inside in well lighted room Bilateral hand activities should be adequate. |
| 242 | Sr. Master (Craft) | | OA,OL,B,LV,HH | | Teachers and instructors in manual crafts like carpenting, tailoring |
| 243 | Sr. Master (PE) | | OA,OL,B,LV,HH | | weaving , black smithy etc require |
| 244 | Sr.Optr(Tp & Tlx) | | OA,OL,B,LV,HH | | good visual activity. |
| 245 | Teacher | | OA,OL,B,LV,HH | | |
| 246 | Head Master Lss | | OA,OL,B,LV,HH | | |
| 247 | Instructors | | OA,OL,B,LV,HH | | |

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|------------------------------|----------------------------------|----------------------------|---------------|---|---|
| 248 | VOCATIONAL COUNSELLOR | S,RW, W,ST,BN,MF | OL,BL,OA,B,LV | Vocational Counsellor guides and counsels individuals in vocational choice, vocational adjustment, vocational progress, etc. Interviews and collects information about clients to assess his strength and weaknesses in relation to requirements of various occupations and educational training courses. Collects comprehensive information about occupations, employment market, education-, al and training facilities, scholarship facilities and other information relating to world of work. Conducts counselling interviews on vocational and occupational choices in relation to special aptitudes, interests and personality characteristics. Provides occupational information to all those seeking it in person or by post. Conducts group guidance programmes for purposes of disseminating occupational information and promoting vocational maturity. May administer Psychological tests of aptitudes, interests, personality traits, etc. As aids in assessment of 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 by using specialised techniques to determine aptitude, interest values, etc. May organise career week, career exhibition, etc. Record nature of duties performed; studies and surveys undertaken; types of clients guided; papers contributed to technical journals. | The work is mostly performed inside in well lighted rooms. Worker usually works in a group/alone It does not involve any hazards. |
| Nursing Superitendent | | | | | |
| 249 | Assistant Nursing Superintendent | S,ST,W,BN,MF,RW,S E,H,C | OL | Serving with patients in Hospital (in General ward) | Incumbents should be considered |
| 250 | Nursing Superintendent | S,ST,W,BN,MF,RW,S E,H,C | OL | Supervision of staff / allotment duties, keeping records related. | With suitable aids/appliances. |
| 251 | Sr.Nursing Brother | S,ST,W,BN,MF,RW,S E,H,C | OL OL | Serving with patients in Hospital (in General ward) | Mobility should not be restricted |
| 252 | Sr.Nursing Sister | S,ST,W,BN,MF,RW,S E,H,C | | | |
| 253 | Sr.Nursing Suptd. | S,ST,W,BN,MF,RW,S E,H,C | OL | Supervision of staff / allotment duties, keeping records related. | Mobility should not be restricted |
| 254 | Nursing Officer | S,ST,W,BN,MF,RW,S E,H,C | OL | Serving with patients in Hospital (in General ward) | Mobility should not be restricted |

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| 255 | Assistant Anthropologist (Physical) | S,ST,W,BN,MF,RW | OA.OL. HH. | To conduct research work, collection & analysis of data & report making | Should have functional communication skills with assistive listening devices. |
| 256 | Assistant Employment Officer | S,ST,BN,MF,RW,SE, HC | OA.OL. .B,LV HH | Socio-Economic Investigation, market survey on employment | Mostly job performed outside. Should have functional communication skills with assistive listening devices. The incumbent of VH category should be considered with appropriate software & other devices support. |
| 257 | Assistant Library & Information Officer | S,BN,SE, RW,MF,OA | OA.OL B,LV.. HH | Supervision of library, purchase of books, periodicals, up-keeping of library & books, classification of books, materials. | Does not involve any hazard. The incumbent of VH category should be considered with appropriate software & other devices support. |
| 258 | Assistant Scientific Officer (Packaging) | S, BN, SE, RW, C MF, ,ST, W | OA.OL. HH. | To supervise the packaging work, to keep packaging records etc. | Should have functional communication skills with assistive listening devices. |
| 259 | Assistant Seed Officer | S,BN,SE, RW,MF,OA | OA.OL. OAL HH | Seed production, farm management & plant breeding research | Work is laboratory based Bilateral hand activities should be adequate |
| 260 | Assistant Supervisor (MIS) | S,BN,SE, RW,MF,OA | OA.OL.OAL HH | Managing computer network, solving Hardware & Software problems, install Servers & systems. | Work performed inside with good light. Bilateral hand activities should be adequate |
| 261 | Asst. Environment Engineer | SE, RW, ST, W, BLA | OA.OL.OAL HH. | To prepare report on pollution control | Work is office based Bilateral hand activities should be adequate |
| 262 | Asst. Manager (Finance) | S, RW, BN, MF, SE, ST | OA.OL.OAL.BL BLV. HH | Banking (financial related tasks) | Work is performed indoor. Bilateral hand activities should be adequate |
| 263 | Asst. Research Officer | S, RW, BN, MF, SE, ST | OA.OL. BLV HH.. | Research work. | Work is performed both indoor and outdoor. Functional communication skills desirable. The incumbent of VH category should be considered with appropriate software & other devices support |
| 264 | Botanical Assistant | S,BN,SE, RW,MF,OA | OA. HH | Maintenance of muster rolls of workers of the gardens, to assist the Scientific researches & to prepare notes after consultation of literature | Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate |
| 265 | Camera person | S,BN,RW,ST,W | OA HH | Handling & operating camera for broadcasting | Work is laboratory based, Bilateral hand activities should be adequate |
| 266 | Data Processing Assistant (Grade:A) | S,BN,SE, RW,MF,OA | OA.OAL.OL HH | Operation Research & Computer Applications | Bilateral hand activities should be adequate |
| 267 | Deputy Field Officer (Photo Lab) | S, BN, SE, RW, C, MF, ST, W | OA.OL HH | To co-ordinate the works in the Photo Lab | Work is performed inside the lab. May require to do outside work while shooting. Bilateral hand activities should be adequate |
| 268 | Documentation Assistant | S, BN, SE, RW, MF, ST, W | OA.OL.OAL HH. | To keep document in library & assist the Documentation officer | Work is performed indoor and PC based, Bilateral hand activities should be adequate |

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| 269 | Economic Investigator Gr-II | S,BN,SE,RW,MF,ST | OA.OL.OAL HH. | Research works in the field related | Work is performed indoor and PC based, Bilateral hand activities should be adequate |
| 270 | Economic Officer | SE,RW,MF,ST,W | OA.OL.OAL BLV HH.. | Processing & analysis of data regarding finance, development under guidance of Seniors | Should have functional communication skill with assistive listening devices. The incumbent of VH category should be considered with appropriate software & other devices support. |
| 271 | Engineering Asst. (SW/HW) | S, , BN SE. RW, MF, , ST | OA.OL. HH | Developing applications, data process, Hardware installation & services | Work is performed indoor and PC based |
| 272 | Executive Officer | S,BN,SE, RW,MF,OA | OA.OL. BLV HH | Execute various plan and policies, Administration & Vigilance works | Should have functional communication skill with assistive listening devices. The incumbent of VH category should be considered with appropriate software & other devices support |
| 273 | Fabrication Engineer | S,SE,ST,W | OA.OL HH | Analysis, maintaining & supervising fabrication works | Should have functional communication skill with assistive listening devices. |
| 274 | Graphic Artist | S,BN,SE,RW,MF,W | . OA.OL HH | Design graphic arts using Computer | Work is lab. Based. |
| 275 | Inspector (Librarian) | S,BN,SE, RW,MF,OA | OA.OL.OAL BLV. HH. | Collects and disseminates information on various periodicals, books and journals | Work is library based, The incumbent of VH category should be considered with appropriate software & other devices support |
| 276 | Junior Engineer (Air-conditioning) | S,BN,SE, RW,MF,OA | OL HH | Maintenance of Centralized A/C plants | The work is mostly performed outside. |
| 277 | Junior Scientific Officer (Toxicology) | S,BN,MF,RW,ST | OA.OL HH. | Research in the field of Toxicology | Work is mostly laboratory based, Bilateral hand activities should be adequate |
| 278 | Junior Seed Analyst | S, BN, SE, RW, MF, ST, W | OA.OL HH | To assist the Chief Seed Analyst, carry out various seed quality analysis works | Work is performed both in the lab and field. Bilateral hand activities should be adequate |
| 279 | Librarian-cum-Documentation & Production Asst. | S, BN, SE, RW, C,MF,ST, W | OA.OL.OAL HH. | Documentation of modern & sophisticated data | Work is performed inside the office and PC based. Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate |
| 280 | Library & Information Asst. (Reprography) | S,BN,SE, RW,MF,OA | OA.OL HH | Maintain indent register, micro filming registers & collection of raw materials | Work is library based, Bilateral hand activities should be adequate |
| 281 | Library Officer Grade III | S,BN,SE, RW,MF,OA | OA.OL BLV HH.. | Research & Documentation | Work is library based, The incumbent of VH category should be considered with appropriate software & other devices support |
| 282 | Manager (Social Safeguard) | S,BN,SE, RW,MF,OA | OA.OL BLV HH | Monitoring, evaluation of community development programme | Should have functional communication skills with assistive |

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|-----|--|-----------------------------|-------------------|--|---|
| | Specialist) | | | | listening devices The incumbent of VH category should be considered with appropriate software & other devices support |
| 283 | Member Technical Support Staff | S, BN, SE, RW,C, MF, ST, W | OA.OL HH | Technical support for software technology, Guiding the subordinates for using new/appropriate software. | Work is PC based. Should have functional communication skill with assistive listening devices. |
| 284 | Modeler | S,BN,SE, RW,MF,OA | OL HH. | To prepare Plaster casts & replicas, to prepare moulds and finishing casts | Work performed inside mobility should not be restricted. |
| 285 | Nirman Sahayak | S, BN, SE, RW,C, MF, ST, ,W | HH | To assist infrastructural works in Panchayat areas | Work is performed mostly in the outside. Should have functional communication skill with assistive listening devices. Mobility should not be restricted. |
| 286 | Production Assistant(Publication) | S, SN, SE, RW,C, MF, ST, W | OA.OL HH | To design the publications and supervise printing | PC based work. Should have functional communication skill with assistive listening devices. Bilateral hand activities should be adequate |
| 287 | Programme Assistant (Agri-Horticulture & Veterinary) | S, BN, SE, RW,C, MF, ST, W | OA. OL HH | To work under programme coordinator & Subject Matter Specialist) | Work is performed both outside and in the lab. Should have functional communication skills with assistive listening devices. Bilateral hand activities should be adequate |
| 288 | Programme Assistant (Computer) | S, BN, SE, RW, MF, ST, W | OA.OL. OAL HH | To work under programme coordinator & Subject Matter Specialist) | Work is performed inside the computer lab. Bilateral hand activities should be adequate |
| 289 | Programme Assistant (Fisheries) | S, BN, SE, RW,C, MF, ST, W | OA.OL HH | To work under programme coordinator & Subject Matter Specialist) | Work is performed both outside and in the lab. Bilateral hand activities should be adequate |
| 290 | Quality Control Assistant | S, BN, SE, RW, MF, ST, W | OA.OL HH | To look after the quality of work of plant breeding | Work is performed both outside the office and inside the lab. Bilateral hand activities should be adequate |
| 291 | Research Associate (Cultural) | S,BN,SE, RW,MF,OA | OA.OL.OAL BLV HH | To conduct Research work in cultural anthropology | Should have functional communication skill with assistive listening devices to understand culture of various regions. The incumbent of VH category should be considered with appropriate software & other devices support |
| 292 | Senior Office Asst. | S,BN,SE, RW, MF, ST | OA.OL.OAL. BLV HH | Assist in office duties of senior | Mostly work is performed inside The incumbent of VH category should be considered with appropriate software & other devices support . |
| 293 | Senior Technical Assistant | S,BN,SE, RW,MF,OA | OA.OL HH | Food Crops/ Cash Crops, Planning & formulation of development programmes of Jute and allied fiber crops. | Work is performed in inside and outside. Bilateral hand activities should be adequate |

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| 294 | Senior Technical Assistant (Hydrology) | S.BN.STMF.RW.SE.C | OA.OL HH | Monitoring the Ground water | Mostly work is performed out side mobility and bilateral hand activities should be adequate incumbents should be considered with aids appliances. |
| 295 | Senior Technical Restorer | S.BN.STMF.RW.SE.C | OA.OL.OAL HH | Conservation of manuscripts, records of Central, State Govt. & Regional Institutions | The work is performed inside and not hazardous in nature. mobility and bilateral hand activities should be adequate incumbents should be considered with aids appliances. |
| 296 | Social Researcher | S.BN.STMF.RW.SE.C | OA.OL.OAL BLV. HH | To assist Senior social scientists in social researches, preparing data, instruments for research | Work is PC based. Performed generally inside the office. Should have functional communication skill with assistive listening devices. The incumbent of VH category should be considered with appropriate software & other devices support . |
| 297 | Software Programmer | S.BN.STMF.RW.SE.C | OA.OL.OAL.BL HH | Resolve computer software problems in computer in the Bank. Develop software applications | Work is PC based. |
| 298 | Sr. Design Assistant GR-II(Technical) | S.BN.STMF.RW.SE.C | OA.OL.OAL HH | To create architectural designs & related works | Work is PC based and performed inside the lab. |
| 299 | Sr. Scientific Assistant (Farm Management) | S.BN.STMF.RW.SE.C | OA.OL HH | Tea Garden Management , Guiding the Garden team for scientific plantation etc. | Work is performed both outside and in the lab. Should have functional communication skill with assistive listening devices. |
| 300 | Statistical Investigator | S.BN.STMF.RW.SE.C | . OA. OL BLV HH. | Collection, compilation, analysis of data | Work is performed inside and out side both |

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|-----|------------------------------|-------------------------|--------------------------|---|--|
| 301 | Sub-Divisional Officer | ST, W, RW, SE | HH. OA.OL | To supervise draughtsman & surveyors | Should have functional communication skill with assistive listening devices. |
| 302 | T-6 (Veterinary Officer) | S, ST, W, RW, MF, SE, H | HH. OA.OL.OAL | To supervise/manage livestock, feeding & breeding etc | Work is performed inside |
| 303 | Technical Officer (Computer) | S, BN, SE, RW, MF, OA | HH. OA.OL. | Maintenance of computer systems | The work place is well lighted. The work is performed inside and not hazardous in nature. |
| 304 | Technical Officer-II | S, BN, SE, RW, MF, OA | HH. OA.OL | Research in the field of Seismometer | The work is performed inside and out side and not hazardous in nature. |
| 305 | Veterinary Asst. Surgeon | BN, SE, RW, MF, W, BLA | HH. OL | To do surgical duties on animals | Work is performed inside |
| 306 | Welfare Administrators | S, BN, SE, RW, MF, OA | OA.OL.OAL BLV HH. | Formulation, implementation and supervision of welfare measures | The work is performed inside and not hazardous in nature. Should have functional communication skills with assistive listening devices |
| 307 | Asst. Registrar (Accounts) | S, ST, BN, RW, SE, HC | BL, OA. OL. OAL, BLOA HH | They ensure proper maintenance of accounts books, and records of business and financial establishments, private institutions of Govt. Quasi Govt. Supervise subordinates e.g. Account clerks engaged in maintenance of accounts, records & receipts, payments etc. Scrutinize bills, receipts, payments and for proper entries in record books. Keep record of all taxes, license, fees etc. required to be paid by the Institution/office and keep up-to-date. Gets annual budgets prepared and consolidated & place it before the 'Board' or Authority for consideration. Prepare final accounts such as trial balance, profit and loss statement such balance sheets etc. as required depending upon the type of institutions / office/industries. So that the prescribed accounting procedure is followed by offices, establishments & workers for rectifying issues. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation, award of contract etc. | The work is performed mainly inside in well lighted rooms. The worker does his work alone. No hazards are involved. Mobility and hand activities should be adequate. Incumbent should also have functional communicational skills should be considered with suitable aids & appliances. |
| 308 | Junior Research officer | S, ST, W, RW, SE, H, C | OA.OL.OAL B, LV. | 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 □analyzing for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analyzing and evaluating conclusion on basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government □analyzing on matters 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 group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. The incumbent of VH category should be considered with appropriate software and other devices support of mobility is not restricted. |

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| 309 | Executive, Human Resource | S. BN ST. SE, RW, C .W.H | OA.OL.OAL. B.LV. | Staff training, □analyzing□on development, General Administration, recruitment, promotion, transfer, discipline, employee welfare, settlement of disputes, seminars/workshops for quality improvement, IT solutions, maintain records of staff and families, public relations, receiving guests and making arrangements, maintain seniority lists of staff members, provide information to section, works in the office. | The work is performed both inside and outside. Touring is also involved. Appropriate computer software and aids and appliances to be used as per needs of the job. |
| 310 | Executive Trainees Finance | S.BN.ST, SE, RW, C.W.H | OA.OL.OAL. B.LV .HH | 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 □analyzing□on in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc.as required depending upon type of industry or □analyzing□on in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions as well as account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. | 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. |
| 311 | Bank Executive | S.BN.ST, SE, RW, C.W.H | OA.OL.OAL. B.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 □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. | 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. |
| 312 | Officer Scale-I | S.BN.ST, SE, RW, C.W.H | OA.OL.OAL. B.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 □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. | 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. |

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**POSTS IDENTIFIED
TO BE RESERVED FOR
THE PERSONS WITH DISABILITIES
GROUP B**

**Final Version
27.09.2012**