

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

Sl.No	Designation	Physical requirements	Categories of the disabled suitable for jobs	Nature of work performed	working conditions/ Remarks
1	2	3	4	5	6
	<b>ACCOUNTS OFFICERS</b>				
1	Accounts Officer	S.BN.SE.RW.MF.H.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 , balance sheet etc. , as required depending upon type of industry or organisation in which engaged . See that prescribed accounting procedure is followed by offices, establishments and institutions and accounts books are properly maintained . Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc.	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards.
2	Asstt. Manager (Accounts)	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
3	Supdt. Grade 1 (Accounts)	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
4	Office Manager (Finance)	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
5	Asstt. Accounts Officer	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
6	Asstt. Accounts Officer (Cost)	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
7	Junior Accounts Officer	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
8	Accountant	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
9	Sections Officer (Accounts & Audit)	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
10	Assistant Accountant	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
11	Asst. Cashier	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
12	Financial & Accounts Officer	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
13	Asst.Chief Accounts Officer	S.BN.SE.RW.MF.H.C	BL.OA.OL.HH		
	<b>ARCHAEOLOGISTS</b>				
14	Sr. Technical Asstt. (Arabic Manuscript)	S.ST.W.KC.SE.RW	OA.OL.HH	Archaeologists study ancient art, architectural relics monuments, excavations and other materials to determine social habits, customs, religious practices, living conditions etc. as existed in past and their influence on modern civilization . Visit places of antiquity to study, monuments, relics and other materials that were in use in early times.Examine and analyse findings to determine period to which they belong. Conduct exploration, survey and systematic excavation work of ancient sites to discover hidden cities, structures and other antiquities. Collect objects of art, pottery, beads, ornaments and oth-er relics from excavation bearing prehistoric or posthistoric culture. Classify them according to which they belong. Undertake	Much of the work is performed in the field in hot, cold, humid and dusty conditions. Work is mostly done in a group and is hazardous. Incumbents should be considered with suitable aids & appliances.
15	" (Archaeology)	S.ST.W.KC.SE.RW	OA.OL.HH		
16	" Asstt. (Paintings)	S.ST.W.KC.SE.RW	OA.OL.HH		
17	" (Arms)	S.ST.W.KC.SE.RW	OA.OL.HH		
18	" (Numismatics)	S.ST.W.KC.SE.RW	OA.OL.HH		
19	" (Decorative Arts)	S.ST.W.KC.SE.RW	OA.OL.HH		

**ABBREVIATIONS USED : S=Sitting, BN=Bending, SE=Seeing, RW=Reading & Writing,C=Communication MF=Manipulation by Fingers, PP=Pulling & Pushing, L=Lifting, KC=Kneeling & Crouching, ST=Standing, W=Walking, BLA=Both Legs & Arms, BA=Both Arms,OL=One Leg, BL=Both Leg, OA=One Arm, OAL=One Arm and One Leg,B=Blind, LV=Low Vision,H=Hearing.MW=Muscular Weakness**

**OH= Orthopaedically Handicapped, CP= Cerebral Palsy, LC= Leprosy Cured, VH= Visually Handicapped, HH= Hearing Handicapped**

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				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 exhi-bits in museums . May deliver lectures to students and other interested intemples and monuments to study form and style of different periods.	
<b>ARCHITECTS</b>					
20	Senior Architectural Asstt.	S.SE.RW.MF.ST.W.C.H	OL.HH	Architects prepare designs for construction of buildings, monuments , etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc.and record points for consideration . Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish,architectural features etc.Estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan . May guide , supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialise in landscape architecture. May approve payment on correct execution of work.	The work is performed mostly inside . Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields . The worker works alone inside but to work in a group inside field. The work inside is not completely hazardous but some hazards have to be encountered in the field. Incumbents should be considered with suitable aids & appliances.
21	Junior Architect	S.SE.RW.MF.ST.W.C.H	OL.HH		
22	Architectural Asstt.	S.SE.RW.MF.ST.W.C.H	OL.HH		
23	Planning Assistant.	S.SE.RW.MF.ST.W.C.H	OL.HH		
24	Scientific Officer A(Architecture)	S.SE.RW.MF.ST.W.C.H	OL.HH		
25	Scientific Officer B(Architecture)	S.SE.RW.MF.ST.W.C.H	OL.HH		
26	Sr. Draughtsman	S.SE.RW.ST	OL.HH	Draughtsman (Architectural) prepares drawings of building, parks, gardens from sketches, designs or data for construction. Studies notes, sketches and other engineering data of buildings, parks, gardens monuments, etc. to be constructed. Draws sketches of required construction according to directions of the Architect to suit purpose and environment; alters them if directed and gets them approved by him. Draws to scale drawings according to approved sketches showing plan, elevations, settings, arrangements etc. as necessary. May trace drawing and make blueprints. May prepare architectural designs himself. May prepare estimate schedules for material and labour. May prepare perspective designs and render them in colour or monochrome. May prepare model of constructions work. May work as Draughtsman Civil. Record types of architectural drawings in which specialised such as buildings, irrigational projects etc; whether able to calculate working dimensions from given data and if experienced in any other type of draughtsmanship.	The work is performed mostly inside . Occasional field duty is required. The work place is well lighted, though hot humid and dusty condition have to be faced in the fields . The worker works alone inside but has to do work in group inside field. The work inside is a not hazardous.
27	Draughtsman	S.SE.RW.ST	OL.HH		
<b>ARCHIVISTS</b>					
28	Archivists (Genl.)	S.ST.H.RW	OL.OA.HH	Archivist acquire, maintain and supply for reference manuscripts and other records of historical importance. Scrutinise public records	The work is performed mostly inside.The work place is some
29	Archivists (Oriented Records)	S.ST.H.RW	OL.OA.HH		

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30 31	Asstt Archivists Gr.I (Oriental Research) Asstt. Archivists Gr. I. (Genl)	S.ST.H.RW S.ST.H.RW	OL.OA.HH OL.OA.HH	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 archival importance from private sources. Safeguard and preserve records cleaning, microfilming etc. Act as consultant to government agencies academic institutions, research scholars by making available information and documents and locating reference materials obtainable elsewhere , prepare compendia on selected subjects relating to public administration for use of administration.	times dusty . Work is usually group in. It does not involve any hazards.
32 33	<b>AUDITORS</b> Audit (Officer ) Internal Audit Officer	S.BN.SE.RW S.BN.SE.RW	OA.OL.BL.HH OA.OL.BL.HH	They examine account books and records of business establishments, private inditutions , 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 totals for proper observance of accounting procedure and ensure that all revenue and expenditure and disbursements are properly authorised , vouched and correctly classified.Report to appropriate authority irregularities in accounts and cases of improper use of Govt. money , improper expenditure etc. May prepare financial statement and final accounts such as profit and loss statements, balance sheets, etc for private and public undertakings.	The work is performed mostly inside in well lighted rooms The workers usually work, alone. Occasional group activity is required . No harards are involved. Incumbents should be considered. with suitable aids & appliances.
34	<b>AUTOMOBILE ENGINEERS</b> Shift Transport Engineer	ST.BN.SE.H	OL.HH	They plan, manufacture and repairs of cars, trucks and other motor vehicles. Study of different types of models of automobiles and suggest the types & models best suited to the need of the industry .Prepare estimates and make arrangements for supply of necessary spares. Supervise assembly or repairs work, effect necessary modifications and replacement of parts , get tuning and adjustments done and check repaired vehicle for efficiency and roadworthiness . May specialise in repair of particular type of petrol of diesel vehicles.	The work is mostly performed outside. The work place is hot and humid . Worker usually works in a group . The job is hazardous.
35	<b>AUDIOLOGIST</b>	S.RW. W.ST.BN.MF.H.C	OL.BL.OA	Audiologist does assessment, hearing aid assessment & fitting ear mold, making auditory assessment & intervention May teach under graduate students.	Work in groups and alone mostly inside and outside.
36	<b>ADMINISTRATIVE OFFICER (Secretarial Jr.)</b> Admn. Officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV	They organise and control all clerical work in the office, mark the dak, allot	The work is performed mostly

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37	Asstt. Admn. Officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV	duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipments etc. Prepare briefs of important administrative matters and Parliament questions, attend Departmental meetings.	inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted. It does not involve any hazards. Incumbents should be considered with aids & appliances.
38	Asstt. Director (Admn.)	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
39	Section officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
40	Asstt. Manager (Genl. Admn)	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
41	Asstt. Manager (Deptt.)	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
42	Asstt. Adm. Officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
43	Jr. Adm. Officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
44	Supdt.	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
45	Office Suptdt.	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
46	Asstt. Manager (Admn)	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
47	Asstt. Grade Officer	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV	Provide assistance to the senior officers in administration,maintain files and records,carry out work assigned by AGM/DGM/GM,uses computers,work in office.	Use aid and appliances as per requirement of the job.
48	Exe. Asstt./ Sec. Asst.	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
49	Executive Asstt.	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
50	Sr. Executive Asstt.	S.RW.SE.MW.C	OL.OA.BL.HH.B.LV		
51	Jr. Officer (P & A)	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
52	Junior Officer (HRD)	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
53	Junior Officer (Bulk & Tanker)	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
54	Junior Officer (Purchase & Supply)	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
55	PA/PS to GM/Executive Director/C & MD	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
55	PA/PS to GM/Executive Director/C & MD	MF.S.ST.W.H.RW.SE	OA.OL.BL.HH		
56	DISTT. EDUCATION OFFICER	S.ST.BN.SE.RW	OL.OA.BL.MW.B.LV,HH	Distt. Education Officer functions as Distt. Govt. Deptt. dealing with specified matters such as education, serves as head of Distt., Advises Govt. on matter of Policy & Administration, organise and direct work of Deptt., supervises & executes & implements policies and decisions, Acts, Rules & Regulations	The work is performed both inside & outside. Works alone and in group.No hazards are involved.

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

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				Record specialisation in various fields of painting such as portrait painting, composition painting, mural painting; whether worked as a ctive painter or sculpture; knowledge of history of art and art appreciation. <b>Craft Instructor</b> gives instructions to students in schools and training institutions in manual crafts such as carpentry, tailoring, weaving, book binding, blacksmithy etc. Imparts theoretical instructions in use of tools, mechanical drawings, blueprint reading and related subjects; gives demonstrations of process and operation in workshop; supervises and guides students in their practical work. Looks after stores, , equipment and tools Record specialisation in any particular craft such as carpentry, tailoring, weaving, etc.; trainings received and ability to maintain stores and equipment.	
60	<b>Advertisement Writer; Copywriter</b>	S,ST,W,SE,RW,MW	OL,OA,BL,HH	Advertisement Writer; Copywriter composes wording of advertisement, either in descriptive style or in form of slogans, captions, etc., for popularising particular product or establishment.Receives advertisement matter from customer. Writes descriptive matter or slogans in attractive form to advertise merits of product or establishment. Record languages in which able to write; specialisation in writing advertisement for product or establishment; experience of drawing sketches etc.	The work is mostly performed inside and outside. The work place is well lighted, it does not involve any hazards.
61 62	<b>CHEMICAL ENGINEERS</b> Foreman Asstt. Foreman	ST,BN,SE,RW,H.C ST,BN,SE,RW,H.C	OA OA	They direct and supervise operations of chemical plants and equipments for dissolving , filtration evaporation , dehydration, reduction, concentration combination, crystallization and all other unit operation for manufacture of heavy chemicals, fine chemicals etc. according so specifications. Study existing process or equipment used , their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve new design of 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 laboratories and devices processed and equipment for their manufactures Design, construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan layout of plant to	The work is performed mostly inside Work place is mostly hot, humid,adourous and noisy. Planning jobs are not hazardous. The workers work in a group on operation jobs and alone on planning jobs. Incumbents should be considered with suitable aids & appliances.

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63 64	Foreman Gr I Foreman Gr II	ST.BN.SE.RW.H.C ST.BN.SE.RW.H.C	OA.OL.HH OA.OL.HH	obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals mechanical and other means.  Assist E.W.S engineer collect engineering data for estimates,prepare rough drawing,supervising all works under his charge.Arrange for the materials,purchasing them from stores ,issue materials to contractors etc.Keep all materials and tools in his custody	
65 66	<b>CHEMIST</b> Jr. Chemist Jr. Quality Controller				
67 68 69 70	<b>CIVIL ENGINEER</b> Asstt. Engineer Scientific Officer A(Civil Engineer) Scientific Officer B(Civil Engineer) Jr.Engineer(Civil)	ST.S.BN.W.SE ST.S.BN.W.SE ST.S.BN.W.SE ST.S.BN.W.SE	OL.OA.HH OL.OA.HH OL.OA.HH OL.OA.HH	They plan, organise and supervise construction and repairs of buildings, highways, dams, barrages, canals, bridges, aerodromes, towers, laying of pipe lines, railway tracks, etc. Prepare or get sketches plants and projects prepared by Architect according to the requirement of Authority concerned . Visits areas for preliminary survey selection site and collection of necessary data such as measurements soil conditions availability of materials, labours etc. Prepare design details, detailed drawing estimates of cost of assistance of Draughtmens Civil or themselves and get approved by their clients or authority concerned. Arrange for required materials machinery labours and commencement of work at site. Ensure correct execution of work according o specification at every stage of Progress Check at site measurement taken by overseer for preparation and payment of bills. Inspect and examine structure completion of work to ensure its conformity with prescribed specifications. May draw sketches and plan themselves. May call for tenders and award work to one or more contractor, May undertake maintainance development or remodelling work.	The work is performed both inside and outside. Workplace is often hot and dusty. Jobs in the fields are hazardous but designing work in office does not involve any hazards. The workers work alone in the office and in a group in the fields.  Incumbents should be considered with suitable aids & appliances.

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

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1	2	3	4	5	6
80 81	<b>DEVELOPMENT OFFICER</b> <b>Dy. EDUCATION OFFICER</b>	S,ST,SE,RW,H,C	OA,OL,BL,B,LV,HH	mood and tempo of visuals. May himself write commentary. Record types of films and languages in which able to give commentary. Organises & directs work of the Deptt., supervises and, execute & implements education programs in liaison with Distt., Education Officer, supervise education schemes in the schools.	The work is performed mostly inside.The work place is well lighted.
82	<b>DRAUGHTSMAN SR.</b>	S,ST,BN,SE,RW,MW	OL,OA,HH	They prepare drawings of buildings, highways, dams, machines, plants, etc. from sketches, designs or data for purpose of construction, alteration, manufacture or repair. Study notes, sketches and other engineering data. Calculate dimensions as required from available material or sample. Draw to scale detailed drawings, showing plan, elevations, sectional views etc. according to nature of work and operations required. May prepare estimate schedules for material and labour.	The work is performed inside in well lighted rooms. Workers work alone. No hazards are involved.
83	<b>EDITORS</b> Sub-Editor	SE,ST,RW	BL,OA,OL,HH B,LV	They edit or direct editing of new items journals, newspaper, books and leading articles on contemporary events. Plan layouts of publications assign and coordinate work of section different and staff such as Reporter, Photographer etc. Examine written material scrutinise and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles on important subjects or events in accordance with prescribed policy.	The work is mostly performed inside.The work place is well lighted and comfortable. The worker usually works alone. It does not involve any hazards.
84	<b>E-COMMERCE PROFESSIONAL</b>	S,RW, ST,BN,MF,H,C	OA,OL,BL,HH	Deals with computer networking selling and purchasing of products or goods through internet.Gives idea of various ways of approach in different institutions and working areas. Guide the professional seeking information & using out the required information /data etc.	The work is performed inside in well lighted room with no hazards.
85 86 87 88 89 90 91	<b>HINDI OFFICER</b> Hindi Officer Asstt. Education Officer (Hindi) Hindi Translator Gr.I Asstt. Editor Hindi Rajbhasha Sahayak Linguist (Hindi Publication Board) Junior Officer (Raj Bhasha)	S,SE,RW,C S,SE,RW S,SE,RW S,SE,RW S,SE,RW SE,H,R,RW,MF,S,W SE,H,R,RW,MF,S,W	OL,B,LV,HH HH,B,LV HH,B,LV OA,OL HH,LV/Blind B,LV	Hindi officer supervises Hindi work under Official Languages Act. Attend, to all types of translation work. Prescribes proforma for and collects information from various offices, sections & units about the progressive increase/decrease in the use of Hindi as an Official Languages. May conduct classes in Hindi. Attend meetings of Committees in Hindi.  Works related to language, its structure, make correction in the articles and data for the publication.  Prepare documents and reports in hindi Arrange Hindi training for staff (drafting and typing) Hindi Translation work. Encourage usage of Official language	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.

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

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1	2	3	4	5	6
103	<b>INVESTIGATING OFFICER</b>	S,R,W, W,ST,BN MF	OA,OL,BL	They investigate account books and records of business establishments, private institutions , Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement . Check items of entries in day book or journal for correct recording Scrutinise bills , vouchers and relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check totals for proper observance of accounting procedure ensure that disbursements are properly authorised , vouched and correctly classified . Report to appropriate authority irregularities in accounts and cases of misappropriation, improper expenditure etc. They investigate financial statement and final accounts such as profit and loss statements, balance sheets, etc for private and public undertakings.	The work is performed mostly inside in well lighted rooms The workers usually work,
104 105	<b>SR. INSTRUCTOR</b> <b>INSTRUCTOR</b>	S,R,W, W,ST,BN MF,S,H,RW,ST	OA,OL,BL,LV,B	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/Depts.aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids study polices, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions . Suggest suitable speaker/trainers for specific area of training , advise on appropriate training activity, assist evaluation of trainees, as also training programme . May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training in organisations like Indian Air lines. The work place inside is well lighted The work in general organisations does not involve any hazards. However , work in organizations like Indian Airlines is hazardous.
106	<b>JOB ANALYST</b> Junior Analyst	S,ST,H,SE,RW,C	OA,OL,HH	Job Analysts develop job evaluation scheme in commercial and industrial organizations. Organise evaluation procedures to finalise schemes by defining evaluation factors selecting and studying key-jobs in organisation and relating key-job wage to evaluation factors. Develop norms for evaluating variations in amount of responsibility and intelligence required for efficient performance of each job. Analyse existing and new jobs coming up in 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 worker condition and suggest methods to increase productivity. May assist in developing training programme of potentially capable individuals in organisation.	The work is performed inside. The work place is well lighted and comfortable. The worker usually works in a group. Hearing and speaking are continuously required No hazards are involved.

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1	2	3	4	5	6
	<b>LABOUR WELFARE OFFICERS</b>				
107	Labour Officer	S.H.RW	OA,OL,BL,B,LV	They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain liaison between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workers and advise management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and encourage formation of co-operative stores and other welfare activities such as recreational facilities, sanitation, education of children, etc. Help in formulating employment and recruitment policies in joint consultation with management and workers' representatives. Use their good offices to bring about settlement by conciliation in event of dispute between workers and management. May assist employees in their personal problems.	The work is performed mainly inside The worker usually works in a group, the job is not hazardous.
108	Welfare Officer	S.H.RW			
109	Labour Welfare Officer	S.H.RW			
	<b>LAW OFFICERS</b>				
110	Asstt. Law Officer	S.ST.H.RW	OA,OL,BL,LV	They study facts available documents or papers pertaining to legal aspect of different issue raised by variuos Government Departments and give opinions or advice to the Govt. if necessary. May scrutinise legal aspects of different Govt. Rules and regulation etc. May prepatre and file legal proceeding plaints, complaints, legal statement, affidavits etc, in civil and criminal ourts of law, advise Govt department to procure evidence furnish documents etc. in support of particular case. May appear witness on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers.	The work is mostly performed inside. The work place is well lighted. The worker usually works alone.
111	Junior Law Officer	S.ST.H.RW			
112	Asstt. Manager Law	S.ST.H.RW			
	<b>LIBRARIANS</b>				
113	Documentation Officer	S,MF,SE,RW,ST	OL,MW,HH,LV	Librarians organise and maintain systematic collection of books, periodicals and other printed matter in library and issue them to readers, Select publications to be purchased and received priced / complementary copies of books, periodicals and other publications from authors / publishers. Classify or supervise classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups.Maintain liaisons with other libraries.Make abstract and summaries of important articles from incoming periodicals. Also look after organisations and administration of academic public research and technical libraries.	The work is mostly performed inside. Worp lace is well lighted. The worker does his work alone . It does not involve any hazards. Bilateral hand activities should be adequate
114	Librarian Grade 'B'	S,MF,SE,RW,ST	OL,MW,HH,LV		
115	Senior Librarian	S,MF,SE,RW,ST	OL,MW,HH,LV		
116	Library Asstt. (Senior)	S,MF,SE,RW,ST	OL,MW,HH,LV		
117	Documentation Asstt. (Senior)	S,MF,SE,RW,ST	OL,MW,HH,LV		
118	Librarian	S,SE,RW,ST,KC,H,C	OA,OL		
119	Asst. Librarian	S,SE,RW,ST,KC,H,C	OA,OL		

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1	2	3	4	5	6
	<b>MECHANICAL ENGINEERS</b>				
120	Asstt. Engineer	S,ST,BN,SE,RW	OA,OL,HH	They plan, design and supervise installation, operation, production and maintainance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economic way of production. Direct reapears and maintnence of workshop tools equipement and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking of outgoing and incoming stores according to specifications.	The work is performed mostly inside . Work place may not humid, noisy. Work is usually done in a group. The work is of a hazardous nature. Mobility should not be restricted. Incumbents should be considered with suitable aids/appliances.
121	Asstt. Manager (Engg.)	S,ST,BN,SE,RW			
122	Surveyor	S,ST,BN,SE,RW			
123	Draughtsman	S,ST,BN,SE,RW			
124	Asstt. Foreman (Mechanical)	S,ST,BN,SE,RW			
125	Forman(Production)	S,ST,BN,SE,RW			
	<b>MUSIC TEACHER/INSTRUMENTAL MUSICIAN SR.</b>				
126	Veena Player	S,ST,BN,SE,H,RW,MF	OL,B,LV	<b>Instrumental Musician,</b> (String Instrument) plays musical string instruments of Indian or Western origin by movement of fingers or bow on strings. Rehearses music on musical stringed instruments. Tunes instrument to required pitch and harmony with other instruments. Plays singly or inaccompaniment with other singers or musicians as member of orchestra, by set movements of fingers or bow on strings. May compose own music or invent own instrument to produce special effects. May be designated according to instruments played such as VEENA PLAYER,SITAR PLAYER, SARANGI PLAYER, SAROD PLAYER, VIOLINIST/BASS PLAYER, HARPISIT,etc. Record types of music and instruments able to play and specialisation, if any.	The work is performed mostly inside . Work place may not be noisy. Work is usually done in a group. The work is not of hazardous nature
127	Sitar Player	S,ST,BN,SE,H,RW,MF	OL,B,LV		
128	Sarangī Player	S,ST,BN,SE,H,RW,MF	OL,B,LV		
129	Sarod Player	S,ST,BN,SE,H,RW,MF	OL,B,LV		
130	Violinist	S,ST,BN,SE,H,RW,MF	OL,B,LV		
131	Harpist	S,ST,BN,SE,H,RW,MF	OL,B,LV		
132					
133	<b>MUSIC TEACHER/VOCAL/MUSICIAN SR.</b>	ST,BN,SE,S,RW	OA,OL,B,LV		
134	<b>OCCUPATIONAL THERAPIST</b>	S,RW, W,ST,BN MF	OL,BL,OA	Occupational Therapist helps in treatment and recovery of patients suffering from various disabilities by engaging them in purposeful activities, pre-vocational activities as well helping them to regain the highest level of functional independence within the limitations of the concerned disability.	Work in groups and alone both inside and outside.less hazardous

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1	2	3	4	5	6
	<b>PERSONNEL OFFICERS</b>				
135	Industrial Relation Manager	S.H.RW	OL.BL.OA	They formulate and execute policies, relating to recruitment training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare scheme and effective utilization and discharge of personnel employed in any undertaking. Advise and assist in development of managerial power, prescribe recruitment methods, organise training schemes, supervise administration of welfare programmes distribute personnel for their effective utilization in organization and resolve problems of remuneration, discipline etc., investigate into specific problems of indiscipline and inefficiency to evolve and suggest ammeliorative measures to management. Establish channels of consultation between labour and employers to minimise misunderstanding. May represent employers in labour conciliation proceedings during diputes.	The work is performed mostly inside. The work place is well lighted. The worker usually does his work in a group. It does not involve any hazards.
136	Supdt. Grade I (Personnel Deptt.)	S.H.RW	OL.BL.OA		
137	Jr. Supdt. (Personnel Adminis.)	S.H.RW	OL.BL.OA		
138	Asstt. Personnel Officer	S.H.RW	OL.BL.OA		
	<b>PERSONAL ASSTT.</b>				
139	Senior Personal Assistants	S.ST.BN.MF.RW	OL,BL.OA,B,LV	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagements and accomapany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate.
140	Private Secretary	S.ST.BN.MF.RW	OL,BL.OA,B,LV		
141	Personal Assistants	S.ST.BN.MF.RW	OL,BL.OA,B,LV		
142	Private Secreary to Executive Director	S.ST.BN.MF.RW	OL,BL.OA,B,LV		
143	Stenographer Gr. 'I'	S.ST.BN.MF.RW	OL,BL.OA,B,LV		
144	Private Secretary to Director	S.ST.BN.MF.RW	OL,BL.OA,B,LV		
145	Junior Officer (Company Secretary)				
146	Asst personal Officer	MF,S,ST,W,SE,H,RW,C	OA,OL,HH,B,LV		
	<b>PHYSICIANS</b>				
147	Asstt. Medical Officer	S.ST.H.SE.RW	OL	They diagnose and treat ailments or disorder of human body according to scientific system of medicine. Examine patients using stethoscope, blood pressure measuring instrument or any other medical instrument according to symptoms available and make or arrange for clinical tests. X-Ray and histopathological examination for correct diagonosis of disease or disorder, prescribe medicines based on results of examinations. Consult other physicians or specialists, as necessary in complicated and difficult cases. Give treatment and advise patients on regimen required to restore and maintain health. Administer drugs as required. Keep records of patients examined, their ailments and treatment given or prescribed. May issue medical certificates.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved for non-surgical jobs.
148	Medical Officer	S.ST.H.SE.RW	OL		
149	Medical Record Officer	S.ST.H.SE.RW	OL.HH		
	<b>PHYSICISTS</b>				
150	Scientist Gr. (A)	S.ST.SE.RW.E	OA.OL.HH	They conduct theoretical and experimental studies and research in different branches of physics such as gravitation, structure and properties of matter	The work is performed mostly inside Occasional field work is involved.
151	Senior Scientific Assistant	S.ST.SE.RW.E	OA.OL.HH		

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1	2	4	5	6	7
152	<b>POST MASTERS</b> Deputy Post-Master	S.RW.H	OL.OA.HH.LV	<p>heat, light, sound, electricity, magnetism, electronics, atomic and nuclear physics, biophysics astrophysics and geophysics, to formulate theories of physical phenomena and to solve industrial and technical problem. Study theory and experiments with physical properties of solids, liquids and gases perform experiments on laws of motion, electricity, centre of gravity, liquid pressure, etc., to identify and measure elements of matter and energy and their interaction. Apply results to formulate theories of physical phenomena, solve industrial and technical problems and for making delicate instruments and testing equipments. Undertake study of applied physics for understanding and analysis of data. Solar system and astrophysics, biological and geophysical phenomena etc. May specialise in one or more branches of physics such as mechanics, heat, light, sound, electronics, aero and hydro dynamics or use of X-Rays in testing of materials.</p> <p>They control and co-ordinate work of all employees under them in post office to ensure efficient service to public in accordance with rules and regulations prescribed. Allocate and assign responsibilities of subordinate personnel in their office. Maintain counters to facilitate service provided to public. Display relevant posters rules and regulations and publicise special and commemorative stamp issues, Government bonds, etc. control sale of postage envelopes, stamps and other postal stationary and check timely collection and delivery of letters, money orders etc. within area prescribed. Check cash book amounts, saving bank accounts and other prescribed records. Render accounts to audit office relating to their office and sub offices. May supervise function of telegraph office, if attached to post office. May keep cash and valuables in joint custody with treasurer.</p>	<p>Work place inside is comfortable but in field it is hot, humid and dusty. He usually works alone. Some jobs involve hazards of high voltage.</p> <p>The work is mostly performed inside. The place is well lighted. Workers work alone. It doesnot involve any hazards. Bilateral hand activities should be adequate.</p>
153	<b>PRINTING SUPERVISORS</b> Deputy Manager (Photolitho)	ST.BN.RW	OA.OL,HH	<p>They plan, scrutinise, co-ordinate and control activities of printing presses. May scrutinise the work of printing press men working on different types of machines, like flat bed-letter-press, rotary printing machines, off-set printing machines, May instruct and supervise mixing of inks to match the colours, examine final proofs, check printed copies. May also look after general administration of the press and solve day-to-day problems of the workers. May also deal with the customers and decide printing charges etc.</p>	<p>Most of the work is performed inside. The work place is noisy and pungent Smell of inks are common. Work is mostly done is a group.</p>
154	Production Officer	ST.BN.RW	OA.OL,HH		
155	Printing Press Supdt.	ST.BN.RW	OA.OL,HH		
156	Asstt. Manager (Printing technology)	ST.BN.RW	OA.OL,HH		
157	Asstt. Printing Press Supdt.	ST.BN.RW	OA.OL,HH		
158	Technical Officer	ST.BN.RW	OA.OL,HH		
159	Overseers	ST.BN.RW	OA.OL,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
	<b>PUBLIC RELATIONS OFFICERS</b>				
160	Public relations Manger	S.SE.H.RW.W	OA.OL,BL,LV	They maintain liaison between organisations employing them and general public and promoting goodwill and better understanding Distribute publicity material and arrange press releases to popularise organisation's activities Study news papers journals etc carefully and note trend of public opinion and criticism of policies. Meet press and public representatives, explain special features of organisations employing them. Distribute publicity materials arrange films shows, to cultivate appreciation of the organisation's activities. Participate in exhibitions and display poster, charts, models, etc. to public. May select suitable publicity materials, write special features aricles, reports or phamplets. May prepare other audiovisual aids. May edit journals or periodicals for publishing activities of establishment or organisations May maintain information centre and organise community relations activities.	The work is performed both inside and outside. The work place inside is well lighted and comfortable The Workers usually work in group No hazards are involved.
161	Public Relations Officer	S.SE.H.RW.W	OA.OL,BL,LV		
162	Asstt. Public Relations Officer	S.SE.H.RW.W	OA.OL,BL,LV		
163	Exhibition Officer	S.SE.H.RW.W	OA.OL,BL,LV		
164	Publicity/ Guest Relations Asst.	S.SE.H.RW.W	OA.OL,BL,LV		
	<b>PUBLICITY OFFICERS</b>				
165	Dy. Regional Manager	S.ST.W.H.SE	OA.OL.HH.	They prepare publicity material and issue it through press, screen or radio to attain effective publicity for organisations, Govt., business house or other institution. Prepare news releases, scripts, salient features and other publicity material through appropriate media to display at important places, exhibition, films, newspapers, radio and personal contacts. Scrutinise newspapers and magazines to collect news and views to ensure effective publicity relating to their publicised material. May tour area and contact public to promote mutual goodwill. May maintain liaison with press representatives.	The work is mostly done in the field. Work place is hot, humid and dusty. The worker usually work in the group. It does not involve any hazards.
166	Tourism Promotion Officer	S.ST.W.H.SE	OA.OL.HH.		
167	Publicity Officer	S,S,W,H,R,W	OA.OL,BL,B,LV		
168	Jr. Publication Officer	SE,H,R,RW	OA.OL,HH	Works related to publication of books, articles etc. Maintain records.	
169	Supdt.(Publication)SVDV	SE,H,R,RW	OA.OL,HH		
170	PUBLICITY ASSTT.	SE.ST.RW	OL.OA.	Publicity Asstt. prepares publicity materials for government, business or other institutions and conducts visits in information centre to popularise their products or achievements. Scrutinises newspapers and magazines and collects news and views relating to his employer's institution. Prepares press releases, feature articles, pamphlets, folders, leaflets etc. for distribution to press and public. Sends prepared materials to Publicity Officer for approval. Arranges display of publicity posters or erection of hoardings at important public places. Receives visitors at information centre or exhibition and explains to them charts, models and other exhibits displayed. May attend to clerical work. Record type of industry or institution in which experienced; specialisation, if any.	The work is mostly performed inside and outside. The work place is well lighted it does not involves any hazdr.

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1	2	3	4	5	6
170	<b>PSYCHOLOGIST (Educational)</b>	S,RW, W,ST,BN	OL,BL,OA	Psychologist studies mental, emotional and cognitive characteristics of human beings and determines principles which govern human behaviour. Investigates factors that affect thought and conduct of human beings and growth and development of individual's personality such as heredity, cultural and economic environments, etc. Deals with psychological problems involved in diagnosis, treatment and prevention of mental illness and emotional and personality disorders. Conducts personal interviews or examines individuals to determine their maladjustment and to suggest corrective measures. Develops psychological tests and experiments designed to measure mental characteristics of human beings. Administers psychological and other tests to individuals to evaluate and measure their intelligence, aptitude, ability, interest and other personal characteristics. Formulates methods to train gifted or physically and mentally handicapped persons and children. May render individual counselling and group guidance to persons and students to assist them in selection of their career and courses, inter-personal relationship, etc. May teach in institutions and do research work or perform administrative services. May assist Psychiatrist or Physician in diagnosing and treating mental cases. May be known as CHILD PSYCHOLOGIST, CLINICAL PSYCHOLOGIST, PSYCHOPATHOLOGIST, etc., according to area of specialization in which engaged. Record whether specialized in any branch of psychology such as child psychology, educational psychology, clinical psychology, industrial psychology or psychology of physically handicapped human dynamics, etc; whether prepared any psychological tests, rating scales or any other objective tool for measuring mental and personality traits and experience of conducting social, criminal and other field studies.	The work is mostly done inside The workers usually work in a group. It does not involve any hazards.
171	<b>Child Psychologist</b>				
172	<b>Clinical Psychologist</b>				
173	<b>Industrial Psychologist</b>				
174	<b>Psychopathologist</b>				
175	<b>PHYSIOTHERAPIST</b>	S,RW, W,ST,BN,MF	OL,BL,BLA,LV	Physiotherapist treats patients suffering from metabolic diseases, body injuries, stiffness, paralysis, neuritis etc. by massage, exercise and use of heat, light, water, electricity and special therapy machines and techniques. Assists and instructs patients on performance of corrective, reducing and other physical exercises. Record specialisation in particular diseases or injuries and method of treatment; whether experienced in hospitals, clinics or in private practice.	Work in groups and alone both inside and outside.less hazardous Mobility not to be restricted. Bilateral hand activities should be adequate. Incumbents should be considered with
176	<b>PHARMACIST</b> Chief Pharmacist/Store Keeper	S,RW, W,ST,BN,MF,H,C	OA,OL,HH	Arranges and sets apparatus and other equipments in Pharmaceutical laboratory, conducts routine tests of various ingredients for manufacture of drugs and medicines and assists Pharmaceutical Chemist in carrying out studies and experiments.	Work in groups and alone both inside and outside. Could be hazardous Mobility not to be restricted.Bilateral hand activities
177	Sr.Pharmacist	S,RW, W,ST,BN,MF,H,C	OA,OL,HH	Grinds and mixes chemicals and other raw materials in prescribed proportions for study, research or manufacture of drugs and medicines such as syrups, tonics, ointments, solutions, tablets etc.	should be adequate. Incumbents should be considered with suitable aids/appliances
178	Chief Radiological Technologist	S,RW, W,ST,BN,MF	OA,OL	Helps radiologist in diagnosing diseases and disorders of human system. Assists radiologist by giving necessary certain drugs to the patients.Provides assistance by adjusting and operating X-ray and other therapeutic machines.	

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179	Dental Hygienist	S,RW, W,ST,BN,MF	OA,OL	Assists for preparing patients for examination, treatment or dental surgery and assists Dentist in performing his work by handing him necessary implements or equipment and by keeping patients comfortable.	Work in groups and alone bothinside and outside. Could be hazardous Mobility not to be
180	Sr. Hospital Supt.	S,RW, W,ST,BN,MF	OA,OL	Administration of hospital, nursing home, or other health care facility within authority of Governing board. Administers fiscal operations, such as budget planning,accounting, and establishing rates for health care services. Directs hiring and training of personnel. Negotiates for improvement of and additions to buildings and equipment.Directs and coordinates activities of medical,nursing, and administrative staff and services	restricted.Bilateral hand activities should be adequate. Incumbents should be considered with suitable aids/appliances
181	Sr. Lab Technologist	S,RW, W,ST,BN,MF	OA,OL	Arranges and sets various chemicals,instruments and apparatus such as salts,acids, balances, heaters as desired for conducting experiments in laboratory. Sets up required apparatus and equipment as directed.	
	<b>REGISTRAR</b>				
182	Assistant Registrar	S,ST,SE,RW,H,C	OA,OL,BL,LV	Asst Registrar -Incharge of section and responsible for normal working	
	<b>RESEARCH OFFICERS</b>				
183	Junior Research officer	S.W.SE.ST.RW	OA.OL.HH.B.LV	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on basis of variablesconditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencise on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved.
184	Dy. Asstt. Director (Non-Officer)	S.W.SE.ST.RW	OA.OL.HH.B.LV		
185	Junior Research Officer	S.W.SE.ST.RW	OA.OL.HH.B.LV		
186	Asstt. Manager (Planning Research)	S.W.SE.ST.RW	OA.OL.HH.B.LV		
187	Research officer	S.W.SE.ST.RW	OA.OL.HH.B.LV		
188	Statistical officer	S.W.SE.ST.RW	OA.OL.HH.B.LV		
189	Operational Research officer	S.W.SE.ST.RW	OA.OL.HH.B.LV		
190	Research Assistant	S.W.SE.ST.RW	OA.OL.HH.B.LV		
191	Senior Investigator	S.W.SE.ST.RW	OA.OL.HH.B.LV		
192	Programme Assistant	S.W.SE.ST.RW	OA.OL.HH.B.LV		
193	Research Asstt. Gr.I	S.W.SE.ST.RW	OA.OL.HH.B.LV		
194	Senior Scientific Assistant	S.W.SE.ST.RW	OA.OL.HH.B.LV		
195	Technical Assistant	S.W.SE.ST.RW	OA.OL.HH.B.LV		
196	Research Associate	S.W.SE.ST.RW	OA.OL.HH.B.LV		
197	Asstt. Manager (Operation Research)	S.W.SE.ST.RW	OA.OL.HH.B.LV		
198	Scientific Officer A(Electronics)	MF,S,ST,W,SE,H,RW	HH		
199	Scientific Officer B(Electronics)	MF,S,ST,W,SE,H,RW	HH		
200	Scientific Officer A(Computer)	MF,S,ST,W,SE,H,RW	HH		
201	Scientific Officer B(Computer)	MF,S,ST,W,SE,H,RW	HH		
202	Sr.Project fellow	MF,S,H,RW	LV	Assists the Project officer.Researchers for conducting analysis,compilation of data etc.	
	<b>SALES AND MARKETING OFFICERS</b>				
203	Officer Manager (Technical)	S.H,RW	OA.OL.HH	They are incharge of the stores and purchase depts. of their offices. They take steps to note the sale of various products of their organisations, both in the country and abroad. May visit intending buyers, negotiate terms and conditions of business with them and convince them of their superiority of the	The work is performed both inside and outside. Extensive touring is involved. Work place is usually comfortable. Worker works in a
204	Distribution Officer	S.H,RW	OA.OL.HH		
205	Purchase Officer	S.H,RW	OA.OL.HH		
206	Circulation Officer	S.H,RW	OA.OL.HH		

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207	Project Officer	S.H.RW	OA.OL.HH	product of their organisations over that of the products of the other organisations	group. No hazards are involved.	
208	Programme Officer	S.H.RW	OA.OL.HH	May arrange exhibition of their products. May get pamphlets etc. prepared for the publicity of their goods. Keeps themselves abreast of their latest national and international market trends and advise their deptt. to make necessary changes or modifications in the design and the quality of products to increase their selling potential. May so advise the Departments on the most viable price for various goods, keeping in view the national and international price structure. May deal with stores and purchase officers of other organisations. May arrange and/ or attend trade delegations to and from the other countries.		
209	Milk Distribution Officer	S.H.RW	OA.OL.HH			
210	Marketing Officer	S,RW,W,ST,BN,MF,	OA,OL			
211	<b>SYSTEM ANALYST</b>	SE,H,R,W	OA,OL,BL,HH,B,LV	Maintaining all computer and equipments related to IT in proper working condition.		
212	Data processing Oprt.					
<b>SECURITY OFFICERS</b>						
213	Security Officer	S.ST.W.H.RW	OA.OL	They plan, control and supervise security arrangement of individual plants, establishments buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unathourized entry and personnel hazards to check works and administrative buildings men unauthorised entry of man and passage of material. Issue gate passes to visitors desiring entry into restricted premises and check security personnel on duty. Enquire into complaints of unauthorised entry of men and material and cases of theft etc. and report the matter to police for futher action. Maintain discipline amongst security personnel. May assist fire-fighting personnel in case of fire.		
214	Deputy Security Officer	S.ST.W.H.RW	OA.OL			
215	Dy. Security Officer Gr. I	S.ST.W.H.RW	OA.OL			
216	<b>SECTION OFFICER</b>	SE,H,R,W	HH	Inward & outward of letters,Distribution & collction of exam forms,maintain record of distribution of marksheets,prepare identity card	The work is performed both inside and outside. The job can be hazardous at times. Incumbents should be considered with suitable aids/appliances. Mobility should not be restricted	
<b>STORES OFFICERS</b>						
217	Stores Officer	S.H.RW.W	OA.OL.HH,LV	They are responsible for the availibility of various goods required in their office, section, factory, etc. and also for their proper supply to the actual users.		
218	Assistant Stores Officer	S.H.RW.W	OA.OL.HH,LV			
219	Storekeeper	S.H.RW.W	OA.OL.HH	They make assessment of the quantity of different items required at specified intervals on the basis of information provided by the actual users. They contact producers, manufacturers or the agents to discuss and settle terms and conditions of sale including the minimum standards or specifications to which the goods must conform. May call tenders from different suppliers.		
220	Stock Verifier	S.H.RW.W	OA.OL.HH			

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221	Store Suptd. JNMC	SE,H,R,RW	HH	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 stores staff.	
222	Care Taker	SE,H,R,RW,B,ST	HHLV	Incharge of purchasing, supply of materials, sign contracts, maintain stock and registers etc.	
223	Live Stock Manager / Dairy Supdt	SE,H,R,RW	HH	Closing ,locking and opening all the rooms and windows and supervision of cleaning works.Assisting the care taker in his duties.	
224	Store Suptd.	MF,S,H,RW	LV	Overall supervision, planning and management of feeding animals	
225	Farm Supdt.			Supervises, Co-ordinates and controls within authority delegated,sections engaged in providing storage facilities to practice concerned and render such other additional facilities as may be laid down or agreed to in business terms and conditions.	The work is performed mostly inside.The work place is well lighted and comfortable work in office ,use
226	<b>SPEECH THERAPIST</b>	S,RW, W,ST,BN MF	OL,BL,OA	Supervising the operations, functioning of the farm, maintenance of Accounts, stock and registers etc. Assisting teachers, students and research scholars in their field experiments.	
227	<b>STATISTICIAN</b>	S,RW, W,ST,BN,MF,SE	OA,OL,BL,HH	Speech and language therapist does planning and therapy, counselling. It may teach under graduate students.	Work in groups and alone mostly inside and outside, less hazardous
228	Jr. Statistical Officer	SE,H,R,RW MF,S,H,ST,W,BN	HHLV	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information accessory for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to natureof available information and type of problem under study. Interpret and present data in required form. May write reports analysing and evaluating conclusion on basis of variable conditions affecting interpretation validity. May advise and consult private industrial concerns or Government agencise on matter such as operating efficiency, marketing methods and fiscal problems.	The work is performed both inside and outside. The work in the field is usually done in a group most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved.
229	Stenographer - I		B/LV	All office work including typing, short hand, note taking,maintaining files & documents.	
230	Stenographer - II(LG-ACP)		B/LV		
231	<b>SOCIAL WORKER</b>	S,ST,RW,H	OA,OL,B,LV	Social worker is engaged in social welfare activities such as welfare of slums, organising social function, investigate social problems and other related tasks such as assisting,	Work in groups both inside and outside less hazardous.
232	Social Welfare Organizer	S,ST,RW,H	OA,OL,B,LV	conducting survey on social problems	

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233	Section Officer	S,ST,RW,H	OA,OL,B,LV	To supervise and monitor the work of the section.	
<b>TELE COMMUNICATION ENGINEERS</b>					
234	Assitt. Engineer (Cables)	S,ST,BN,SE	OA,OL	They design, manufacture, install, operate and maintain telegraph and telephone, telex system, radio, radar, special microwave and other tele-communication instruments. Survey area for installation of telegraph and telephone equipment. Prepare plans and get drawings made with necessary details. Install suitable telecommunication equipment like teleprinters, signalling equipment, transmitters, radio, receivers, etc.. Supervise laying of over head and underground cables. Conduct periodical checks of stations and units and attend to breakdown to remove faults in telephone and telegraph system. Maintain telecommunication equipment in working order. May specialise in designing and maintaining special equipments for telegraph, telephone, teleprinting or radio broadcasting systems including sero-mechanism and tele system controls.	The work is performed both inside and outside. Workplace in the field is hot humid dusty and noisy. The worker usually works in a group. However planning job is done inside. Field work is hazardous. Incumbents should be considered with suitable aids/appliances. Mobility should not be restricted
235	Asstt. Engineer (Installation)	S,ST,BN,SE	OA,OL		
236	Asstt. Engineer (Planning)	S,ST,BN,SE	OA,OL		
<b>TRAINING OFFICERS</b>					
237	Asstt. Engineer. (Training)	ST,H,SE,RW	OA,OL. B,LV	They identify training needs, plan, formulate and execute institutions and or on the jobs in service training programmes within the frame of policies of the organisations/Depts. aimed at improving personnel efficiency and out-put. Advise and assist in development of syllabi programmes, training materials /aids Study polices. Procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advise on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training in organisations like Indian Air lines. The work place inside is well lighted. The work in general organisations does not involve any hazards. However, work in organizations like Indian Air lines is hazardous.
238	<b>TECH. OFFICER (Electrician)</b>	S,RW, W,ST,BN MF	OL	They plan, design and supervise manufacture, installations, testing operation and maintainance of various types of electrical wiring, machinery and equipment	The work is performed mostly inside. The work place is noisy and
239	Jr. Technical Officer	MF,PP,SL,ST,BN SE,H,RW	HH	Plan lay-out of work and equipment and prepare themselves or direct preparation of sketches, detailed drawings with diagrams. Specify method of construction installation and labour charges. Supervise construction, or erection work and give necessary technical advice at every stage of progress. Inspect completed work to ensure efficient operation according to prescribed specification and safety standard, correct repairs and maintainance of electrical apparatus and equipment. May examine economical aspects of schemes to be undertaken.	vibrating. The worker usually works alone. It involves hazards of high voltage.

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240	<b>TREASURY MANAGEMENT OFFICER</b>	S,R,W, W,ST,BN MF	OA,OL,BL	They ensure proper maintenance of account, accounts books, records of business and financial establishments, private institutions , Govt. or Quasi Govt. Offices. Supervise subordinates e.g. Accounts Clerks of engage in maintenance of accounts and records. Scrutinise bills, receipts , payment etc. for proper entries in cash -book , journal , ledger and other records . Keep record of all taxes, licenses, fees etc., required to be paid by organisation in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement , balance sheet etc. , as required depending upon type of industry or organisation in which engaged . See that prescribed accounting procedure is followed by offices, establishments and institutions and account books are properly maintained . Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation, award of contract etc.	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards.
241	<b>TEACHER</b> Sr. Master		OA,OL,B,LV,HH	Teaching and practical exposure to the students.	Bilateral hand activities should be adequate
242	Sr. Master (Craft)		OA,OL,B,LV,HH		
243	Sr. Master (PE)		OA,OL,B,LV,HH		
244	Sr.Optr(Tp & Tlx)		OA,OL,B,LV,HH		
245	Teacher		OA,OL,B,LV,HH		
246	Head Master Lss		OA,OL,B,LV,HH		
247	Instructors		OA,OL,B,LV,HH		
248	<b>VOCATIONAL COUNSELLOR</b>	S,R,W, W,ST,BN,MF	OL,BL,OA,B,LV	Vocational Counsellor guides and counsels individuals in vocational choice, vocational adjustment, vocational progress, etc. Interviews and collects information about clients to assess his strength and weaknesses in relation to requirements of various occupations and educational training courses. Collects comprehensive information about occupations, employment market, education-, al and training facilities, scholarship facilities and other information relating to world of work. Conducts counselling interviews on vocational and occupational choices in relation to special aptitudes, interests and personality characteristics. Provides occupational information to all those seeking it in person or by post. Conducts group guidance programmes for purposes of disseminating occupational information and promoting vocational maturity. May administer	The work is mostly performed inside in well lighted rooms. Worker usually works in a group/alone It does not involve any hazards.

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

**OH= Orthopaedically Handicapped, CP= Cerebral Palsy, LC= Leprosy Cured, VH= Visually Handicapped, HH= Hearing Handicapped**

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

Sl. No	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
1	2	3	4	5	6
	<b>Nursing Superintendent</b>			psychological tests of aptitudes, interests, personality traits, etc. as aids in assessment of individuals strengths and weaknesses. May conduct surveys and studies concerning psychological requirements of different occupations and problems relating to adjustment and efficiency in different fields of activity. May conduct job analysis and study staffing patterns in different industrial and commercial organisations. May assist employers in their recruitment problems by using specialised techniques to determine aptitude, interest values, etc. May organise career week, career exhibition, etc. Record nature of duties performed; studies and surveys undertaken; types of clients guided; papers contributed to technical journals.	
249	Assistant Nursing Superintendent.	S,RW,W,ST,BN,MF,SE	OL	Serving with patients in Hospital (in General ward)	Incumbents should be considered with suitable aids/appliances. Mobility should not be restricted
250	Nursing Superintendent	S,RW,W,ST,BN,MF,SE	OL	Supervision of staff / allotment duties,keeping records related.	
251	Sr.Nursing Brother	S,RW,W,ST,BN,MF,SE	OL		
252	Sr.Nursing Sister	S,RW,W,ST,BN,MF,SE	OL		
253	Sr.Nursing Suptd.	S,RW,W,ST,BN,MF,SE	OL		
254	Nursing Officer	S,RW,W,ST,BN,MF,SE	OL		

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