

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

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

				including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	
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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 OH= Orthopaedically Handicapped, CP= Cerebral Palsy, LC= Leprosy Cured, VH= Visually Handicapped, HH= Hearing Handicapped

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21	Selection Grade in JAG	S.BN.SE.RW.C	BL.OA. OL.HH	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc .Payments Documentation ,Data feeding of financial transactions, Budget preparation, Supervisory.	
22	Junior Admn. Grade	S.BN.SE.RW.C	BL.OA. OL.HH		
23	Senior Time Scale	S.BN.SE.RW.C	BL.OA. OL.HH		
24	Junior Time Scale	S.BN.SE.RW.C	BL.OA. OL.HH		
25	Management	S.BN.SE.RW.C	BL.OA. OL.HH		
26	Trainee(Accounts)	S.BN.SE.RW.C	BL.OA. OL.HH		
27	Accounts Officer-II	S.BN.SE.RW.C	BL.OA. OL.HH		
28	Accounts Officer-I	S.BN.SE.RW.C	BL.OA. OL.HH		
29	Asstt. Finance Manager	S.BN.SE.RW.C	BL.OA. OL.HH		
30	Dy.Finance Manager	S.BN.SE.RW.C	BL.OA. OL.HH		
31	Finance Manager	S.BN.SE.RW.C	BL.OA. OL.HH	Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors. Planning and scheduling work of section, shall deal with non routine cases referred , keep track of paper movement , hold meeting to discuss sections work.	
32	Chief Finance Manager	S.BN.SE.RW.C	BL.OA. OL.HH		
33	Dy.General Manager	S.BN.SE.RW.C	BL.OA. OL.HH		
34	General				
35	Manager(Finance)	S.BN.SE.RW.C	OA.OL.HH		
	Finance & Accounts Officer	S.BN.SE.RW.C	OA.OL.HH		
	Finance Officer				

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SI No.	Designaiton	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition /
1	2	4	5	6	7
36 37 38 39	Asst. Finance Officer Dy. Finance Officer Corporate Finance Officer Section Officer(Accounts &Audit)	S.BN.SE.RW.C S.BN.SE.RW.C S.BN.SE.RW.MF.C S.BN.SE.RW.MF.C	OA.OL.HH OA,OL,HH OA,OL,HH OA,OL,HH	Duties assigned by appropriate authority, Informs financial position of the organisation, responsible for proper implementation of financial transactions as per accounts code/ Statutes/ Ordinances/ rules & regulations.	
40 41 42 43 44 45 46 47 48	AERONAUTICAL Director of Operations Dy. Director of Engineering Dy. Operation Manager Dy. Engineering Manager Planning Manager Manager Navigational Executive Engineer Asstt. Suptd. Senior Planning Officer	S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C S.ST.SE.W.KC.R W.BN.MF.C	OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL	They develop and modify designs of aircraft and missile systems and maintain their air-worthiness. Analyse comprehensive or incomplete engineering sketches, drawings and notes to evaluate manufacturing and functional practicability of proposed design. Draw preliminary sketches and apply mathematical formulae, physical laws and fundamental aerodynamics theory to develop detail drawings and specifications of structures or systems such as rib assemblies Struts. Landing gear, weight strength etc. Design components to be cast or machined from metal stock . Select standard components such as gears, morors relays etc. for in-corporations in design and draft compete layout drawings. Compile stress analysis data resulting from testing of experimental component and prepare	Much of the work is done outside Work place is not noisy and vibrating. Work usually is done in group . The job is hazardous. However planning work is done inside in normal surroundings. Mobility should not be restricted with the use of appliances. Both hands should be free to work.

reports , charts and graphs for use by engineering personnel in making design decisions. Inspect various units and components of aircraft such as engine, airframe landing gears, electrical system, various instruments generator, starters autopilot mechanism etc. before and after flight according to chart and get necessary repair replacement and adjustments done by respective aircraft mechanics. Issue daily certificate of safety for flight after checking and ensuring airworthiness and signal pilot for taking off . May conduct air crash enquiries to find out cause of crash & suggest remedial measures.

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49	AGRICULTURAL SCIENTISTS	S.SE.MF.RW.W.S	OL.OA.BL.HH	They develop and apply most effective methods for collecting, tabulating and interpreting data in agricultural statistics as applied to Animal Sciences. Crop Sciences, Sample Survey methodology. Crop Forecasting, methodology Training and Basic research, Computer Science, Econometric Analysis etc. Determine character and volume of information necessary for solution of any problem . Map plan and conduct field survey . May do statistical analysis of data and prepare reports analyzing and evaluating conclusions on the basis of variable conditions affecting interpretation or validity. May teach and guide students in their research work.	The work is performed both inside and outside. Work in the field is done in group Desk job is done alone, work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. For field work OL and BL category to be considered if their mobility is not restricted.
50	Scientists Gr. 1	T.C	OL.OA.BL.HH		
51	(Econometric) Analysis	S.SE.MF.RW.W.S	OL.OA.BL.HH		
52	Scientists Gr. 1	T.C	OL.OA.BL.HH		
53	(Computer Science)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
54	Scientists Gr. 1 (Crop .	T.C	OL.OA.BL.HH		
55	Forecasting	S.SE.MF.RW.W.S	OL.OA.BL.HH		
56	methodology)	T.C	OL.OA.BL.HH		
57	" (Trg. & Basic	S.SE.MF.RW.W.S	OL.OA.BL.HH		
58	Research)	T.C	OL.OA.BL.HH		
59	" (Sample Survey	S.SE.MF.RW.W.S	OL.OA.BL.HH		
60	Methodology)	T.C	OL.OA.BL.HH		
61	" (Crop Sciences)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
62	" (Animal	T.C	OL.OA.BL.HH		
63	Sciences)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
64	" Gr. II (Econometric	T.C	OL.OA.BL.HH		
65	Analysis)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
66	Scientist (Computer	T.C	OL.OA.BL.HH		
67	Science)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
68	" (Trg. & Basic	T.C	OL.OA.BL.HH		
69	Research)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
70	" (Crop Forcasting	T.C	OL.OA.BL.HH		
	Methodology)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
	" (Sample Survey	T.C			
	Methodology)	S.SE.MF.RW.W.S			
	" (Animal Science)	T.C			
	" (Crop Science)	S.SE.MF.RW.W.S			
	" Gr. III	T.C			
	(Econometric Analysis)	S.SE.MF.RW.W.S			
	" (Computer	T.C			
	Science)	S.SE.MF.RW.W.S			
	" (Trg. & Basic	T.C			

Research)	S.SE.MF.RW.W.S
" (Crop forecasting	T.C
Methodology)	S.SE.MF.RW.W.S
" (Sample Survey	T.C
Methodology)	S.SE.MF.RW.W.S
" (Crop Sciences)	T.C
" (Animal Science)	S.SE.MF.RW.W.S
" Gr.IV	T.C
(Econometric Analysis)	S.SE.MF.RW.W.S
	T.C
	S.SE.MF.RW.W.S
	T.C
	S.SE.MF.RW.W.S
	T.C

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1	2	4	5	6	7
71	" (Computer Science)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
72	" (Trg. & Basic Research)	T.C	OL.OA.BL.HH		
73	" (Crop Forecasting Methodology)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
74	" (Sample Survey Methodology)	T.C	OL.OA.BL.HH		
75	" (Crop Sciences)	S.SE.MF.RW.W.S	OL.OA.BL.HH		
76	" (Animal Science)	T.C	OL.OA.BL.HH		
		S.SE.MF.RW.W.S			
		T.C			
77	ARCHAEOLOGISTS		OA.OL.HH		

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

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1	2	3	4	5	6
	ARCHITECTS				
90	Chief Architect	S.SE.RW.MF.ST.	OL,HH	Architects prepare designs for construction of buildings, monuments , etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration . Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish , architectural features etc . estimate quantities of materials required and other details and indicate	The work is performed mostly inside . Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields . The worker works alone inside but work in a group in the field. The mobility of the incumbent should not be restricted with the use of appliance in the affected limb.
91	Addl. Director	W.C	OL,HH		
92	Addl. Chief Architect	S.SE.RW.MF.ST.	OL,HH		
93	Senior Architect	W.C	OL,HH		
94	Joint Director	S.SE.RW.MF.ST.	OL,HH		
95	Dy. Director.	W.C	OL,HH		
96	Architect	S.SE.RW.MF.ST.	OL,HH		
97	Associate Architect	W.C	OL,HH		
98	Land scape Architect	S.SE.RW.MF.ST.	OL,HH		
99	Asstt. Architect	W.C	OL,HH		
100	Asstt. Director	S.SE.RW.MF.ST.	OL,HH		
101	Research Officer	W.C	OL,HH		
102	Asstt. Associate Planner	S.SE.RW.MF.ST.	OL,HH		
103	Asstt. Land scape Architect	W.C	OL,HH		
104	Architect	S.SE.RW.MF.ST.	OL,HH		
105	Scientific Officer	W.C	OL,HH		
106	C(Architecture)	S.SE.RW.MF.ST.	OL,HH		
107	Scientific Officer	W.C	OL,HH		
108	D(Architecture)	S.SE.RW.MF.ST.	OL,HH		
110	Scientific Officer	W.C	OL,HH		
111	E(Architecture) Scientific Officer	S.SE.RW.MF.ST.	OL.HH	Town Planner designs layout and coordinates development of towns, cities and colonies, taking into consideration various aspects such as financial resources, areas, location of residential industries, schools, parks etc. Conducts town planning survey of specified area for designing layout. Collects data from	The work is done inside as well as outside. Work is not hazardous. Mobility of the incumbent should not be restricted with use of appliance.
	F(Architecture) Scientific Officer	W.C			
	H(Architecture) Scientific Officer	S.SE.RW.MF.ST.			
	G(Architecture) Scientific Officer	W.C			
	Town Planner	S.SE.RW.MF.ST.			
		W.C			

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				<p>rivers, transport and public health facilities, public utility services, age and condition of building if any, density of population, traffic, wind direction etc. Analyses this data and consults specialists as necessary such as Engineer, Industrialist, Geologist, Sociologist, Geographer, Statistician, etc. for expert opinion. Prepares road pattern accordingly and fills in details indicating location of open spaces, parks, industrial area, residential, public, school, hospital and other buildings, etc. Prepares detailed drawings of area and sponsoring authority. Submits copies of plan to Corporation or State authorities for their concurrence; passes on approved plan to Architect for designing and preparing estimates. May design and prepare estimates etc. himself, if qualified as Architect. Records planning schemes</p>	

112 113	ARCHIVISTS Asstt. Director of Archives " (Oriental Records)	S.ST.W.RW.SE.M F.BN S.ST.W.RW.SE.M F.BN	OL .OA.HH OL .OA.HH	Archivists acquire, maintain and supply reference manuscripts and other records of historical importance. Scrutinise public records and documents transferred to archives according to historical significance and enduring value. Recommend weeding of unimportant material and analyse and prepare brief descriptions of contents of records and documents. Arrange them in chronological order department wise and prepare indices; guides bibliographies and microfilm copies of documents as reference media. Acquire on payment or otherwise , documents of arcival importance from private sources. Safeguard and preserve records cleaning, microfilming etc. Act as consultant to government agencies, academic institutions, research scholars, historians	The work is performed mostly inside The work place is some times dusty . Work is usually done in a group . It does not involve any hazard. Mobility of incumbent should not be restricted with appliance. Hand should be free to work.
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114	Archivist (GLP)	S.ST.W.RW.SE,M F,BN	OL .OA.HH	To operate and maintain a state of art achival facility at Campus to write and edit standard operating procedure applicable to archives	-do-
115 116 117 118 119 120	AUDITORS Joint Director (Audit) Senior Audit Officer Dy. Director(Audit) Asstt. Director(Audit) Asstt. Accounts General (Audit) Director (Audit) AUTOMOBILE ENGINEERS	RW.S.BN.SE.C RW.S.BN.SE.C RW.S.BN.SE.C RW.S.BN.SE.C RW.S.BN.SE.C RW.S.BN.SE.C	OL.BL.OA.OAL.HH OL.BL.OA.OAL.HH OL.BL.OA.OAL.HH OL.BL.OA.OAL.HH OL.BL.OA.OAL.HH OL.BL.OA.OAL.HH	They examine account books and records of business establishments, private institutions , Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement . Check items of entries in day book or journal for correct recording, scrutinise bills , vouchers and relevent entries in cash books. Verify ledger entries against receipts for cash payment. Check total for proper observance of accounts procedure and ensure that all revenue and expenditure and disbursements are properly authorised , vouched and correctlv classified . Report to	The work is performed inside in well lighted . The workers usually work, alone. Occasional group is required . No hazards ved. Mobility should not be restricted with use of appliance for field duties.

121	Chief Mechanical	S.ST.BN.W.KC.SE	OL.HH	They plan manufacture and repairs of cars, trucks and other motor vehicles. Study performance of different types of models of automobiles and suggest the types & models best suited to the need of the industry . Plan repairs , 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 humid . Worker usually works in a group . The job is hazardous. The persons assigned with tunic and adjustment should have normal hearing.
122	Engineer	.C	OL.HH		
123	Addl. Ch. Mech. Engineer	S.ST.BN.W.KC.SE	OL.HH		
124	Dy. Transport Manager	.C	OL.HH		
125	Senior Engineer (Shops & Garage)	S.ST.BN.W.KC.SE	OL.HH		
126	Transport Engineer	.C	OL.HH		
127	Works Manager	S.ST.BN.W.KC.SE	OL.HH		
128	Industrial Engineer	.C	OL.HH		
129	Asstt. Works Manager	S.ST.BN.W.KC.SE	OL.HH		
130	Transport Officer	.C	OL.HH		
131	Asstt. Works Manager	S.ST.BN.W.KC.SE	OL.HH		
	Transport Officer	.C			
		S.ST.BN.W.KC.SE			
		.C			

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152	Director Administrative staff college	S.ST.W.RW.MF.C. SE	OA.OL.BL	Guidence on purchase and control rules, Purchase and supply of equipments machineries and provision, stationery etc, Award contracts Insurance, Dealing with agents, Uses computers, works in office	Use of aid and appliances as per requirement of the job. Mobility should be independent.
153	General Manager	S.ST.W.RW.MF.C. SE	OA.OL.BL		
154	(Company secretary)	S.ST.W.RW.MF.C. SE	OA.OL.BL		
	Dy. General Manager	S.ST.W.RW.MF.C. SE			
	Assistant General Manager	S.ST.W.RW.MF.C. SE			
	Manager	S.ST.W.RW.MF.C. SE			
155	Dy. Manager	S.ST.W.RW.MF.C. SE	OA.OL.BL		
156	Assist Manager (Provident fund)	S.ST.W.RW.MF.C. SE	B.LV		

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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	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
157 158 159 160 161 162 163 164 165 166 167 168 169	Assistant Manager Asstt. Registrar (Admn.) General Manager (HRD) Dy. General Manager Asstt. General Manager Manager Dy. Manager General Manager (P&A) Dy. General Manager Asstt. General Manager Manager Dy. Manager Officers (posted in management Advisory Services/Management Information Services)	S.ST.W.RW S.ST.W.RW S.ST.W.SE.MF.C. RW S.ST.W.SE.MF.C. RW S.ST.W.SE.MF.C. RW S.ST.W.SE.MF.C. RW S.ST.W.SE.MF.C. RW S.ST.W.RW.C S.ST.W.RW.C S.ST.W.RW.C S.ST.W.RW.C S ST W RW C	OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OA.OL.OAL.BL.B.LV .HH OA.OL.OAL.BL.B.LV .HH OA.OL.OAL.BL.B.LV .HH OA.OL.OAL.BL.B.LV .HH OA.OL.OAL.BL.B.LV HH	Staff training, Organisation development, Seminars/Workshops for quality improvement IT solutions, Maintain records of staff and families, Public relations, receiving Guests making, arrangements, Maintain seniority lists of staff members, Provide information to section, Uses computers, works in office General Administration, Recruitment, Promotion Transfer, Discipline, Employee welfare, settlement of disputes	Mobility not to be restricted. Use of Aid and appliances as per recruitment of the job. Use of Aid and appliances as per recruitment of the job. The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Workers in a group. No hazards are

170 171 172 173 174 175 176 177 178 179 180 181	ADMINISTRATIVE OFFICER (SECR Secretary Adm. Officer Dy. Director (Admn.) Asstt. Director Addl. Gen . Manager (Admn) Chief Admn. Officer Dy. Manager (Genl.) Sr.Admn. Officer ADMINISTRATIVE OFFICER (Secretari Administrative officer Asstt. Admn. Officer Asst. Director (Admn) Asstt. Secretary	ETARIAL SENIOR) S.C.W.SE.RW.ST S.C.W.SE.RW.ST S.C.W.SE.RW.ST S.C.W.SE.RW.ST S.C.W.SE.RW.ST S.C.W.SE.RW.ST S.C..RW.ST S.C..RW.ST S.C..RW.ST S.C.RW.ST	OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.OA.B.LV.HH OL.BL.OA.HH.B.LV OL.BL.OA.HH.B.LV OL.BL.OA.HH.B.LV OL.BL.OA.HH.B.LV	Administrating the institutions, monitoring, day-to-day functioning of the institutions. They advise the Head of the Deptt. on all matters of policy and administration. Scrutinise proposals for expansion of administrative staff, renting or purchasing of buildings, furniture & other office equipment . Coordinate activities of various units of the office . Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Deptt. of Personnel and make policy decisions in the matter of administration . Implement policies of the Govt. May function as head of the office. They organise and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline ,administrative matters including cases of Earned Leave, in subordination, arrangement of office accommodation, furniture, office equipm- ents etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is mostly performed inside in well lighted rooms. The worker ususally does his work alone, It does not involve any hazard.Appropriate computer software & aids and appliance to be used as per needs. The work is performed mostly inside. He usually works alone through interaction with sub- ordinates is actively required. The work place is well lighted It does not evolve any hazards.
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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
182	Faculty Member/Training Manager in Central, Zonal/Regional Training Centres of the Banks	ST.C.SE.RW	OA.OL.BL.HH.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/ Departments aimed at improving personnel efficiency and out-put. Advise and assist in development of syllabi programmes, training materials/aids suited to various levels of worker and nature of work performed. Study policies, procedures, instructions and other related documents. Prepare notes comments, concerning field problems to modify/draft operational instructions. Suggest suitable speaker/trainers for specific area of training. Advise on appropriate training	The work is performed mostly inside except for practical in organisation like Indian Airlines. The work place inside is well lighted. The work in general organisations does not involve any hazards. However, work in organisations like Indian Airlines is hazardous.
183	Assistant Branch Manager (Administration)	S,ST SE,H,RW	OA,OL,BL	They supervise the branch administration , exercise control over Cash/ Cheque and receipt payments; settle/sanction claims, loans etc.	The work is mostly performed inside in well lighted rooms
184	Asstt. STATION SUPERINTENDENT (Air India)	S,ST SE,H,W	OA.OL	They perform the functions of undertaking sales and extending service to clients. The main areas in which the A.S.S. Officer performs his functions are in the Booking Office-making sales, calls and attending to passengers	The work is performed both inside and outside . Worker usually works alone. Although interaction with subordinates required.
185	AUDIOLOGIST	S.ST.SE.C.BN.MF. W	OL	Audiological assessment, hearing aid assessment & fitting. Ear mould making, auditory assessment and intervention, teaching assessment.	Work is performed in groups and alone, mostly inside and less frequently outside.

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

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Sl. N	Designation	Physical Requirement	Categories of Disabled	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
204	LECTURER,READER, PROFESSOR (Sciences)	S.SE.ST.C.BN.W	OA.OL	They teach college students one or more science subjects.	The work is performed inside.The work place is well lighted.The persons with OH to be assessed with aids & appliances. VH incumbence ned to be provided with appropriate computer software support. May require field duties also in conducting camps.Mobility should be independent.
205	Biochemical engineering	S.SE.ST.C.BN.W	OA.OL	Deliver lecture, guide and supervise practical work in the field or laboratory.	
206	Biomedical engineering	S.SE.ST.C.BN.W	OA.OL	Set examination papers,conduct examinations and mark paper. Maintain class registers and records may conduct or guide research work.	
207	Chemical engineering	S.ST.SE.C.KC.BN	OA.OL.BL.B.LV	They teach medical subjects to the students, supervise practical,clinical training.Examine patients ,their clinical investigations,supervise and administer treatment,maintain records and conduct and guide research work.	
208	Computer engineering	S.ST.SE.C.KC.BN	OA.OL.BL.B.LV		
209	Electronics engineering	S.ST.SE.C.KC.BN	OA.OL		
210	Mining engineering	S.ST.SE.C.KC.BN	OA.OL.L		
211	Statistics	S.SE.ST.MF.KC.C	OL		
212	Biochemistry	S.SE.ST.MF.KC.C	OL		
213	Medicinal chemistry	S.SE.ST.MF.KC.C	OL		
214	Dravyaguna	S.SE.ST.MF.KC.C	OL		
215	Ayurveda samhita	S.SE.ST.MF.KC.C	OL		
216	Psychiatry	S.SE.ST.MF.KC.C	OL		
217	Radiology	S.SE.ST.MF.KC.C	OL		
218	Rasa Shastra	S.SE.ST.MF.KC.C	OL		
219	Radiotherapy & radiation	S.SE.ST.MF.KC.C	OL	Apart from teaching students,they also perform surgical operations,dignosis of patients, prescribe medicines , post operative care,conduct research work and update medical and surgical speciality.	
220	medicine	S.SE.ST.MF.KC.C	OL		
221	TB & chest diseases	S.SE.ST.MF.KC.C	OL		
222	ENT(Otolaryngology)	S.SE.ST.MF.KC.C	OL		
223	Urology	S.SE.ST.MF.KC.C	OL		
224	Physiatry	S.SE.ST.MF.KC.C	OL		
225	Urani medicine	S.SE.ST.MF.KC.C	OL	Apart from teaching and related subject they need to examine patients ,administer therapeutic treatment in concerned field under supervision of consultant.Maintain records. May conduct or assist in research work.	
226	Nursing	S.SE.ST.MF.KC.C	OL		
227	Physiotherapy	S.SE.ST.MF.KC.C	OL		
228	Speech therapy	S.SE.ST.MF.KC.C	OL		
229	Clinical psychology Occupational therapy Prosthetics & orthotics	S.SE.ST.MF.KC.C	OL	Apart from teaching in P& O they need to examine affected part, take measurements and fit aids and appliances to the patients.Orthopaedically impaired	

				persons as per specifications and in consultation with prescribing surgeon/physician. May conduct or assist in research work.	
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1	2	3	4	5	6
230	BANK OFFICERS Officer Grade 'A'	S.W. RW .SE.C S.W. RW .SE.C	OA.Ol.BL.LV OA.Ol.BL.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 necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under study. Interpret and present data in the required form. May write reports analyzing and evaluating conclusions on the basis of variable conditions affecting interpretation of validity. May advise and consult private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Collection, analyzing of statistical data, preparation of reports, update statistics etc	The work is performed inside , The work place is well lighted and comfortable. The worker usually works alone though some public dealing is required. The Branch Incharge has to do field work also and the in the field, which may be work place hot, humid and dusty. Persons with OA should have normal hand functions. Incumbents to be considered with Use of aid / appliances.
231	Officer Grade 'B'	S.W. RW .SE.C	OA.Ol.BL.LV		
232	Officer Grade 'C'	S.W. RW .SE.C	OA.Ol.BL.LV		
233	Officer Grade 'D'	S.W. RW .SE.C	OA.Ol.BL.LV		
234	Officer Grade 'E'	S.W. RW .SE.C	OA.Ol.BL.LV		
235	Officer Grade 'F'	S.W. RW .SE.C	OA.Ol.BL.LV		
236	Manager of currency	S.W. RW .SE.C	OA.Ol.BL.LV		
237	(Foreign exchange)	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
238	Economic Analyst	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
239	Statistical Analyst	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
240	Economic advisor	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
241	Economist	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
242	Assistant Manager system	S.SE.R.W.C	BL.OA.Ol.B.LV.HH		
243	Dy. General Manager,	S.SE.R.W	BL.OA.Ol.LV.HH		
244	Official language	S.SE.R.W	BL.OA.Ol.LV.HH		
245	Instructor, Management	S.SE.R.W	BL.OA.Ol.LV.HH		
246	Faculty	S.SE.R.W	BL.OA.Ol.LV.HH		
247	Programmer	S.ST.BN.W	Ol.HH		
248	Publicity Officer Research Officers Pricing & Profitability Capital Adequacy Officer Statistical Officer				

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1	2	3	4	5	6
249	Marketing Officers Officer,	S.SE.C.RW	OA.OL.LV OA.OL.LV		
250	Marchant Banking	S.SE.C.RW	OA.OL.LV		
251	Officer, Bank Policy &	S.SE.C.RW	OA.OL.LV OA.OL.LV		
252	Planning	S.SE.C.RW	OA.OL.LV		
253	Officer, Public Grievance	S.SE.C.RW			
254	Officer, Corporate Finance	S.SE.C.RW			
	Probationary Officer				

255	CHEMICAL ENGINEER Dy. Director General	S.ST.BN.SE.RW.C	OA.OL OA.OL	They direct and supervise operations of chemical plants and equipments for dissolving , filtration evaporation , dehydration, reduction, concentration combination, crystallization and all other unit operation for manufactures of heavy chemicals fine chemicals etc. according to specifications. Study existing process or equipment used , their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct reasearch into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayons, dyes developed in laboraties and devices processed and equipment for their manufactures Design construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan lay out of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals, mechanical and other means.	The work is performed mostly inside Work place is mostly hot, humid, and noisy, Planning jobs are not hazardous. The worker works in agroup on operation jobs and alone on jobs. planning.Persons with OH to be considered with use of aids & appliances.
256	Chief (Power and Utilities)	S.ST.BN.SE.RW.C	OA.OL OA.OL		
257	Chief Technical Services	S.ST.BN.SE.RW.C	OA.OL OA.OL		
258	Manager	S.ST.BN.SE.RW.C	OA.OL OA.OL		
259	Industrial	S.ST.BN.SE.RW.C	OA.OL OA.OL		
260	Adviser(Engineering	S.ST.BN.SE.RW.C	OA.OL OA.OL		
261	Chemical)	S.ST.BN.SE.RW.C	OA.OL OA.OL		
262	Sr. Technical Services	S.ST.BN.SE.RW.C	OA.OL OA.OL		
263	Manager	S.ST.BN.SE.RW.C			
264	Dy. Works Manager	S.ST.BN.SE.RW.C			
265	Dy. Manager (Laboratory)	S.ST.BN.SE.RW.C			
266	Dy. Manager (Engineering)	S.ST.BN.SE.RW.C			
267	" (Process)	S.ST.BN.SE.RW.C			
268	" (Planning)	S.ST.BN.SE.RW.C			
269	" (Engineer)	aSI).ST.BN.SE.R			
270	Dy. Manager (Workshop)	W.C			
271	Dy. Manager (Zone)	S.ST.BN.SE.RW.C			
272	Engineering Service Manager Process Manager Development officer(Engineering Chemic Inspection Engineer Maintenance Manager	S.ST.BN.SE.RW.C			

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1	2	3	4	5	6
273	Asst. Development	ST.SE.BN	OA.OL OA.OL		
274	Manager	ST.SE.BN	OA.OL OA.OL		
275	Management Trainee	ST.SE.BN	OA.OL OA.OL		
276	Jr. Engr. (Production	ST.SE.BN	OA.OL OA.OL		
277	/Chemical)	ST.SE.BN	OA.OL OA.OL		
278	Asst Plant Engineer	ST.SE.BN			
279	Plant Engr/ Plant Manager	ST.SE.BN			
280	Sr. Plant Mgr/ Dy. Chief	ST.SE.BN			
281	Engr.	ST.SE.BN			
282	Addt. Chief Engr	ST.SE.BN			
	Chief Engr				
	Dy. General Manager				
	(Chem/ Prod)				
	General Manager				
	Chem/Prod)				

283	CIVIL ENGINEERS Dy. Chief Engineers (Civil)	S.ST.BN.W.SE.MF .C.RW	OL.OA.HH OL.OA.HH	They plan, organise and supervise construction and repairs of buildings, highway, dams, barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plant projects prepared by Architects according to the requirement of Authority concerned . Visit area(s) for preliminary survey selection site and collection of necessary data such as measurement soil conditions availbilty of materials labours etc. Prepare design details, detailed drawing, estimates of cost of assistance of Draughtmen Civil or themselves and get approved by their clients or authority concerned. Arrange required materials, machinery, labour and commencement of work at site. Ensure correct execution of work according to specification at every stage of progress Check at site measurement taken by overseer for preperation and payment of bills. Inspect and examine structure completion of work to ensure	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazedous but designing work in office does not involve any hazards. The worker works alone in the office and in a group in the field.The incumbent with OH category need to be considered with use of aids & appliances.
284	Engineer Member	S.ST.BN.W.SE.MF	OL.OA.HH		
285	Chief Engineer	.C.RW	OL.OA.HH		
286	Addl. Chief Engineer	S.ST.BN.W.SE.MF	OL.OA.HH		
287	Sudpt. Engineer	.C.RW	OL.OA.HH		
288	Sudpt. (Civil)	S.ST.BN.W.SE.MF	OL.OA.HH		
289	Sudpt. (Engineering)	.C.RW	OL.OA.HH		
290	Joint manager Engineer	S.ST.BN.W.SE.MF	OL.OA.HH		
291	Asstt. Engineer Civil)	.C.RW	OL.OA.HH		
292	Executive Engineer (Civil)	S.ST.BN.W.SE.MF	OL.OA.HH		
293	Dy. Manger (Engineer)	.C.RW			
		S.ST.BN.W.SE.MF			
		.C.RW			
		S.ST.BN.W.SE.MF			
		.C.RW			
		S.ST.BN.W.SE.MF			
		.C.RW			
		S.ST.BN.W.SE.MF			
		.C.RW			

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1	2	3	4	5	6
	COLLEGE TEACHERS			College Teachers (Architecture)	The work is performed both inside and outside.
294	PROFESSOR	S.ST.W.RW.	OL.OA.BL	They teach University or college students one or more subjects relating to	Workplace in the field is hot, humid and dusty. Field job is hazardous. Mobility of the incumbent should not be restricted. The work is performed mostly inside.
295	ARCHITECTURE	MF.SE.C	OL.OA.BL	Architecture, deliver lectures and supervise practical work in field laboratory. Organise and go on field trips, maintain class registers and records.	The work place is well lighted. The incumbent appropriate need to be considered with aids & appliances.
296	Asstt. PROFESSOR ARCHITECTURE	S.ST.W.RW. MF.SE.C	OL.OA.BL	Set examinations papers. May conduct or guide Research Work.	
297	LECTURER (Architecture)	S.ST.W.RW. MF.SE.C		College Teachers (Arts)	
298	LECTURER,			They teach college students one or more Arts Subjects such as History, Geography, Sociology, Philosophy, Economics, Pol. Science	
299	READER,			Indian or foreign Language such as Hindi, Sanskrit, English, deliver lectures and conduct seminars. Set examination papers, conduct examination and evaluate answer books. Maintain class registers and records. May conduct research and guide research work.	
300	PROFESSOR (Arts)				
301	Marathi	S.ST.W.H.C.	BL.OA.OL.OAL.B.LV		
302	English	RW	.HH		
303	Hindi	S.ST.W.H.C.	BL.OA.OL.OAL.B.LV		
304	Gujrati	RW	.HH		
305	Sanskrit	S.ST.W.H.C.	BL.OA.OL.OAL.B.LV		
306	Adult Education	RW	.HH		
307	Art & Painting	S.ST.W.H.C.	BL.OA.OL.OAL.B.LV		
308	Human Development	RW	.HH		
309	Communication Media	S.ST.W.H.C.	BL.OA.OL.OAL.B.LV		
310	Computer Science	RW	.HH		
311	Economics	S.ST.W.H.C.	BLA.OL.HH		
312	Language Teaching	RW	BLA.OL.B.LV.HH		
313	Education Technology	S.ST.W.H.C.	BLA.OL.HH.B.LV		
314	Education Research	RW	BLA.OL.HH.B.LV		
315	Guidance and	S.ST.W.H.C.	BLA.OL.HH.B.LV		
316	Counselling	RW	BLA.OL.B.LV.HH		
317	Education &	S.ST.W.H.C.	BLA.OL.B.LV.HH		
318	Management	RW	BLA.OL.B.LV.HH		
319		S.ST.W.H.C.	BLA.OL.B.LV.HH		

320	Extension Education	RW	BLA.OL.B.LV.HH			
321	Family Resource	S.ST.W.H.C.	BLA.OL.B.LV.HH			

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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
322	Textile & clothing	S.ST.W.C	BL.OA.OL		
323	Physical Health	S.ST.W.C	BL.OA.OL		
324	Education	S.SE.ST.C	BL.OA.OL		
325	Instrument Section	S.SE.ST.C	BL.OA.OL		
326	Agriculture Economics	S.SE.ST.C	BL.OA.OLB.LV		
327	LECTURER,READER, PROFESSOR (Science)	RW.ST.H.C.W	BLA.OL.OA.HH	College Teachers (Science)	The work is performed mostly inside. The work place is well lighted.
328	Analytical Chemistry	RW.ST.H.C.W	BLA.OL.OA.HH	They teach college students one or more science subjects such as Chemistry, Physics	The incumbents need to be considered with aids & appliances as mobility should not be restricted.
329	Biology	RW.ST.H.C.W	BLA.OL.OA.HH	Botany, Zoology, Geology etc.	
330	Anatomy	RW.ST.H.C.W	BLA.OL.OA.HH	Deliver lecture, guide and supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper.	
331	Pharmacology	RW.ST.H.C.W	BLA.OL.OA.HH	Maintain class registers and records may conduct or guide research work.	
332	Applied Physics	RW.ST.H.C.W	BLA.OL.OA.HH		
333	Library Science	RW.ST.H.C.W	BLA.OL.OA.HH		
334	Botany	RW.ST.H.C.W	BLA.OL.OA.HH		
335	Zoology	RW.ST.H.C.W	BLA.OL.OA.HH		
336	Biotechnology	RW.ST.H.C.W	BLA.OL.OA.HH		
337	Plant protection	RW.ST.H.C.W	BLA.OL.OA.HH		
338	Microbiology Wild Life	RW.ST.H.C.W	BLA.OL.OA.HH		
339	LECTURER,READER, PROFESSOR (Commerce)	ST.C.RW.W.SE. C.H	OA.OL.B.LV.HH OA.OL.B.LV.HH	They teach college students one or more subjects such as Accounts, Commerce, Business Studies etc. Deliver lecture, guide and supervise practical work in the field . Set	The work is performed mostly inside. The work place is well lighted. The incumbents need to be considered with aids & appliances as mobility
340	Accountancy Commerce	ST.C.RW.W.SE. C.H			
341	LECTURER,READER, PROFESSOR (Electronics)	ST.C.RW.W	OA.OL	College Teachers (Electronics)	The work is performed mostly inside. The work place is well lighted. The incumbents need to be considered with aids & appliances as mobility should not be restricted.
342	Electrical Section	ST.C.RW.W	OA.OL	They teach college students one or more science subjects such as	
343	TV Technology Mechanical Engg(Electronics)	ST.C.RW.W	OA.OL	Electronics, TV technology etc. Deliver lecture, guide and	

344	COMPUTER OPERATION OFFICER	S.ST.SE.C.W.B N	OA.OL.BL.HH.B.L V	Perform activities required for running computer system such as:-booting, handling disk and tape units and other peripherals. manning of console and interacting with the system through the console. Preparing and executing job schedules/ and ensuring the production of timely and accurate outputs . Observing necessary procedures for proper upkeep of equipment and environment	The work is performed inside. Usually workers work alone. The place is well lighted.
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Sl. No	o	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6	
345		Information Scientist	S.ST.SE.C.W.BN	OA.OL.BL.HH	Supervising and collecting and dissemination of information. Prepare reports. Update websites of the university etc. Programming of the software and tools for testing and other activities. working condition. Operating and programming computers, data entry works, maintaining database and updating of database files, typing of documents, maintaining all computers in good working condition. Keep records. Other computer related works and duties assigned by seniors.	
346		System Engineer	S.ST.SE.C.W.BN	OA.OL.BL.HH		
347		System Manager	S.ST.SE.C.W.BN	OA.OL.BL.HH		
348		Programmer	S.ST.SE.C.W.BN	OA.OL.BL.HH.B.LV		
349		Maintenance Engineer (IT)	S.ST.SE.C.W.BN	OA.OL.BL.HH		
350		System Engineer Sr.	S.ST.SE.C.W.BN	OA.OL.BL.HH		
351		Maintenance Engineer	S.ST.SE.C.W.BN	OA.OL.BL.HH		
352		Software Engineer	S.ST.SE.C.W.BN	OA.OL.BL.HH.B.LV		
353		Scientist 'B', IT	S.ST.SE.C.W.BN	OA.OL.BL.HH		

354	DENTIST (As per Dental Council Guidelines)	S.ST.SE.C.RW.BN	OL.HH	<p>Dentist; Dental Surgeon treats surgically and medically diseases and disorders of teeth, gums and soft tissues of mouth. Examines mouth and teeth of patients arranges by clinical tests or dental X-ray or clinical and bacteriological tests through Radiologist and Pathologist, if necessary for correct diagnosis. Examines results of tests and plans method of treatment accordingly. Administers medicine orally on teeth and adjacent tissues for minor diseases. Cleans teeth and cavities using scalers, excavators, dental engine, etc. as necessary. Fills cavities with cement, metal or plastic and ensures proper filling by observation and easy feel in chewing by patient. Gives local or general anaesthetics as necessary and prepares mouth for operation. Extracts loose, decayed or impacted teeth using surgical instruments. Renders after care. Makes and fits artificial teeth. Advises patients on various corrective dental measures and on general dental health. Is designated as ORAL SURGEON if engaged in treatment of gums, teethache, fractured jaws etc; PERIODONTIST if engaged in treatment of pyorrhoea; PROSTHODONTIST, if engaged in fitting artificial teeth, ORTHODONTIST, if engaged in correction of deformities of children's teeth by mechanical devices or preventive treatment etc.</p>	The work is performed inside. Usually workers work alone. The place is well lighted. Incumbent should be considered with suitable aids & appliances.
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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
				Record field of work in which specialised such as oral surgery, operative dentistry, periodontia, prosthetic, orthodontia, dental pathology, dental bacteriology dental radiology etc.; whether able to make metal or plastic teeth and handle all	
355	Education Officer	ST.C	OA.OL.BL.B.LV	Organise and directs work of the education deptt. implements latest education programmes in liaison with Distt. Education Officer and supervises	
356	Economic Affairs Officer	S.SE.C.RW	OA.OL.BL.LV	Makes studies, conducts research, prepares report and formulates plans designed to aid in solution of economic problems arising from production and distribution of goods and services. Studies whole process through which man makes living and satisfies his wants for products, shelter, services or amusement and conditions favouring or hampering economic development. Devises methods for collection and analysis of economic and statistical data and compiles and interprets such data. Prepares reports and formulates plans based on studies in economic field and interpreted and analysed data. Advises and consults private industrial concerns or government agencies on matters such as operating efficiency, marketing methods and fiscal problems. May,	The work is performed both inside and outside. Extension touring is involved . Work place is usually comfortable. Workers work in a group. No hazards are involved.

357 358 359 360 361 362	EDITORS Editors of publications News Editors Asstt. News Editor Editor Asstt. Editor (Sanskrit) Information Officer	SE.ST.RW SE.ST.RW SE.ST.RW SE.MF.C.RW S.BN.SE.RW S.ST.SE.RW.C	OL.B.LV.HH OA.OL.BL.HH.B.L V OA.OL.BL.HH.B.L V HH.B.LV HH.OA.OL.BL.B.L V OA.OL.B.LV	They edit or direct editing of news items, journals, newspaper, books and leading articles on contemporary events. Plan layouts of publications assign and coordinate work of different sections and staff such as Reporter, Photographer etc. Examine written material, scrutinise and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles or important subjects of events in accordance with prescribed policy. Overall charge of Sanskrit section of the central reference Library. Completion & editing of the Indian National biography (Roman Script) completion and editing of Sanskrit fascicle of the Indian National Bibliography, processing of Sanskrit	The work is mostly performed inside. The work place is well lighted and comfortable. The worker usually works alone. It does not involve any hazard. Use of aid and appliances as per requirement of the job
363 364	ELECTRICAL ENGINEERS Suptd. Engineer Executive Engineer (Elec)	S.ST.BN.SE.W.MF .PP.L.KC.C.RW S.ST.BN.SE.W.MF .PP.L.KC.C.RW	OL.HH	They plan, design and supervise manufacture, installation, testing, operation and maintenance of various types of electrical wiring, machinery and	The work is performed mostly inside. The work place is noisy

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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
365 366 367	Asstt. Director (Electrical) Asstt. Engineer (Electrical) Electronics Engineer	S.ST.BN.SE.W.MF .PP.L.KC.C.RW S.ST.BN.SE.W.MF .PP.L.KC.C.RW S.ST.BN.SE.W.MF .PP.L.KC.C.RW	OL.HH OL.HH OL.HH	equipment .Plan lay-out of work and equipment and prepare themselves or direct preparation of sketches, detailed drawings, writing diagrams. Specify method of construction installation and labour charges. Supervise construction and installation and labour charges. Supervise construction and installation or erection work and give necessary technical advice at every stage of progress Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintenance of electrical apparatus and equipment. May examine economic aspects of schemes to be undertaken. Maintaining, servicing the electronics equipments. Keep reports. Procurement of	and vibrating. The worker usually works alone. It involves hazards of high voltage. Incumbent need to be considered with suitable aids & appliances.

368	Sr. Instrumentation Officer	S.ST.BN.SE.W.MF	OL.HH	<p>materials and maintain records. Analysing micro equipments and their results for using in the laboratory. Maintaining instruments and parts, Categoriogation of instruments, Fabrication work involving hacsaw cutting, Filling, drilling, Handling tools, materials etc. Check, rectify faults, Wiring, Test instruments, Install new instruments.</p> <p>Electric and water supply works, maintenance and execution of the EWS work. Inspection of above department activities, and instruments used in the work allotted.</p>	<p>The work is performed mostly inside. The work place is noisy and vibrating. The worker usually works alone. It involves hazards of high voltage.</p> <p>The work is performed mostly inside. The work place is noisy and vibrating. The worker usually works alone. It involves hazards of high voltage. The duties include field work also.</p>
369	Officer	.PP.L.KC.C.RW	OL.HH		
370	Jr. Instrumentation Officer	S.ST.BN.SE.W.MF	OL.HH		
371	Officer	.PP.L.KC.C.RW	OL.HH		
372	Electronics Engineer	S.ST.BN.SE.W.MF	OL.HH		
373	Jr. Instrumentation Officer	.PP.L.KC.C.RW	OL.HH		
374	Officer	S.ST.BN.SE.W.MF	OL.HH		
375	Micro Analyst	.PP.L.KC.C.RW	OL.HH		
376	(Science Faculty)	S.ST.BN.SE.W.MF	OL.HH		
377	Management Trainee	.PP.L.KC.C.RW	OL.HH		
378	Jr. Engr. Electrical	S.ST.BN.SE.W.MF	OL.HH		
379	Asst Elect. Engineer	.PP.L.KC.C.RW	OL.HH		
380	Electrical Engr/	S.ST.BN.SE.W.MF	OL.HH		
381	Electrical Manager	.PP.L.KC.C.RW	OL.HH		
382	Sr. Electrical Mgr/ Dy. Chief Engr.	S.ST.BN.SE.W.MF	OL.HH		
	Addt. Chief Engr	S.ST.BN.SE.W.MF			
	Chief Engr	.PP.L.KC.C.RW			
	Dy. General Manager (Electrical)	S.ST.BN.SE.W.MF			
	General Manager	.PP.L.KC.C.RW			
		S.ST.BN.SE.W.MF			

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1	2	3	4	5	6
383 384 385 386 387	Asst. Engineer (EWSS) Electronics Engg(IMS) Instrumentation Engg. (IMS) Scientific Officer, Grade -II(Electrical) Sr. Scientific Officer-IT (Microwave/Sensors)	S.ST.BN.SE.W.M F.PP.L.KC.C.RW S.ST.BN.SE.W.M F.PP.L.KC.C.RW S.ST.BN.SE.W.M F.PP.L.KC.C.RW ST.S.W.SE.RW.M F.BN SE.C.RW.MF.KC. BN	OL.HH OL.HH OL.HH HH.OL HH.OL	Assist the Seniors concerned with the work. Maintaining, servicing the electronics equipments. Keep reports. Procurement of materials and maintain records. Indigenous development and quality assurance of DG sets/electrical machines/electricacables/batteries/aircraft electrical system and accessories .Indigenous development and quality assurance of aircraft electrical systems and accessories.	Need to work in open area in hot & humid condition.

	ENVIRONMENT SCIENCE				
388	Scientist Soil (A)	ST.BN.SE.W.MF	OL.BL.OA OL.BL.OA	Soil Scientist studies soil characteristics, classifies, land capabilities and applies findings to problems connected with agriculture, forestry, horticulture and construction of dams, roads, building, etc. Studies genesis and fertility of soil by examining their various layers. Examines particle size and porosity of soil to determine its physical characteristics. Conducts chemical analysis and constitution of inorganic and organic constituents of various soil layers. Conducts experiments to determine micro-biological characteristics of soil. Estimates available nutrition in soil for optimum plant growth and recommends appropriate fertilizer doses. Develops methods for control of erosion, alkalinity, salinity acidity etc. of soil	The work is performed both inside and outside. Workplace is hot and dusty. Jobs in the fields are hazedous but designing work in office does not involve any hazards. The workers works alone in the office and in a group in the fields. The incumbence of OH category needs to be considered with aids & appliances.
389	Scientist Soil (B)	ST.BN.SE.W.MF	OL.BL.OA OL.BL.OA		
390	Scientist Soil (C)	ST.BN.SE.W.MF	OL.BL.OA OL.BL.OA		
391	Scientist Soil (D)	ST.BN.SE.W.MF			
392	Scientist Soil (E)	ST.BN.SE.W.MF			
393	Scientist Soil (F)				

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SI.No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
394	Scientist Forest (A)	ST.BN.KC.SE.W.	OL.BL.OA	<p>and conducts soil survey and soil classification and indicates them on map. Investigates problems relating to stabilisation roads, dams, buildings, etc. May specialize in one or more branches such as soil Biology, Soil Physics, Soil Chemistry, etc. Record field and laboratory experience and branch in which specialized; research papers written or published and whether possesses any experience of soil investigation in connection with construction of dam, building, etc.</p> <p>Foresters and related workers, perform miscellaneous tasks in preservation of forests, extension of forest and include occupations such as those related to collecting, preparing and storing of seeds; raising seedlings; transplanting seedlings in afforestation area; protecting trees from insects, diseases and animals; marking felled trees, etc. not elsewhere classified.</p>	<p>The work is performed mostly inside but also outside in well lighted rooms/ places. The incumbents of OH category should be considered with aids & appliances. The work is performed mostly inside but also</p>
395	Scientist Forest (B)	MF.C	OL.BL.OA		
396	Scientist Forest C)	ST.BN.KC.SE.W.	OL.BL.OA		
397	Scientist Forest (D)	MF.C	OL.BL.OA		
398	Scientist Forest E)	ST.BN.KC.SE.W.	OL.BL.OA		
399	Scientist Forest F)	MF.C	OL.BL.OA		
		ST.BN.KC.SE.W.			
400	Scientist Zoology (A)	ST.BN.KC.SE.W.			
401	Scientist Zoology (B)	MF.C	OL.BL.OA		
402	Scientist Zoology (C)	ST.BN.KC.SE.W.	OL.BL.OA		

403	Scientist Zoology (D)	MF.C	OL.BL.OA	<p>Zoologist in general studies animal life in relation to origin, evolution, classification, structure, behaviour, life processes, disease, environment, growth, development, genetics, mutations, etc and relates findings to problems affecting human animal and plant life. Undertakes field trips to collect data and observe animal life in natural habitat on land and in water and collects specimens for study in laboratory. Dissects specimens and studies structure and functioning of various systems such as nervous, reproduction and circulatory systems, anatomy of body cell etc. under microscope and other scientific equipment regarding formation and functioning of organs, diseases of organs, cells, etc. Prepares microscopic slides of special features for future study and research. Preserves rare species of animals, in special preservatives and gets large animals mounted by Taxidermist. Studies characteristics of living organism. Analyses findings and interprets data giving possible or probable causes that affect human life. Collects or rears such as mice, monkeys, fowls, pigeons, etc.</p>	outside in well lighted rooms/places. The incumbents of OH category
404	Scientist Zoology (E)	<p>ST.BN.SE.W.MF ST.BN.SE.W.MF ST.BN.SE.W.MF ST.BN.SE.W.MF ST.BN.SE.W.MF ST.BN.SE.W.MF</p>	<p>OL.BL.OA OL.BL.OA OL.BL.OA</p>		should be considered with

405	Scientist Zoology (F)
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OL.BL.OA

in artificial condition in captivity for experimental purpose and knowledge of wild life management. May specialise in particular branches of Zoology such as study of embryos, birds, mammals, etc. and be designated as EMBRYOLOGIST, ORNITHOLOGIST, HISTOLOGIST, VIROLOGIST, BIOLOGIST, CYTOLOGIST, MAMMALOGIST, etc. May teach students in institutions.

aids & appliances.

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1	2	3	4	5	6
406 407 408 409 410 411	Scientist Chemistry (A) Scientist Chemistry (B) Scientist Chemistry (C) Scientist Chemistry (D) Scientist Chemistry (E) Scientist Chemistry (F)	ST.BN.SE.W.MF. C.H ST.BN.SE.W.MF. C.H ST.BN.SE.W.MF. C.H ST.BN.SE.W.MF. C.H ST.BN.SE.W.MF. C.H	OL.OA OL.OA OL.OA OL.OA OL.OA OL.OA	Record research experience and specialize in particular field of study such as embryology, ornithology, mammalogy etc., books and papers published and teaching experience. Chemist in general conducts chemical analysis, synthesis, research sampling of soils, liquids or gases to determine their composition, physical and chemical changes as means of developing new products effecting improved production processes and advancing scientific knowledge. Tests samples of materials or substances by various chemical means such as dissolving them in solvents observing changes from application of heat, pressure or vacuum from reaction to acids, standard reagents (gases and chemicals), and from precipitation filtration, dehydration and cooling to determine their properties. Conducts quantitative, qualitative, ion exchange, and micro-chemical analysis, microscopic analysis, electronic hydrogenion measurement, component separation by electrolysis, etc., to find physical and chemical compositions, crystalline structures, PH values, optical activity, behaviour of ions and other characteristics of samples. develop new products for further knowledge in field. May control	The work is performed mostly inside but also outside in well lighted rooms/places.

				<p>chemical processes and production methods and supervis performance of Laboratory Assistant, Chemical. May guard against explosions and accidents. May interpret findings statistically. May specialise in particular field of work. Record research work done; field of any specialisation; may be experienced in laboratory or production work; teaching experience; titles of books and papers published and membership in professional body.</p>
412	Scientist Botany (A)	S.ST.BN.SE.W.M	OL.BL.OA.OAL	<p>Botanist in general studies origin, development, structure, physiology, reproduction, economic value, etc., of plants for use in such fields as agriculture, forestry horticulture. Undertakes field trips for study of basic aspects of plant life in natural environment. Collects specimens of plants using microscope, special staining techniques and scientific equipments. Identifies and temperature, climate, soil etc. Devises new methods and measures for growing of plants and other crops useful to human and animal life. Reports on medicinal value of plants and evolves measures for its</p>
413	Scientist Botany (B)	F	OL.BL.OA.OAL	
414	Scientist Botany (C)	S.ST.BN.SE.W.M	OL.BL.OA.OAL	
415	Scientist Botany (D)	F	OL.BL.OA.OAL	
416	Scientist Botany (E)	S.ST.BN.SE.W.M	OL.BL.OA.OAL	
417	Scientist Botany (F)	F	OL.BL.OA.OAL	
		S.ST.BN.SE.W.M		
		F		
		S.ST.BN.SE.W.M		
		F		
		S.ST.BN.SE.W.M		
		F		

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1	2	3	4	5	6
418 419 420 421 422 423 424 425	Scientist Micro-Biologist (A) Scientist Micro-Biologist(B) Scientist Micro-Biologist(C) Scientist Micro-Biologist(D) Scientist Micro-Biologist(E) Scientist Micro-Biologist(F) Scientist Molecular biologist Bio-Physicists	S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF	OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL	economic exploitation. Preserves plants and plants part in special preservatives or in herbarium sheets. Maintains experimental botanical garden for study such as ecology, mycology, algology, embryology, etc. May specialise in experiment and research on particular crops like rice, sugarcane, cotton etc. and be designated as RICE SPECIALIST, SUGARCANE SPECIALIST, COTTON SPECIALIST etc. Record specialisation in particular fields of study as plant pathology, plant genetics, mycology, cytology, plant geography, algology, plant taxonomy and systematics etc., May have teaching experience; membership of any learned society and books and papers published. Micro-Biologist conducts research and laboratory experiments on occurrence, growth, development,	

<p>426 427 428</p>	<p>Scientist Bio Chemist(A) Scientist Bio Chemist(B)</p>	<p>S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF S.ST.BN.SE.W. MF</p>	<p>OL.BL.OA.OAL OL.BL.OA.OAL OL.BL.OA.OAL</p>	<p>control and utilization of bacteria and other micro organisms (including viruses) affecting plant, animal and human life and industrial processes. Prepares cultures of bacteria by placing samples in suitable nutritive media. Examines under microscope samples of isolated bacteria for identification. Observes reactions of bacteria to contact with various kinds of chemical substances and effects of changes in physical environment. Studies action of micro-organisms on living tissues of higher animals and dead organic matter; analyses organic substances produced by while acting on organic matter to determine nature of by-prod immunization and serological application. Studies methods of stimulating and retarding activity of micro-organisms and their utilization in industry. Records and reports findings. May specialise in any particular branch of bacteriology such as dairy, food, soil or public health bacteriology, mycology, etc. and may be</p>	
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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6

29 430	Scientist Bio Chemist (D)	S.ST.BN.SE.W.MF	OL.BL.OA.OAL	<p>in order to develop and produce antibiotics, serum, vaccines and drugs. Performs basic tasks similar to Chemist in general by applying modern techniques like chromatography, electrophoresis, spectrophotometry radioactive tracers and Warburg manometry for analysis of biological compounds under both normal and pathological conditions. Isolates enzymes and other active principles from tissues and studies their action and properties both at cultural stage and by actual application. Analyses and studies plant, animal and microbial materials to determine their composition of fat, proteins, carbohydrates, vitamins, trace elements etc. Studies biological fluids and materials such as blood, urine arebrosional fluid, liver tissue and horomones and co-relates fundings to normal or pathological conditions. Conducts studies for separation and qualitative detection of</p>	<p>The work is performed mostly inside but also outside in well lighted rooms/places. The incumbents of should be considered with aids & appliances.</p>
431		S.ST.BN.SE.W.MF	OL.BL.OA.OAL		
432	Scientist Bio Chemist (E)	S.ST.BN.SE.W.MF	OL.BL.OA.OAL		
433		ST.BN.SE.W.MF	OL.BL.OA.OAL		
434	Scientist Bio Chemist (F)	ST.BN.SE.W.MF	OL.BL.OA.OAL		
435		ST.BN.SE.W.MF	OL.BL.OA.OAL		
436	Scientist Physicists	ST.BN.SE.W.MF	OL.BL.OA.OAL		
437	Physicist, Atomic	ST.BN.SE.W.MF	OL.BL.OA.OAL		
438	Physicist, General	ST.BN.SE.W.MF	OL.BL.OA.OAL		
	Physicist, Light Physicist, Optics Physicist, other Physicist, Sound	ST.BN.SE.W.MF	OL.BL.OA.OAL		

	GEOLOGY				
439	Dy. Director General	ST.S.SE.BN.MF.W.K	OA.OL.HH	Geologist studies physical structure of earth's crust, its rock formations fossils to determine earth's history, gradual changes and development locate minerals and fuels .Conducts exploratory geological survey using instruments and techniques such as airsurvey and air-photo mapping	Work is performed inside as well as outside. Usually works in a group through interaction with subordinates. Incumbents should be considered with aids & appliances.
440	Director (Selection)	C.C	OA.OL.HH		
441	Dy. Director	ST.S.SE.BN.MF.W.K	OA.OL.HH		
442	Geologist(Sr.)	C.C	OA.OL.HH		
		ST.S.SE.BN.MF.W.K			
		C.C			
		ST.S.SE.BN.MF.W.K			
		C.C			

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SI. N	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
443	Geologist(Jr.)	ST.S.SE.BN.MF .W.KC.C	OA.OL.HH	geo-chemical and geophysical prospecting methods to low drilling operations in areas of economic mineral deposits. Collects samples of minerals or rocks at various depths for detailed study to determine their formation and quality and quantity of deposits. Evaluates extent of deposit for commercial exploitation and undertakes and coordinates various activities relating to drilling, testing, development and production. Prepares reports, maps and diagrams showing outcrops of rocks and ore bodies and their various geological structures.	
444 445	GLASS TUBE Technologist (CRMT), IT Sr. Scientist (CEMS) IMS	SE.MF.C.RW SE.MF.C.RW	HH.OL HH.OL	Designing and making glass tubes, various apparatus using glass materials for lab equipments	Use of Aid and appliances as per requirement of the job

HINDI OFFICER					
446	Hindi Officer Grade 'A' Hindi	S.SE.RW	OL.BL.OA.B.LV.HH	Hindi officer supervises Hindi work under Official Language Act. Attends to all types of translation work. Prescribes proform a for and collect information from various offices, sections, units about the progressive increase/decrease in the use of Hindi as an Official Language. May conduct classes in Hindi. Attend meetings of Commitees in Hindi. Responsible for Implementation of Raj bhasha (official language Act) Prepare documents and reports in hindi Arrange Hindi training for staff (drafting and typing) Encourage usage of Official language Uses computers, works in office	The work is mostly performed inside in well lighted rooms. The worker usually works alone though group activity is some times required. It does not involve any hazards.
447	Officer Grade 'B' Dy. Manager	S.SE.RW	OL.BL.OA.B.LV.HH		
448	Hindi Dy. Director Hindi Asstt.	S.SE.RW	OL.BL.OA.B.LV.HH		
449	Director Hindi Dy Director	S.SE.RW	OL.BL.OA.B.LV.HH		
450	Hindi Publication Board	S.SE.RW	OL.BL.OA.B.LV.HH		
451	Asst.Editor Hindi Manager	S.SE.C.RW.	HH.B.LV		
452	(Raj Bhasha) Asst. Manager	S.SE.C.RW	OA.OL.BL.B.LV		
453	(Raj Bhasha)				

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Sl. N	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remark
1	2	3	4	5	6
454 455 456 457 458 459 460	HORTICULTURIST S Dy. Director Scientific Officer C(Horticulture) Scientific Officer D(Horticulture) Scientific Officer E(Horticulture) Scientific Officer F(Horticulture) Scientific Officer G(Horticulture) Scientific Officer	ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC ST.W.BN.SE.MF.S.C.RW.KC	OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH	Horticulturists conduct experiments to develop methods of breeding cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc. preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil composition in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for crossbreeding to	The work is performed mostly in field. It involves extensive to environment is usually dusty, humid, hot is hazardous in nature. The work is done in a group. Incumbent's health need to be considered with
461	INFORMATION OFFICER	SE.ST.RW.W.C.H	OL.OA.BL.B.LV.HH	Information Officer collects and disseminates useful information connected with employer's activities and conducts information centre to educate and benefit public. Plans and prepares educational exhibits, charts, diagrams and other . forms of audio visual aids. Displays publicity materials in information centre in attractive	The work is mostly performed outside. The work place is well ventilated and does not involves any hazard.
462	Income Tax Appellate Tribunal	S.ST.C.RW	OA.OL.BL.LV	Advises Government on revenue matters received and deals with appeals against the order of Commissioner Income Tax, send	The work is mostly performed inside. The work is quiet and swtioonrk place

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SI. N	Designation	Physical Requirement	Categories of Disabled suitable	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
463	Asstt. Registrar (Income tax appellate tribunal)	S.ST.BN.SE.RW.C	OA.OL.HH	To discharge the statutory functions of a registrar under the Income tax (Appellate tribunal) rules 1963 and also to supervise the work of administrative accounts.	The work is mostly performed inside
464	Industrial Engineer	ST.W.BN.S.C.SE	OA.OL.BL	To study and analyse the utilisation of resources viz . man , machine and materials and revised methods and procedures for optimum resource utilisation and maximise productivity of the Corpn. To advise the management on manpower requirements.	Work is performed both inside and outside . Work place when outside can be hot & noisy The work is usually done alone. The job may be hazardous.
465	JOB ANALYST Senior Analyst	S.ST.W.SE.RW.H.C	OA.OL.BL	Job Analysts develop job evaluation scheme in commercial and industrial organizations. Organise evaluation procedures to finalise schemes by defining evaluation factors selecting and studying key-jobs in organisation and relating key-job wages to evaluation factors. Develop norms for evaluating variations in amount of responsibility and intelligence required for efficient performance of each job. Analyse existing and new jobs coming up in organisation and relate job components to selected evaluation factors. Study scope of introducing automatic procedures to minimise manual operations and suggest them to appropriate authorities for adoption. Undertake study to assess workers' condition and suggest methods to increase productivity. May assist in developing training programme of	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
466	Judges/Magistrates Subordinate in Lower Judiciaries	S.ST.C.RW	OA.OL.BL.B.LV	Deals with Civil and Criminal cases by adopting established procedure both under Civil and Criminal Codes. Records evidence and pass necessary orders/judgements.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone.

467	LABOUR WELFARE OFFICERS	S.C.RW.H	OA.OL.BL.B.LV.H H	They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain peace between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workers and advises management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and	The work is performed mainly inside The worker usually works in a group, the job is not hazardous.
468	Asstt. Manager				
469	Personnel Officer				
470	(Welfare)				
471	Welfare Officer				
472	Labour Officer Labour Welfare Officer Staff Welfare Officer				

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1	2	3	4	5	6
				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	
473 474 475 476 477 478 479 480 481 482 483 484	LAW OFFICERS Public Prosecutors Asstt. Public Prosecutors Additional Advocate General Advocate General Legal Advisors Chief legal advisors Manager (Law) Joint Manger Legal Senior Law Officer Law Officer Legal Officer Asstt. Manager (Law)	S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H S.ST.C.RW.H	OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV OL.BL.OAL.B.LV	They study facts, available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions and advice to the Govt. if necessary. May scrutnise and advise on legal aspects of Govt. rules and regulations etc. May prepare and file legal proceeding plaints, complaints, legal statement, affidavits etc, in civil and criminal courts of law, advice Govt department to procure evidence and documents etc. in support of particular case. May prepare witness appearing on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone.

	LIBRARIANS				
485	Librarian Grade 'A' Sr.	S.SE.RW.ST	OL. BL.OA.LV.HH OL.	<p>Librarians organise and maintain systematic collection of books, periodicals and other printed matter in library and issue them to readers, Select publications to be purchased and receive priced or complementary copies of books periodicals and other publications from authors / publishers. Classify or supervise Classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give</p>	<p>The work is mostly performed inside. Work place is well lighted. The worker does his works alone . It does not involve any hazards.</p>
486	Documentation Officer	S.SE.RW.ST	BL.OA.LV.HH OL.		
487	Scientific Officer C	S.SE.RW.ST	BL.OA.LV.HH		
488	(Library)	S.SE.RW.ST	OL. BL.OA.LV.HH		
489	Scientific Officer	S.SE.RW.ST	OL. BL.OA.LV.HH		
490	D(Library)	S.SE.RW.ST	OL. BL.OA.LV.HH		
491	Scientific Officer E	S.SE.RW.ST	OL. BL.OA.LV.HH		
492	(Library)	S.SE.RW.ST	OL. BL.OA.LV.HH		
	Scientific Officer F (Library)				
	Scientific Officer G(Library)				
	Scientific Officer H(Library)				

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1	2	3	4	5	6
493	Assistant Librarian	S.ST.W.BN.SE.C	OL.OA.HH	<p>Asst Lib- Collection of books, entry in register, handling approval memos, bills. Annual reports report maintenance. Inter library loan , referral service, list of addition CAS service etc. Thesis / Dissertation section look after circulation clerk. Dy Librarian Incharge of section, assignment of work to subordinate staff, supervision and oversee library rquirements. Duties as assigned by University librarian</p> <p>University Librarian Over all authority concerning Library, Liasion with executivr council, Vice chancellor, university statistics and overall development Works in office environment use of computer & internet</p> <p>Assisting in collection of books, entry in register, handling approval memos, bills . Annual reports report maintenance. Inter library loan , referral service, list of addition CAS service etc. Thesis / Dissertation section</p> <p>Information from library sources on subject of general or special interest to individual groups.Maintain liaison with other libraries.Make</p>	
494	Librarian	S.ST.W.BN.SE.C	OL.OA.HH		
495	Deputy Librarian	S.ST.W.BN.SE.C	OL.OA.HH		
496	University Librarian	S.ST.W.BN.SE.C	OL.OA.HH		
497	Librarian	S.ST.W.BN.SE.C	OL.OA.HH		
498	Librarian Dy.	S.ST.W.BN.SE.C	OL.OA.HH		
499	Librarian	S.ST.W.BN.SE.C	OL.OA.HH		
500	Curator (MA Library) Epi-Graphist (History) Case Analyst	S.ST.W.BN.SE.C	OL.OA.HH		

501	Maintenance Engineer/Inspection Engineer	S.ST.BN.W.SE.C	OA.OL.HH	They provide routine/preventive maintenance and workshop facilities for all plant and equipment, in refinery. Prepare budgets for replacement of equipment spare parts and maintenance plant. Work in co-ordination with Operation Department and Materials Deptt. Co-ordinate with outside agencies for maintenance and servicing of ACs. water coolers, blowers , fans, painting jobs, insulation , maintenance contracts etc.	The work is performed both inside and outside, work palce can be hot & noisy. The job can be hazardous. The incumbents should be considered with aids & appliances.
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1	2	3	4	5	6
				<p>Co-ordinate with PWD , Municipal Inspector Weights and Measures Department , manufacturer of equipments and spare parts and consumables. Budgeting for all M & R expenses, adhering to statutory requirements in respect of maintenance of plant and machinery.</p>	

	ENGINEERING MANAGEMENT				
502	TRAINEE	S.ST.BN.KC.SE.H.C.	OA.OL	All supervising,All machinery work. Pertaining to Factory,Record keeping,Ensure jobs and done as per specifications. Write log books,Collect samples and make analysis, Mind control panel and major equipments such as compressor, reactone etc.,Training faults in circuits ,Works in live lines in emergency,Install equipments, panel motors Overhaul turbines , fluid devices, compressors, pumbs,Allign multistage contritugal pumps compressors, turbines,Scrabing and alligining of bearing,Repairing gear boxes etc.	The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate. The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate. The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate.
503	Asst Plant	RW.MR	OA.OL		
504	Engineer	S.ST.BN.KC.SE.H.C.	OA.OL		
505	Plant Engr/ Plant	RW.MR	OA.OL		
506	Manager	S.ST.BN.KC.SE.H.C.	OA.OL		
507	Sr. Plant Mgr/	RW.MR	OA.OL		
508	Dy. Chief Engr.	S.ST.BN.KC.SE.H.C.	OA.OL		
509	Addt. Chief Engr	RW.MR	OA.OL		
510	Chief Engr	S.ST.BN.KC.SE.H.C.	OA.OL		
511	Dy. General	RW.MR	OA.OL		
512	Manager (Engr)	S.ST.BN.KC.SE.H.C.	OA.OL		
513	Jr. Engr.(Civil)	RW.MR	OA.OL		
514	Management	S.ST.BN.KC.SE.H.C.	OA.OL		
515	Trainee	RW.MR	OA.OL		
516	Jr. Engr.	S.ST.BN.KC.SE.H.C.	OA.OL		
517	(Production	RW.MR	OA.OL		
518	/Chemical)	S.ST.BN.KC.SE.H.C.	OA.OL		
519	Asst Plant	RW.MR	OA.OL		
520	Engineer	S.ST.BN.KC.SE.H.C.	OA.OL		
521	Plant Engr/ Plant	RW.MR	OA.OL		
522	Manager	S.ST.BN.KC.SE.H.C.	OA.OL		
523	Addt. Chief Engr	RW.MR	OA.OL		
524	Chief Engr	S.ST.BN.KC.SE.H.C.	OA.OL		
	Dy. General	RW.MR			
	Manager (Chem/	S.ST.BN.KC.SE.H.C.			
	Prod)	RW.MR			
	General Manager	S.ST.BN.KC.SE.H.C.			
	(Chem/Prod	RW.MR			
	Management	S.ST.BN.KC.SE.H.C.			
	Trainee	RW.MR			
	Jr. Engr.	S.ST.BN.KC.SE.H.C.			
	Instrumental	RW.MR			
	Asst Engineer	S.ST.BN.KC.SE.H.C.			
	Engr/ Manager	RW.MR			
	Sr. Mgr/ Dy.	S.ST.BN.KC.SE.H.C.			

	Chief Engr. Addt. Chief Engr Chief Engr Dy. General Manager (Instrumental)	RW.MR S.ST.BN.KC.SE.H.C. RW.MR S.ST.BN.KC.SE.H.C. RW.MR S.ST.BN.KC.SE.H.C. RW.MR S.ST.BN.KC.SE.H.C. RW.MR S.ST.BN.KC.SE.H.C. RW.MR			
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1	2	3	4	5	6	
525	Asst. Training	S.ST.W.SE.C	OA.OL.BL	trends	The incumbents should be considered with aids & appliances.	
526	Sr. Training	S.ST.W.SE.C	OA.OL.BL	and processing		
527	Training Manager	S.ST.W.SE.C	OA.OL.BL	them, Liaisoning with finance		
528	Chief Training	S.ST.W.SE.C	OA.OL.BL	and obtaining approvals		
530	Management Trainee	S.ST.W.SE.C	OA.OL.BL	before, Visiting supplier, Receiving the goods, Quality testing, Sending them to stores, Sending them to respective depts., Store keeping activities, Dealing with excise matter		
531	Asst. Material	S.ST.W.SE.C	OA.OL.BL			
532	Material Officer	S.ST.W.SE.C	OA.OL.BL			
533	Asst. Material	S.ST.W.SE.C	OA.OL.BL			
534	Dy. Material Mgr.	S.ST.W.SE.C	OA.OL.BL			
MECHANICAL ENGINEERS						
535	Sudpt. Engineer	ST.S.SE.MF.BN.KC.	OL	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.		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
536	Senior Process Engineer	H.C	OL			
537	Engineer	ST.S.SE.MF.BN.KC.	OL			
538	Senior Dairy Engineer	H.C	OL			
539	Engineer	ST.S.SE.MF.BN.KC.	OL			
540	Executive	H.C	OL			
541	Engineer	ST.S.SE.MF.BN.KC.	OL			
542	Buyer	H.C	OL			
543	Senior Designer	ST.S.SE.MF.BN.KC.	OL			
544	Workshop Incharge	H.C	OL			
545	Incharge	ST.S.SE.MF.BN.KC.	OL			
546	Jr. Dairy Engineer	H.C	OL			
547	Engineer	ST.S.SE.MF.BN.KC.	OL			
548	Mechanical Engineer	H.C	OL			
549	Designer	ST.S.SE.MF.BN.KC.	OL	Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards.		
	Senior Draughtsman	ST.S.SE.MF.BN.KC.				
	Instructor	ST.S.SE.MF.BN.KC.				

	(Welding) Asstt.Engineer (Mechanical) Foreman (Production) Management Trainee	H.C ST.S.SE.MF.BN.KC. H.C ST.S.SE.MF.BN.KC. H.C ST.S.SE.MF.BN.KC. H.C ST.S.SE.MF.BN.KC. H.C ST.S.SE.MF.BN.KC. H.C		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.	
550	Jr. Engr. (Mechanical)	ST.S.SE.MF.BN.KC. H.C	OL		

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Sl. N	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
551 552 553 554 555 556 557 558	Asst Engineer Engr/ Manager Sr. Mgr/ Dy. Chief Engr. Addt. Chief Engr Chief Engr Dy. General Manager (Mechanical) General Manager (Mechanical) Sr.Engineer(Mechanical)	ST.S.SE.MF.BN.KC.H.C ST.S.SE.MF.BN.KC.H.C ST.S.SE.MF.BN.KC.H.C ST.S.SE.MF.BN.KC.H.C ST.S.W.SE.BN.RW.MF.C ST,S,W,SE,BN,RW,MF,C ST,S,W,SE,BN,RW,MF,C ST,S,W,SE,BN,MF	OL OL OL OL OL.HH OL.HH OL.HH HH	Engineers working on ships to have independent charge of engine of finishing vessels was having BHP upto 50 and on larger vessels as second engineer for proper watch duty or engine supervision of duties or crew working under him.Proper maintenance of engine log books.Maintenance of accounts for conception of fuel oil,day to day maintenance,repair of the vessels keeping necessary spares for such repair complying with the required	The work in fishing vessels.Needs to work in hot & humid environment.
559 560 561 562 563 564	MEDICAL OFFICER Medical Officer. Sr. Medical Officer Dy. Chief Medical Officer. Additional Chief Medical Officer Chief Medical Officer Dy. General Manager (CHSM)	S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C	OA,OL OA,OL OA,OL OA,OL OA,OL OA,OL	Counseling patients and family members,Liasoning with hospital, blood banks, medical officer, BMC and other govt. offices, Counseling employees or specials cases,Absentee Indebt ness,Bad habits,Organising awareness programme,Visiting employees at work and also at homes	The incumbents should be considered with aids & appliances. Bilateral hand activities should be adequate.

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SI No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
565 566 567 568 569 570 571 572	Scientific Officer C (Medical Doctor) Scientific Officer D (Medical Doctor) Scientific	S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.BN.MF.W.SE.RW.H.C S.ST.W.SE.RW.H.C S.ST.W.SE.RW.H.C	OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL OA.OL	Attend to the clients and patients and prepare medical reports. Doctor, Work in shift in main hospitals and dispensaries.,treating the patients as per the needs. Planning, medical supervision and coordination. Medical consultation / Operations/ Ward work. Teaching & training. Financial & administrative functions, hospital administration, sanction of leave to staff members. Daily routine medical administration of the hospital, medical examination (overall in charge of Medical Examination Cell) Treatments of patients, medical records, Matters related to Postgraduate and library & central Sterilizing room, Call duty after office hours & Duty assigned by Medical Supdt.	The incumbents should be considered with aids & appliances.
573 574 575	PROJECT & PLANNING OFFICERS Operation Officer Proje	IN SCINTIFIC ORGANIZATION S.ST.RW.MF.W.SE.H.BN.C S.BN.SE.H.RW SE,H,W,RW	OA.OL.HH OA.OL.BL.HH HH	To plan, organise, co-ordinate and control receipt, storage, distribution and manufacturing of bulk black oils, lubricants and specialties with the minimum manpower and lowest operating costs with proper regard to customer relationship. Assisting in work relating to standardising of aerodromes,licensing of aireports,licensing of flight crew,granting permits for operation of non schedules operators/air taxi operators/schedule domestic operator,standardisation of procedures relating to air traffic controller,investiogation of operational incidents to aircraft including air	The work is performed both inside and outside. Work place can be hot and noisy. Work is usually done alone. The job can be hazardous. The work is mostly performed inside in well lighted rooms Work is usually done alone. Use of aid and appliances as per needs.

576 574	Programmer Scientist (Information Technology)	S,ST,SE,W.BN.H S.RW.BN.MF	OA,OL.BL.HH.B.L V OA,OL.BL.HH.B.L V	Programmer converts symbolic statement of business, scientific, and other technical problems to detailed logical flow charts for coding into computer language and solution by means of automatic data processing equipment. Analyses all or part of work flow chart or diagram representing scientific and business problem by applying knowledge of computer capabilities, subject matter, algebra and symbolic logic to develop sequence of programme steps.	The work is performed inside. Usually workers work alone. The place is well lighted.
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Sl. No	Job Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6

				<p>Confers with supervisors and representatives of departments affected by programme to resolve questions of programme intent, output requirements input data acquisition, extent of automatic programming and coding use and modification and inclusion of internal checks and controls. Writes detailed logical flow chart in symbolic form to represent work order of data to be processed by computer system and to describe input, output and arithmetic and logical operations involved. Converts detailed logical flow chart to language processable by computer. Devises sample input data to provide test of programme adequacy. Prepares block diagrams to specify equipment programme on computer, using actual or sample input data. Corrects programme errors by such methods as altering programme steps and sequence. Prepares written instruction (run book) to guide operating personnel during production runs. Analyses, reviews and rewrites programmes to increase operating efficiency or adapt to new requirements. Compiles documentation of programme development and subsequent revision. May specialise in writing programmes for one make and</p>	
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575	Scientist (Information Science)	RW,S,BN,MF,S E	OL.HH OL.HH OL.HH OL.HH	<p>type of computer. Records type and nature of data processed; type of machine in which experienced; reports and reviews published.</p> <p>To provide speedy information services to the sponsoring agency, attend to technical equipment, plan local area</p>	The work involves computer operation and repairing hardware.
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576	System Engineer	PP,S,ST,BN,SE, H,RW	OL.HH OL.BL.OA OL.BL.OA.B.LV OA.OL.B.LV	network, internet and networking, write technical report and involve in business development activities. Programming of the software and tools for testing and other activities.Maintaing all computers and equipments related to IT in proper working condition. Supervising the works,maintaining all computer and equipments related to IT in proper working condition. Research works regarding the project concerned, collecting and organising the data.	The work is mostly performed inside but also outside. The work place is well lighted it does not involve any hazrds.
577	Maintenance Engineer(IT)	PP,S,ST,BN,SE, H,RW		Public Relations Officer; Liaison Officer maintains liaison between organization employing him and general public for promoting goodwill and better understanding. Distributes publicity material and issues press releases to popularise organisation's activities. Studies news papers,journals etc. carefully and notes trends of public opinion on policies and activities of organisations. Explains and helps employer to understand public opinion and criticism of policies.Distributes publicity material, arranges film shows etc. to cultivate appreciation of organisation's activities and counteracts criticisms. Arranges visits of important persons and	
578	Sr.Maintenanc e Engineer	MF,BN,SE,H,R W			
579	System Manager	SE,H,RW			
580	Project Officer	S.ST.W.RW.SE			
581	P.R.O/Liaison Officer (Sr.)	S.ST.W.SE			
582	Officer (posted in Public Relation Department/Division)	S,ST,SE,RW			

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SI. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
583	Project Officers	MF.S.H.RW	OA.OL.BL.LV.HH	functions and prepare other audio visual aids. May edit journals or periodicals for publicising activities of establishment or organisation. May maintain information centre and organise community relations activities. Record types of establishments and industries in which worked; languages in which specialised; specialisation in journalism, printing, art etc; experience of participation in exhibitions; types of publicity materials prepared and experience of photographic techniques. Determine character and volume of information necessary for any solution of any problem, determine the most effective methods, may advise on matters such as operating efficiency.	The work is performed mostly in side. The work place is well lighted and comfortable work in office, use of computer.

584	PERSONNEL OFFICERS	S,H,RW	OA.OL,BL.OAL.B.LV.HH	<p>They formulate and execute policies, relating to recruitment, training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare schemes and effective utilization and discharge of personnel employed in any undertaking. Advise and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of</p> <p>All establishment work regarding promotions, timings etc., Maintenance of disputes, Grievance of the employees, Welfare facilities at plant, Administer, sports, cultural and social activities., Follow up Govt. guidelines on various subject Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establish channels of consultation between labour and employers to minimise misunderstanding. May represent employers in labour conciliation proceedings during disputes.</p>	<p>The work is performed mostly inside. The work place is well lighted. The worker usually does his work in a group. It does not involve any hazards.</p>
585	Personnel	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
586	Manager	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
587	Deputy	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
588	Manager	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
589	Personnel	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
590	Chief	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
591	personnel	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
592	Manager	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
593	Deputy	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
594	General	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
595	Manager	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
596	Personnel	S,H,RW	OA.OL,BL.OAL.B.LV.HH		
597	Manager HR Management Trainee (Assistant Personnel Assisant Personnel Officer General Manager(Personnel) Management Trainee (Assistant Personnel Assisant Personnel				
598	PHYSICIAN	S,ST,H.W.RW.S	OL,OA	<p>They diagnose and treat ailments or disorder of human body according to scientific system of medicine. Examine patients using stethoscope, blood</p>	<p>The work is performed inside in well lighted rooms. The worker</p>
599	Deputy Director (Medical) Physician	S,ST,H.W.RW.S	OL,OA		

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665	Scientist (Cell Cultural)	ST,W,SE,RW,S,BN,MF	HH.OL	lead/cadmium and their mode of action To undertake invitier studies for primary screening and studying biochemical mechanism of action of chemical using primary and cell lines	The work is laboratory based.
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Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
666	Scientist (Microbiology/Immunology)	ST,W,SE,RW,S,BN,MF	HH.OL.BL.	*The candidate is required to undertake studies on animal and human viruses using cell culture and immunotoxicity studies. The candidate should be well versed in the area of molecule modelling of polymers with demonstrated expertise in the application of contemporary software for prediction of fundamental polymer property. The candidate must have an ability to understand the relationship between theory and experiment.	The work is laboratory based.
667	Scientist (Polymer Chemistry)	ST,W,SE,RW,S,BN,MF	HH.OL		The work is laboratory based.
668	Principle Scientific Officer (PSO) (Information systems)	ST,W,SE,RW,S,BN,MF	HH.OL.BL.	Will be responsible for development Vigyan Prasar Information system (VIPRIS) for SAT. communicator for different media and number of Government and non-government scientific and technological organisations. Should have up to date knowledge of IT development	The work involves computer operation development of software
669	Sr. Scientist Officer (SSO) (Publications)	S,R,W,SE,BN	HH.OL.BL.	Responsible for implementing / monitoring VP activities relating to publication	Desk work
670	Sr. Scientist Officer (SSO) (Sky Watching/Astronomy)	ST,W,SE,RW,S,BN,MF	HH.OL	Responsible for sky watching / Astronomy and other science club related activities of Vigyan Prasar.	Needs to operate telescope, study astronomy.
671	Sr.Scientist	ST,W,SE,RW,S,BN,MF	HH.OL.BL.	Looking after the environmental aspects of the ports and harbour project in Andaman and Nicobar and Lakshadweep islands as per the guidelines issued by the Ministry of Environment and Forest Department and Forest and Wild Life.	The work is humid & dusty.
672	Incharge (Arts & Photo Section)	MF,SE,H,R,W,	HH.OL.BL.	Collection of photo, art pieces etc. Arrange all photos and art works in order. Keep the room/gallery clean and neat. Maintain records of the photos and art works. Doing research works.	Use of aid and appliances as per requirement of the job
673	Incharge(IMS workshop)	MF,SE,H,R,W,	HH.OL.BL.		
674	Jr. Research Officer IMS)	MF,SE,H,R,W,	HH.OL.BL.		
675	Jr. Research Officer (IT)	MF,SE,H,R,W,	HH.OL.BL.		

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Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	SALES AND MARKETING OFFICERS				
676	Manager (Distribution)	S.H.W.H.C.SE.RW	OA.OL,HH.LV	They are incharge of the stores and purchase deptts. of their offices. They take steps to to note the sales of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of the superiority of the product of their organisations over that of the products of the other organisation May arrange exhibition of their products. May get phamplets etc. prepared for the publicity of their goods. Keep themselves abreast of their latest national and international market trends and advise their deptt. to make necessary changes, modification in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and	The work is performed both inside and outried. Extensive touring is involved. Work place is usually comfortable. Worker works in a group. No hazards are involved.
677	Addl. General Manager (Marketing)	S.H.W.H.C.SE.RW	OA.OL,HH.LV		
678	Dy. Manager (Distribution)	S.H.W.H.C.SE.RW	OA.OL,HH.LV		
679	Dy. Manager (Product Dev.)	S.H.W.H.C.SE.RW	OA.OL,HH.LV		
680	Sales Manager	S.H.W.H.C.SE.RW	OA.OL,HH.LV		
681	Dy. Manager Production	S.H.W.H.C.SE.RW	OA.OL,HH.LV		
682	Asstt. Director (Export) Promotion	S.H.W.H.C.SE.RW	OA.OL,HH.LV		

683	Management Trainee	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV	<p>international price structure. May deal with stores and purchase officers of other organisations. May arrange and/ or attend trade delegations to and from other countries. Organising training programme for the employer, Coordinating training, Conducting surveys , identify training needs,Providing on the job training, Conducting specialised training ,Liasoning with resource ,Report preparation and presentation</p>	
684	Marketing Officer	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
685	Sr. Marketing Officer	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
686	Asst. Marketing Mgr.	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
687	Dy. Marketing Mgr.	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
688	Marketing Manager	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
689	Chief Marketing Mgr	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
690	Dy. General Mgr.	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
691	General Manager. (Marketing)	S.ST.W.SE.RW.H.C	OL.BL.OA.HH.LV		
692	MATERIAL OFFICERS Asst.Material Officer	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		<p>To assist material scientist in conducting studies for understanding and developing materials To procure materials, maintain stocks and to issue it to the stakeholder.</p>
693	Material Officer	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		
694	Asst. Material Mgr.	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		
695	Dy. Material Mgr.	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		
696	Material Manager	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		
697	Chief Material Manager.	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH		
698	Officer (posted in Marketing and Customer Service)	S,SE,H,RW	OL.BL.OA.LV.HH		
699	SECURITY OFFICERS Senior Security Officer	S.ST.W	OL	They plan control and supervise	The work is

700	Security Officer	H.RW	security arrangement of individual plants, establishment buildings, men, materials and other movable and immovable	performed both inside and outside. Workplace outside
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Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
				property against fire, thefts, pilferage, unauthorized entry and personal hazards Allot duties to security personnel at gates of workshops , stores, warehouses works and administrative buildings, unauthorised entry of man and passage of material. Issue gate passes to visitors desiring entry into restricted premises and check security personnel on duty. Enquire into complaints of unauthorised entry of men and material and cases of theft etc. and report the matter to police for further action. Maintain discipline amongst security personnel. May assist fire-fighting personnel in case of fire.	is hot humid and dusty. Worker involves hazards. Incumbence of OH category needs to be considered with aids & appliances.
701 702 703 704 705	STORES OFFICERS Controller of Stores Manager Stores Purchase Officer Deputy Purchase Officer Stores Officer	S.SH.W.SE.RW.C S.SH.W.SE.RW.C S.SH.W.SE.RW.C S.SH.W.SE.RW.C S.SH.W.SE.RW.C	OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH OA.OL.HH	They are responsible for the availability of various goods required in their office, section, factory, etc, and also for their proper supply to the actual users. They make assessment of the quantity of different items required at specified intervals on the basis of information provided by the actual users. They contact producers, manufacturers or the agents to discuss and settle	The work is performed mostly inside. Occasional visits to the market are required. Works place is well lighted. It does not involves hazards. Incumbence of OH category needs to be considered with aids & appliances.

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1	2	3	4	5	6
706 707	Asstt. Supdt. Stores Suptd.Stores	S.ST.SE.H.BN	OA.OL.HH	<p>terms and conditions of sale including the minimum standards or specifications to which the goods must conform. May call for tenders from different suppliers. and place orders for supplying these. Ensure that goods supplied conform to the agreed standards. Arrange for proper storage of goods including spraying of pesticides to kill white ants, rats, etc. in case of perishable goods. May maintain proper accounts of purchase and supplies. May look after general administration of the stores department and be administrative Incharge of the Junior staff.</p> <p>They receive stores and issue various types of goods, tools, equipment , raw materials, etc. and maintain record of each item Check incoming supplies against orders, bills or vouchers Identify weight or measures and examine various items to ensure correct supply . Affix the identity slips to items giving code numbers or marks. Enter details of goods received in stock registers. Maintain bin cards for each item indicating stock in hand. Ensure proper storing and preservation of goods. Issue stock on demand making necessary entries in registers and bin cards; Exercise physical check of stores periodically and tally with stock registers. Render to superiors periodical statements and reports showing position and condition of stocks. Make requisition for replacement and further supply under advice of superiors. Supervise work of subordinates engaged in lifting goods.</p>	<p>Work is performed mostly inside. Visits to market are required. Work place is dusty Worker works alone . No hazards are involved.</p>

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1	2	3	4	5	7
708	Systems Officer	ST.W.BN.H.SE.RW	OA.OL.BL.HH	Interpreting system, design requirements estimating machine requirements (size and limitations), flow charting (drawing up systems and program flow charts, coding, developing test data, programme compilation debugging (removing errors) testing, modifying programs, parallel programs, testing program maintenance (changes , upgrades, modifications). Learning new technologies (Software & Hardware). Training in user inter- action, making presentations etc.	The work is mostly performed inside in well lighted rooms Workers usually work alone. It does not involve any hazards. Incumbent of OH category need to be considered with aids & appliances.
709	Speech Therapist Lecturer	S.ST.SE.BN.W.H.C	OL.OA.BL	Speech and language therapist does planning of therapy and counselling. Teaches undergraduates.	Work in groups and alone, mostly inside but also outside. The work is less hazards.
710 711 712 713 714	School Principal Principal CHS Principal, School of Nursing School Vice Principal Head master/Head mistress Micro Analyst (Science Faculty)	S.ST.BN.H.SE.RW MF.SE.H.RW MF.SE.H.RW MF.SE.H.RW MF.SE.H.RW	OL.OA.BL. B.LV.HH OL.OA.BL. B.LV.HH OL.OA.BL. B.LV.HH OL.OA.BL. B.LV.HH OL.OA.BL. B.LV.HH HH.OL	Higher Secondary and High School Teacher teachers one or more subjects to students of high school, higher secondary school, multipurpose school in regional language or English. Teachers, students of various standards, allots and corrects home work, gives practical instructions in science subjects in laboratory. Conducts tests and examinations and decides eligibility for promotion to higher standards. Maintains school registers and records.	The work is performed mostly inside in group. The work place is well lighted.

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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
				<p>May collect fees,conduct sports and extra-curricular activities such as scouting, hobby clubs, dramatics. May be in-charge of stores and equipment, hostel, transport, canteen, library, etc. Is designated as Science Teacher if teaching science subjects such as Chemistry, Physics, etc. as Domestic Science Teacher if teaching domestic science subjects, hygiene, cooking, kitchen gardening,house economics, etc., and as Basic Teacher if teaching according to basic educational system. Is designated as Headmaster or Principal, Secondary School if incharge of school and responsible for executing school's educational programme. Record type of school in which experienced; standards, subjects and medium in which taught;experience of administrative work and extra-curricular activities. Maintain payment records,Bill passing,Record keeping,Maintain records of Sales tax, income</p>	

				controls.	
726	TRAINING OFFICERS Training Manager	ST.H.SE.RW	OA.OL.B.LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly

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Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
727	Principal Training Officer	SE,RW	OA.OL.BL.HH	<p>or on the jobs in service training programmes within the frame work of policies of the organisations/Deptts.aimed at improving personnel efficiency and output</p> <p>Advise and assist in development of syllabi programmes, training materials /aids Study polices, procedures, instruments and other related documents</p> <p>Prepare notes, comments, concentering 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.</p>	inside except for practical
728	Chief Instructor	SE,RW	OA.OL.BL.HH		training in organisations like
729	Sr. Training Officer	SE,RW	OA.OL.BL.HH		Indian Air lines. The work
730	Training and Inspection Officer	SE,RW	OA.OL.BL.HH		place inside is well
731	Dy. Director (Condensed Course)	SE,RW	OA.OL.BL.HH		lighted
732	Divisional Engineer (Principal)	SE,RW	OA.OL.BL.HH		The work in general
733	Dy. Director (Training)	SE,RW	OA.OL.BL.HH		organisa
734	Training Officer	SE,RW	OA.OL.BL.HH		tions does not involve
735	Management Trainee	SE,RW	OA.OL.BL.HH		any
736	Asst. Training Officer	SE,RW	OA.OL.BL.HH		hazards. However ,
737	Sr. Training Officer	SE,RW	OA.OL.BL.HH		work in
738	Chief Training Mgr.	SE,RW	OA.OL.BL.HH		organizations like
				Indian Air	
				lines is hazardous.	
				Incumbent	
				of OH category need	
				to be	
				considered with aids	
				&	
				appliances.	

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Sl. No	o Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
739 740	Tool Engineer; Tool Designer; Mechanical Engineer, Tools. Jr. Maintenance Engg.	ST.S.SE.BN.MF.W MF.SE.H.RW	OL.HH OL.HH	<p>Tool Engineer; Tool Designer; Mechanical Engineer, Tools designs and supervises manufacture of tools, jigs, fixtures, gauges, cutters and other mechanical equipment and gets those already in use reconditioned, if possible for further use. Studies production methods, feed and speed of tools and machines used, required hardness and finish of products prescribed and standard of accuracy desired.</p> <p>Calculates sizes of tools from drawings or samples. Determines materials, tools and machines to be used, hardness and tempering temperatures etc. Prepares sketches or drawings with complete specifications, accuracy required and relevant instructions for manufacture.</p> <p>Observes work and checks it at different stages of production such as machining, filing, hardening, tempering, grinding, lapping etc. with precision instruments such as micrometers, vernier, slip gauges, sine-bar, shadow-graph, hardness testing machines etc. to ensure that work is being made to required accuracy.</p> <p>Inspects finished product, observes performance to ensure required accuracy and certifies conformity to precision standards. Examines used tools, gauges, fixtures, cutters etc., determines if they can be further used with prescribed a</p>	The work is performed mostly inside except for practical training in organisations The work place inside is well lighted

				<p>accuracy by minor repairs, such as regrinding replacement of component, hardening, tipping (brazing or welding required type of steel cutting edge on tool) etc. and gets them reconditioned if possible. May check tools and cutters periodically and ensured their proper maintenance. May specialise in designing particular types of tools such as press-tools, form cutters, hammer dies etc.</p> <p>Record types of tools and gauges in which specialised; whether experienced in making dies by die-copying machine and if member of any Engineering Institution or Association.</p>	
741	Technical Officer	S.ST.BN.SE.H.RW	OL.HH	<p>Maintaining and servicing the equipments and different types of tool and keep them in good and working condition.</p>	Use of aid and appliances as per requirement of the job
742	Scientific Officer (IT)	S.ST.BN.SE.H.RW	OL.HH	<p>Maintaining and servicing the equipments and different types of tools and keep them in good and working condition.</p>	Use of aid and appliances as per requirement of the job
743	Scientist (Photo-voltaic) IT	S.ST.BN.SE.H.RW	OL.HH	<p>Maintaining the collection of photos, keep them safe in order. Maintain records of the photos and art works.</p>	

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Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
744 745 746	Sr. Instrumentation Office Jr. Instrumentation Training & placement officers	BN.S.ST.W.SE.H.RW BN.S.ST.W.SE.H.RW S.H.RW.ST.W.C	OL.HH OL.HH OA.OL.LV	Maintaining servicing the electronic tools, equipments keep reports. Procurement of materials and maintain records. Maintaining servicing the electronic tools, equipments keep reports. Procurement of materials and maintain records. Plan and undertake suitable training programme, identify suitable jobs, carrying outplacement and related activities. Interviews employment seekers to obtain factual details of job experience, trianing obtained etc. May assist employerss in their recruitment process by using specialised techiques to determine aptitude, interest values etc	Use of aid and appliances as per requirement of the job Use of aid and appliances as per requirement of the job The work is performed mostly in sided. The work place is well lighted and comfortable work in office, use of computer
UNIVERSITY & COLLEGE TEACHERS DISCIPLINES (SCIENCE, ENGINEERING, M.B.A., HOSPITAL MANAGEMENT HOTEL MANAGEMENT, ENVIRONMENT, LAW, JOURNALISM, TOURISM)					

747 748 749 750	Lecturer Asstt. Professor Reader Professor	S.SE.W.BN.MF S.SE.W.BN.MF S.SE.W.BN.MF S.SE.W.BN.MF	OL.BL.OA.B.LV OL.BL.OA.B.LV OL.BL.OA.B.LV OL.BL.OA.B.LV	JOB DESCRIPTION (ARTS) They teach University and college students one or more Arts subjects such as History, Geography, commerce, sociology, Philosophy, Economics, Pol. Science Indian, or Foreign Language such as Hindi Sanskrit, English Law Management, Tourism, Journalism. Deliver lectures and conduct seminars, set examination papers, conduct examinations and evaluate answer books. Maintain class registers and records. May conduct research and guide research work. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances.	
751 752 753 754	SCIENCE Lecturer Asstt. Professor Reader Professor	S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C	OA.OL OA.OL OA.OL OA.OL	JOB DESCRIPTION (SCIENCE) They teach the students of Diploma, Bachelor and Master level students in the area of sciences , Mathematics, Engineering, Medical and Environment disciplines Deliver lecture and guide, supervise practical work in the field or laboratory. Set examination papers, conduct examinations and mark paper. Maintain class registers and record. May conduct or guide research work.	The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances.
755 756 757 758	COMMERCE Lecturer Asstt. Professor Reader Professor	S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C S.ST.W.BN.SE.H.C	OA.OL OA.OL OA.OL OA.OL	Job Description (Commerce & Management) They teach University & College students on or other subject related to Finance, Administration, Production, Industrial Relations, Personnel Laws Administration of Industry, Trade, Commerce, Finance & Institutions like hospitals etc. They assist students in their proje work,	The work is performed mostly inside. The work place is well lighted. Incumbents needs ct to be considered with aids & appliances.

				supervise group discussions, assist research, co-ordinate, write research papers & provide consultancies to consumer organisations on various aspects of Management. They teach Business Management, Hotel Management, Hospital Management Tourism & General Administration. They conduct exams & prepare results.	
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SI. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
759	Journalism & Mass Communication	S.ST.W.BN.H.C.SE	OA.OL OA.OL	JOB DESCRIPTION (Journalism & Mass Communication)	The work is performed mostly inside. The work place is well lighted.
760	Lecturer	S.ST.W.BN.H.C.SE	OA.OL OA.OL	They teach one or other subjects related to Journalism or Mass Communication which includes class room lectures in the areas of Print, Radio, Video, Journalism, techniques of interview broadcasting writing, Report, Editing Acting etc. They assist students in their practical training in the use of Video, Audio equipments, photography. They assist their students in project work, research work & contribute research papers. They conduct exams & prepare results. Responsible for official work as per the instructions from higher authorities Administrative and supervising of academic work. Work allotment to staff. Administrative and supervising of academic work. Work allotment to staff.	Incumbents needs to be considered with aids & appliances. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances. The work is performed mostly inside. The work place is well lighted. Incumbents needs to be considered with aids & appliances. The work is performed mostly inside. The work place is well lighted and comfortable work in office, use of computer. The work is
761	Asstt. Professor	S.ST.W.BN.H.C.SE	OA.OL.BL.B.LV		
762	Reader	S.ST.W.BN.H.C.SE	OA.OL.BL.B.LV		
763	Professor	S.ST.W.BN.H.C.SE	OA.OL.HH		
764	Dean University Colleges	S.ST.W.BN.H.C.SE	OA.OL.HH		
765	Principal University	MF.S.ST.BN.SE.H.R	OA.OL.HH		
766	Colleges	W.C	OA.OL.LV		
767	Principal University	MF.S.ST.BN.SE.H.R	OA.OL.BL.LV.H		
768	Schools	W.C	H		
769	University Engineer	SE.H.RW	OA.OL.LV		
770	(UWD)	SE.H.RW	OA.OL.LV		
771	Asst. Engineer	MF.S.H.RW	OA.OL.LV		
772	Examination Controller	MF.S.H.RW	OA.OL.LV		
773	Instructors Management	MF.S.H.RW	OA.OL.LV		
774	Faculty	MF.S.H.RW	OA.OL.LV		
775	Vice - Chancellor	MF.S.H.RW	OA.OL.LV		
776	Pro-Vice Chancellor	MF.S.H.RW	OA.OL.BL.HH		
777	Director Academic	MF.S.H.RW	OL.BL.OA.B.LV		
778	Dean Student's	MF.S.H.RW	OL.BL.OA.B.LV		
779	Secretary to Vice	PP.S.ST.BN.SE.H.R	OL.BL.OA.B.LV		
780	Chancellor	W			
781	Dy. Director CAS (History)	S.RW.			
	Dy. Director (Career Planning centre)	W.ST.BN.MF.H.C			
	Asst. Director (Career Planning centre)	S.RW.			
	Information Scientist	W.ST.BN.MF.H.C			
	VOCATIONAL COUNSELLING OFFICER GUIDENCE				
	LECTURER				
	VOCATIONAL				

	GUIDENCE OFFICER		<p>Execution & maintenance of works, procurement of materials and machinery implementation of contracts.</p> <p>Assist the Seniors concerned with the work.</p> <p>Controlling overall examination system and section.</p> <p>To plan organise, co-ordinates and controls within authority, delegaed, activities of Organisation, establishment etc, or one or more of its department/branches or sections, and includes officials</p> <p>Plans organise and controls, within authority delegated, engaged in running educational institutions. Directs acquisition, educational research, public service and development activities of institutions.</p> <p>Supervising and collecting and dissemination of information. Prepare reports. Update websites of the University etc.</p> <p>Vocational Counsellor guides and counsels individuals in vocational choice, vocational adjustment, vocational progress, etc. Interviews</p>	<p>performed mostly insided. The work place is well lighted and comfortable work in office, use of computer.</p> <p>The work is performed mostly inside. The work place is well lighted.</p>
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				<p>and collects information about client to assess his strength and weaknesses in relation to requirements of various occupations and educational training courses. Collects comprehensive information about occupations, employment market, educational and training facilities, scholarship facilities and other information relating to world of work.</p>	
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1	2	3	4	5	6
782	Veterinary Officer	S.ST.BN.SE.H.RW	OL.HH	<p>Conducts counselling interviews on vocational and occupational choices in relation to special aptitudes, interests and personality characteristics. Provides occupational information to all those seeking it in person or by post. Conducts group guidance programmes for purposes of disseminating occupational information and promoting vocational maturity. May administer psychological tests of aptitudes, interests, personality traits, etc. as aids in assessment of individuals strengths and weaknesses. May conduct surveys and studies concerning psychological requirements of different occupations and problems relating to adjustment and efficiency in different fields of activity. May conduct job analysis and study staffing patterns in different industrial and commercial organisations. May assist employers in their recruitment problems. career week, career exhibition, etc. And deliver lectures on topics relating to vocational organisations. May assist employers in their recruitment problems guidance to students in schools and colleges.</p> <p>Record nature of duties performed; studies and surveys undertaken; types of clients guided; papers contributed to technical journals.</p> <p>Duties regarding the treatment of animals, keep the records.</p>	Use of aid and appliances as per requirement of the job. Mobility should not be restricted.

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