दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ नुसार संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य यांच्या आस्थापनेवरील "गट-अ ते गट-ड" या संवर्गातील पदांकरिता दिव्यांगांसाठी शासन सेवेत पदे सुनिश्चित करण्याबाबत.

महाराष्ट्र शासन कौशल्य विकास, रोजगार व उद्योजकता विभाग शासन निर्णय क्रमांकः व्यशिअ २०२१/प्र.क्र.४९/व्यशि-१

मादाम कामा रोड, हुतात्मा राजगुरु चौक, मंत्रालय, मुख्य इमारत, मुंबई- ४०० ०३२ दिनांक : २२ फेब्रुवारी, २०२१

वाचा:-

- १) दिव्यांग व्यक्ती हक्क अधिनियम, २०१६
- २) केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४.०१.२०२१ ची अधिसूचना.
- 3) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१९/ प्र.क्र.२५१/ दि.क.२, दिनांक १२ नोव्हेंबर २०२१
- ४) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१३/प्र.क्र.३५/दि.क.२, दिनांक ०७ ऑक्टोबर २०१६
- ५) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१९/प्र.क्र.२५१/ दि.क.२, दिनांक ०२ फेब्रुवारी २०२१

प्रस्तावना:-

दिव्यांग व्यक्ती हक्क अधिनियम २०१६ मधील कलम ३३ नुसार दिव्यांगासाठी शासन सेवेतील पदांची पदसुनिश्चिती करणे आवश्यक आहे. यासाठी केंद्र शासनाने दि.०४ जानेवारी २०२१ च्या अधिसुचनेन्च्ये पदांची सुनिश्चित केलेल्या पदांची यादी करुन सदर यादी केंद्र शासनाच्या www.disabiliotyaffairs.gov.in या संकेतस्थळावर policy/ Act/ Rules - Notification येथे List of post identification suitable for person With Benchmark Disability notified on ०४ जानेवारी २०२१ या शिर्षकाखाली प्रसिध्द केलेली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाने दि.०७ ऑक्टोबर २०१६ च्या शासन निर्णयान्वये, राज्य शासनाच्या आस्थापनेवरील पदे दिव्यांगासाठी सुनिश्चित करण्याबाबतच्या सुचना निर्गमित केल्या आहेत. सदर शासन निर्णयातील निर्देशास अनुसरुन संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई आस्थापनेवरील गट-अ ते गट- ड या संवर्गातील पदांकरीता दिव्यांगासाठी शासन सेवेत पदे सुनिश्चित केलेल्या शासन सेवेतील जागांच्या यादीचे पुनर्विलोकन करुन सदर पदे नव्याने दिव्यांग प्रवर्गासाठी सुनिश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

दिव्यांग व्यक्ती हक्क अधिनियम,२०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारितील पदांची पदे सुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांनी दिनांक ०४ जानेवारी २०२१ च्या अधिसुचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी प्रसिध्द केलेली आहे. त्यामध्ये नमुद केल्यानुसार केंद्र शासनाने पदसुनिश्चिती करुन दिव्यांगासाठी पदे सुनिश्चित केलेली गट अ ते गट ड मधील जी पदे राज्य शासनाच्या आस्थापनेवर आहेत अशा पदांबाबत, केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरुप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील ती पदे दिव्यांगासाठी सुनिश्चित राहतील, अशा सुचना सामाजिक न्याय व विशेष सहाय्य विभागाने दिनांक ०२ फेब्रुवारी २०२१ च्या शासन निर्णयान्वये दिलेल्या आहे.

- त्यास अनुसरुन केंद्र शासनाने निर्गमित केलेल्या दिनांक ०४ जानेवारी २०२१ रोजीच्या अधिसूचनेतील दिव्यांगासाठी सूनिश्चित केलेल्या गट अ ते गट ड संवर्गाकरीता या शासन निर्णयान्वये संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई यांच्या आस्थापनेवरील "गट-अ ते गट - ड" या संवर्गातील पदांकरीता दिव्यांगासाठी शासन सेवेत विवरणपत्र - अ मध्ये दर्शविल्याप्रमाणे पदे सुनिश्चित करण्यात येत आहेत.
- सदर शासन निर्णय, केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दि.०२ फेब्रुवारी २०२१ रोजीच्या शासन निणर्यान्वये दिलेल्या सूचनेनुसार निर्गमित करण्यात येत आहे.

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारितील पदांची पदे स्निश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारिता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दिनांक ०२ फेब्रुवारी २०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेस अनुसरुन कौशल्य विकास, रोजगार व उद्योजकता विभागाच्या अधिपत्याखालील खाली नमूद करण्यात आलेल्या विभागांना/ कार्यालयांना त्यांच्या आस्थापनेवरील तसेच त्यांच्या अखत्यारीतील सर्व प्रकारच्या संस्थांना. त्यांच्या आस्थापनेवरील गट-अ ते गट-ड या संवंगीकरिता दिव्यांगासाठी नवी प्रवर्गासह पदे सुनिश्चित करण्याची कार्यवाही त्यांच्या स्तरावर करण्याबाबतची सूचना संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांना शासन निर्णयाद्वारे देण्यात येत आहेत.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध 8. करण्यात आला असून त्याचा संकेताक २०२१०२२३११२०२४३५०३ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

DR. NAMDEO

Digitally signed by DR. NAMDEO KONDIBA BHOSALE
DN.c.elly, on-Government of Maharashtra,
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(ना. कों. भोसले) उप सचिव, महाराष्ट्र शासन

प्रत,

- मा.राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई. ٩.
- मा.मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई. ₹.
- मा.मंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई. 3.
- मा.राज्यमंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई. 8.
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- मा.मुख्य सचिव, मंत्रालय, मुंबई. ξ.
- मा.प्रधान सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई 0.
- सचिव, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, मुंबई. ۷.
- संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई ९.
- आयुक्त, अपंग कल्याण, विशेष सहाय्य विभाग, पुणे 90.
- उपसचिव, व्यवसाय शिक्षण, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, 99. मुंबई.
- निवडनस्ती. ٩२.

<u>प्रपत्र-अ</u> केंद्र शासनाच्या यादीतील पदांशी समान असलेल्या पदांकरिता दिव्यांग आरक्षण

अ. क्र.	पदाचे नाव	शारीरीक योग्यता	अपंग आरक्षण	कामाचे स्वरुप	कार्यस्थिती/शेरा
٩	२	3	8	Ч	દ્દ
	गट-अ (व)				
9	संचालक	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA, OL, BA, BL, BLOA, BLA, OAL, LC, Dw, AAV d) MI e) MD involving (a)	Administering the institutions, monitoring, and day-to-day functioning of the institutions. Advise the Head of the Dept. on all matters of policy and administration. Scrutinize 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 Department of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of	D, MI वगळून
२	सहसंचालक	S, ST, W, MF, RW, SE, C	to (d) above a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above	Duties assigned by the Director, assisting the Director. They serve in various capacities in the Government. They assist in and/or execute various plans, policies of the Govt. in general, and their dept. in particular, may supervise actual execution of different plans, schemes etc. by the various units of the office and co- ordinate their work. May provide the necessary inputs for the efficient running and expansion of the dept. May laydown policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Department or particular units of the	The work is performed mainly inside. Occasional touring is required. Working condition are usually calm and quiet. The worker plans his work alone. Incumbent should be considered with appropriate software, aids& appliances as
з	उपसंचालक/ उपशिक्षणार्थी सल्लागार (व)	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above	dept. May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Department for the information of public press and the parliament. They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press. May arrange and/or attend departmental meetings. Guide on purchase and control rules, purchase and supply of equipment machineries and provision, stationery etc., Award contracts Insurance, Dealing with agents, Uses computers, and works in office.	per needs D, MI वगळून
	गट-अ (तां)				
8	जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी	S, ST, BN, RW, SE,MF	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD	District Education Officer functions as Dist. Govt. Dept. dealing with specified matters such as education, serves as head of Dist. Advises Govt. on matter of Policy & Administration, organize and direct work of Dept. supervises & executes & implements policies and decisions, Acts,	The work is performed both inside & outside. Works alone and in group. No hazards are involved. Incumbent should be

भू प्राचार्य S, ST, BN, MF, RW, SE, H, C a) B, LV b) D, HH or O DA, OL, DL, CP, LC, Dw, AAV d) SLD, MI glob involving (a) to (d) above They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of incide. The work place linisd policies of the organizations/Department Aimed at improving personnel of spolicies of the organizations/Department Aimed at improving personnel of spolicies, procedures, instruments and other related documents. Prepare notes, comments, considered with appropriate aids appliances to be used as needs. well lighted The work in gen organizations does not involve any hazards. Incumbents to considered with appropriate aids appliances to be used as needs. • सहाय्यक (क) (क) S, ST, W, (a) B, LV (b) D, HH (c) OA, BL, CP, LC, DW, AAV, MDy (d) MI (e) MD (involving (a) to (d) above Administrating the institutions, monitoring, and day-to-day functioning of the institutions. They advise the Head of the Dept. on all matters of policy incide in well lighted roor and administration. Scrutinize proposals for expansion of administration by appliances to be used as needs. The work is mostly perform the institutions, monitoring, and day-to-day functioning of the institutions, They advise the Head of the Dept. on all matters of policy incide in well lighted from a dark appliances of the institutions, They advise the Head of the Dept. on all matters of policy incide in well lighted from the institutions, They advise the Head of the Dept. on all matters of policy incide in well lighted from the institutions, They advise the Head of the Dept. on all matters of policy incide in well lighted from the institutions, they are appliances to equipment. Coordinate activities of various units of the office. Decide the matter of the institutions o				Involving (a) to (d)	Rules & Regulations	considered with suitable aids &
or on the jobs in service training programmes within the frame work of CP, LC, Dw, AVV d) SLD, MI e) MD involving (a) to (d) above of the organizations/Department Aimed at improving personnel well lighted the work in general efficiency and out-put Advise and assist in development of syllability or programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, considered with appropriate aids appliances to be used as needs. \$\frac{\text{RTIZUGE}}{\text{RTIZUGE}} \text{S,ST,W,} & (a) B, LV b) D, HH c) OA, BA, OL, BL, QAL, BLOA, BLOA				above		appliances supports per needs.
H, C CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above REPUZITE S, ST, W, THIRTOR (TI) CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, D, DA, EL, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, D, DA, EL, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, D, DA, EL, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, D, DA, EL, CP, LC, Dw, AAV, MDy d) SLD, MI e) CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, D, CA, EL, CD, DW, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above REPUZITE S, ST, BN, MF, RW, SE, H, C CP, LC, Dw, AAV d)	ч	प्राचार्य	S, ST, BN,	a) B, LV b) D, HH	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
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BLA, CP, LC, Dw, AAV, MDy d) MI equipment. Coordinate activities of various units of the office. Decide the disciplinary action to be taken against staff as per Rules and Regulations be considered with appropriate administration. Implement policies of the Govt. May function as Head of the Office. 17ट-अ (क) (ता) S, ST, BN, MF, RW, SE, H, C AF, CD, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above BLA, CP, LC, Dw, AAV d) Avg tunction as Head of the Govt. May function as Head of the Govt. May function as Head of the Office. BLA, CP, LC, Dw, AAV down the Dept. of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of the Office. BLA, CP, LC, Dw, AAV down the Dept. of Personnel and make policy decisions in the decisions in the deministration. Implement policies of the Govt. May function as Head of the Office. BLA STAN AND AND AND AND			С	c) OA, BA, OL,	and administration. Scrutinize proposals for expansion of administrative	The worker usually does his
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d) MI e) MD involving (a) to (d) above matter of the Office. गट-अ (क) (ता) S, ST, BN, MF, RW, SE, H, C P, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above involving (a) to (d) above matter of the Office. did down by the Dept. of Personnel and make policy decisions in the office of the Govt. May function as Head of the Office. D, MI वगळन The work is performed more inside. The work place inside well lighted The work in gen or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllability programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on support. Appropriate aids appliances to be used as				BLA, CP, LC, Dw,	equipment. Coordinate activities of various units of the office. Decide the	any hazardIncumbent should
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(a) to (d) above administration. Implement policies of the Govt. May function as Head of the Office. 7 সাবার্য 8, ST, BN, MF, RW, SE, H, C 9 CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above above finistruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on specification as Head of the Govt. May function as Head of the Govt. May function as Head of the Govt. May function as Head of the Op, MI विगळ्न D, MI विगळ्न The work is performed moderation and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllability organizations does not involve any hazards. Incumbents to considered with appropriate aids support. Appropriate aids appliances to be used as				d) MI	laid down by the Dept. of Personnel and make policy decisions in the	software, aids & appliances as
the Office. पट-अ (क) (तां)				e) MD involving	matter of	per needs.
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appliances to be used as					concerning field problems to modify/ draft Operational instructions.	software and other appliances
					Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
needs.						appliances to be used as per
						needs.
८ उपप्राचार्य S, ST, BN, a) B, LV b) D, HH They identify training needs, plan, formulate and execute institutional and The work is performed mo	۷	उपप्राचार्य	S, ST, BN,	a) B, LV b) D, HH	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
MF, RW, SE, c) OA, OL, BL, or on the jobs in service training programmes within the frame work of inside. The work place inside			MF, RW, SE,	c) OA, OL, BL,	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
H, C CP, LC, Dw, AAV policies of the organizations/Department Aimed at improving personnel well lighted The work in gen			H, C	CP, LC, Dw, AAV	policies of the organizations/Department Aimed at improving personnel	well lighted The work in general
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			above	instruments and other related documents. Prepare notes, comments,	considered with appropriate
			abovo	concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
				ouggest suitable speaker trainers for specific area of training, advice of	appliances to be used as per
	TIJANISANIJA	C OT DN	-/ D // -/ D	The cidentify training upode also forms late and account institutional and	needs.
8	मुख्याध्यापक	S, ST, BN,	a) B, LV b) D, HH	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
		MF, RW, SE,	c) OA, OL, BL,	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
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			above	instruments and other related documents. Prepare notes, comments,	considered with appropriate
				concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
					appliances to be used as per
					needs.
	गट-अ (क) (अतां)				
90	सहाय्यक	S, ST, RW, C	a) B, LV	Decide the disciplinary action to be taken against staff as per Rules and	The work is performed mostly
	संचालक (व)		b) D, HH	Regulations laid down by the Department of Personnel and make policy	inside. He usually works alone
	(अतां)		c) OA, BA, OL,	decisions in the matter of administration. Implement policies of the Govt.	through interaction with
			BL, OAL, BLOA,	May function as Head of the Office. They organize and control all clerical	subordinates is actively
			BLA, CP, LC,	work in the office, mark the dak, allot duties of staff, co-ordinate and	required. The work place is well
			DW, AAV, MDy	supervise work of the clerical staff and look after discipline, administrative	lighted It does not involve any
			d) MI	matters including cases of Earned Leave, in subordination, arrangement	hazards. Incumbent should be
			e) MD involving	of office accommodation, furniture, office equipment's etc. Prepare briefs	considered with appropriate
			(a) to (d) above	of important administrative matters and Parliament questions, attend	software, aids& appliances as
				departmental meetings.	per needs.
					D, MI वगळून
	गट-ब (तां)				
99	सिस्टीम	S, ST, W,	a) LV	Maintaining all computer and equipment related to IT in proper working	Works in group and alone
	ॲनॅलिस्ट	RW, SE, H	b) D, HH	condition.	inside work place is usually
			c) OA, OL, BL,		comfortable Mobility and
			CP, LC, Dw, AAV		bilateral hand activities should
			d) ASD (M), SLD,		be adequate. Incumbent
			MI		should be considered with
			e) MD Involving (a)		appropriate software, aids &
			to (d) above		appliances support as per
					needs
					D, MI वगळून
			l		/ α.

9२	प्राचार्य	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
		MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		H, C	c) OA, OL, BL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work in general
			CP, LC, Dw, AAV	efficiency and out-put Advise and assist in development of syllabi	organizations does not involve
			d) SLD, MI	programmes, training materials /aids Study policies, procedures,	any hazards. Incumbents to be
			e) MD involving (a)	instruments and other related documents. Prepare notes, comments,	considered with appropriate
			to (d) above	concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances to be used as per
				programme. May correspond with concerned agencies, offices,	needs.
				organizations, .May maintain related statistics, conduct written/ practical	
				tests and prepare reports thereon.	
93	उपप्राचार्य	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
		MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		H, C	c) OA, OL, BL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work in general
			CP, LC, Dw, AAV	efficiency and out-put Advise and assist in development of syllabi	organizations does not involve
			d) SLD, MI	programmes, training materials /aids Study policies, procedures,	any hazards. Incumbents to be
			e) MD involving	instruments and other related documents. Prepare notes, comments,	considered with appropriate
			(a) to (d) above	concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances to be used as per
				programme. May correspond with concerned agencies, offices,	needs.
				organizations, .May maintain related statistics, conduct written/ practical	
			,	tests and prepare reports thereon.	
98	मुख्याध्यापक	S, ST, W,	a) B, LV	Teaching and practical exposure to the students.	The work is performed inside in
		BN, MF, RW	b) D, HH		well lighted room Bilateral hand
			c) OA,BA, OL,		activities should be adequate.
			OAL, CP, LC, Dw,		Teachers and instructors in
			AAV		manual crafts like carpeting,
			d) SLD, MI		tailoring weaving, black smithy
			e) MD Involving (a) to (d) above		etc. require good visual activity. D, MI वगळून
	गट-ब (अतां)		(a) to (u) above		D, MI पराळूरा
04:		O OT WAS) D 11/		
94) प्रबंधक	S, ST, W,MF,	a) B, LV	Duties assigned by the Director, assisting the director. They serve in	The work is performed mainly
		RW, SE, C	b) D, HH	various capacities in the Government. They assist in and/or execute	inside. Occasional touring is
			c) OA, BA, OL,BL,	various plans, policies of the Govt. In general, and their dept. In particular,	required. Working condition are
			OAL, CP,	may supervise actual execution of different plans, schemes etc. by the	usually calm and quiet.The
			LC, Dw, AAV,	various units of the office and co- ordinate their work. May provide the	worker plans his work alone. No

			MDy d) MI	necessary inputs for the efficient running and expansion of the dept. May laydown policy and prepare plan schemes including cost analysis	hazards are involved. Mobility should not be restricted.
			e) MD involving	forexpansion and/or continuation of the Department or particular units of	Incumbent should be
			(a) to (d) above	thedept. May do analysis and prepareannual, quarterly reports on	considered with appropriate
			(4) 10 (4) 4.5010	thefunctioning and efficiency of the Department for the information of	software, aids& appliances as
				public press and the parliament. They also answer queries from the public	per needs
				press and the Parliament. May prepare advertisement material for notifying	D, MI वगळून
				vacancies etc. in the press. May arrange and/or attend departmental,	2,
				departmental meetings. Guidance on purchase and control rules,	
				Purchase and supply of equipment's machineries and provision,	
				stationery etc., Award contracts Insurance, Dealing with agents, Uses	
				computers, works in office.	
9६	सहायक	S,ST,RW,C	a) B, LV b) D, HH	Decide the disciplinary action to be taken against staff as per Rules and	The work is performed mostly
	संचालक (अतां)		c) OA, BA, OL,	Regulations laid down by the Department of Personnel and make policy	inside. He usually works alone
	,		BL, OAL, BLOA,	decisions in the matter of administration. Implement policies of the Govt.	through interaction with
			BLA, CP, LC,	May function as Head of the Office. They organize and control all clerical	subordinates is actively
			DW, AAV, MDy d)	work in the office, mark the letter, allot duties of staff, co-ordinate and	required. The work place is well
			MI	supervise work of the clerical staff and look after discipline, administrative	lighted It does not involve any
			e) MD involving	matters including cases of Earned Leave, in subordination, arrangement	hazards. Incumbent should be
			(a) to (d) above	of office accommodation, furniture, office equipment's etc. Prepare briefs	considered with appropriate
				of important administrative matters and Parliament questions, attend	software, aids& appliances as
				departmental meetings.	per needs.
					D, MI वगळून
	गट - क				
90	प्रशिक्षण	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
	अधिकारी (वरिष्ट)	MF,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		RW, SE, H, C	c) OA, BA, OL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work
			BL, CP, LC, Dw,	efficiency and out-put Advise and assist in development of syllabi	in general organizations does
			AAV	programmes, training materials /aids Study policies, procedures,	not involve any hazards.
			d) SLD, MI	instruments and other related documents. Prepare notes, comments,	Incumbents to be considered
			e) MD involving (a)	concerning field	with appropriate software and
			to (d) above	problems to modify/ draft Operational instructions. Suggest suitable	other appliances support.
				speaker/trainers for specific area of training, advice on appropriate	Appropriate aids & appliances
				training activity, assist evaluation of trainees, as also training programme.	to be used as per needs.
				May	
				correspond with concerned agencies, offices, organizations, .May	
				maintain related statistics, conduct written/ practical tests and prepare	
				reports thereon.	

9८	प्रशिक्षण	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
10	अधिकारी	MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
	जावकारा	H, C	c) OA, BA, OL,		·
		п, С	BL, CP, LC, Dw,	policies of the organizations/Department Aimed at improving personnel	well lighted. The work
			AAV	efficiency and out-put Advise and assist in development of syllabi	lighted The work in general
				programmes, training materials /aids Study policies, procedures,	organizations does not involve
			d) SLD, MI	instruments and other related documents. Prepare notes, comments,	any hazards. Incumbents to be
			e) MD involving (a)	concerning field problems to modify/ draft Operational instructions.	considered with appropriate
			to (d) above	Suggest Suitable speaker/trainers for specific area of training, advice on	software and other appliances
				appropriate training activity, assist evaluation of trainees, as also training	support.
				programme. May correspond with concerned agencies, offices,	Appropriate aids & appliances
				organizations, .May maintain related statistics, conduct written/ practical	to be used as per needs.
				tests and prepare reports thereon.	
१९	मिलराईट	S, ST, W,	a) LVb) D, HHc)	Mechanic Maintenance, General repairs and overhauls workshop	The work is performed inside as
	मेंन्टेनन्स	BN, PP, MF	OL, LC, Dw,	machines and equipment periodically and on break downs to maintain	well as outside. Mobility of the
	मेकॅनिक		AAVd) ASD (M),	them in working condition. Examines machines and equipment to	person should be adequate.
			SLD, MIe) MD	ascertain nature and location of defects.	The incumbent should be
			involving (a) to (d)		considered with aids and
			above.		appliances.
२०	वसतिगृह	ST, W, BN,	a) LV	They formulate and execute policies, relating to recruitment, training,	The work is performed mostly
	अधिक्षक	MF	b) HH	review of terms and conditions, implementation of statutory and other	inside and sometimes outside.
			c) OA,BA, OL, BL,	welfare scheme and effective utilization in hostels. Advice and assist in	The work place is lighted. The
			CP, LC, Dw, AAV	development of managerial power, supervise administration of welfare	worker usually works alone. It
			d) SLD, MI	programmes, remuneration, discipline etc. Investigate into specific	does not involve any hazards.
			e) MD Involving (a)	problems of indiscipline and inefficiency to evolve and suggest	The Incumbent should be
			to (d) above	ameliorative measures to management.	onsidered with appropriate aids
					& appliances support as per
					needs.
२१	भांडार अधिक्षक	S, ST, MF,	a) B, LV	Incharge of purchasing, supply of materials, sign contracts, maintain	The work is performed mostly
		RW, SE,	b) D, HH	stock and registers etc.	inside. The work place is well
		Н	c) OA,BA, OL,		lighted and comfortable work in
			OAL, CP, LC, Dw,		office. Incumbent should be
			AAV		considered with appropriate
			d) ASD (M), SLD,		software, aids & appliances
			MI		support as per needs. से.प्र.नि.
			e) MD Involving (a)		नुसार पदे १००% पदोन्नतीने
			to (d) above		भरण्यात येतात.

	भांबामार	C CT W DN	->1.77	Chara Managara and Indian American at an all table	The condition mention is a sufficient
२२	भांडारपाल	S,ST,W, BN,	a) LV	Store Keeper receives stores and issues various types of goods, tools,	The work is mostly performed
		L, MF,	b) D, HH	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually
		RW,SE,H, C	c) OA, OL, OAL,	incoming supplies against orders, bills or vouchers, identifies, weighs or	worksalone. Bilateral hand
			CP, LC, DW,AAV	measures and examines various items to ensure correct supply. Affixes or	activities of the person should
			d) ASD(M), SLD,	ties identity slips to items giving code numbers or marks. Enters details of	be adequate. Should have
			MI	goods received in stock registers. Maintains bin cards for each item	functional communication skills
			e) MD involving (a)	indicating stock in hand. Ensures proper storing and preservation of	with aids & devices. The
			to (d) above	goods. Issues stock on demand making necessary entries in registers and	incumbent should be
				bin cards. Exercises physical check of stores periodically and tallies with	considered with aids and
				stock registers. Renders to superiors periodical statements and reports	appliances.
				showing position and condition of stocks. Makes requisition for	
				replacement and further supply under advice of superiors. Supervises	
				work of subordinates engaged in lifting goods.	
२३	भांडार लिपिक	S, ST,	a) LVb) D, HHc)	Store Clerk receives stores and issues various types of goods, tools,	The work is mostly performed
		SE,RW,H,C	OA, OL, LC, Dw,	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually
			AAVd) ASD (M),	incoming supplies against orders, bills or vouchers, identifies, weighs or	worksalone. Bilateral hand
			ID, SLD, MIe) MD	measures and examines various items to ensure correct supply. Affixes or	activities of the person should
			involving (a) to (d)	ties identity slips to items giving code numbers or marks. Enters details of	be adequate. Should have
			above	goods received in stock registers. Maintains bin cards for each item	functionalcommunication skills
				indicating stock in hand. Ensures proper storing and preservation of	with aids & devices. The
				goods. Issues stock on demand making necessary entries in registers and	incumbent should be
				bin cards. Exercises physical check of stores periodically and tallies with	considered with aids
				stock registers. Renders to superiors periodical statements and reports	andappliances.
				showing position and condition of stocks. Makes requisition for	анаарпанось.
				replacement and further supply under advice of superiors. Supervises	
				work of subordinates engaged in lifting goods.	
28	लघुलेखक	S, ST, W, L,	a) B, LV	Stenographers; records dictations in shorthand and transcribe them in	The work is mostly performed
**	(निम्नश्रेणी)	MF, RW, SE,	b) HH	typewritten form. Takes dictation in shorthand. Transcribe dictated	inside .The worker usually
	(1.14.1212)	H, C			,
		п, С	c) OA, OL, BL,	material from note book, using typewriter. Compares typed matter and	works alone. Mobility and
			OAL, CP,	submits	bilateral hand activities of the
			LC, Dw, AAV	them to superiors. May cut stencil on typewriter for use on duplicating	person should be adequate.
			d) ASD (M), SLD,	machine.	Should have functional
			MI		communication
			e) MD involving (a)		
			to (d) above		

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२५	लघुटंकलेखक	S, ST, W,	a) B, LV	Records dictations in shorthand and transcribe them in typewritten form.	The work is mostly performed
		MF, SE, H	b) OA, OL, BL,	Takes dictation in shorthand. Transcribe dictated material from note book,	inside. The worker usually
			CP, LC,	using typewriter. Compares typed matter and submits them to superiors.	works alone. Mobility and
			Dw, AAV, MDy	May cut stencil on typewriter for use on duplicating machine. Receives	bilateral hand activities of the
			c) ASD (M), SLD,	manuscripts containing statistical and accounting data. Inserts blank card	person should be adequate.
			MI	in machine and rapidly depresses selected keys of machine to punch	The incumbent should be
			d) MD involving (a)	holes in card to represent required data contained in manuscript.	considered with aids and
			to (c)	Removes punched card from machine. Maintains and oils machine.	appliances.
			above	Maintains record work completed. May operate verifying machine to verify	
				punched cards. May operate sorting or tabulating machine.	
२६	कॉम्प्युटर प्रोग्रॅमर	S, ST, W,	a) B, LVb) D, HHc)	Programmer converts symbolic statement of business, scientific, and	The work is performed inside.
		BN, SE,	OA, OL, BL, OAL,	other technical problems to detailed logical flow charts for coding into	Usually workers work alone.
		H,MF	BA, BL, CP, LC,	computer language and solution by means of automatic data processing	The place is well lighted.
			Dw, AAV, MDYd)	equipment.	Incumbent should be
			ASD (M), SLD,		considered with appropriate
			MIe) MD		aids and appliances.
			involving(a) to (d)		
			above		
२७	कॉम्प्युटर	S, BN, MF,	a) B, LV	Look after typing work and data entry in computer.	The work performed inside
	ऑपरेटर	SE	b) D, HH		the room. Should have
			c) OA, OL, BL,		functional communication
			OAL, Dw,		skill with assistive listening
			AAV		device. The incumbent
			d) ASD (M, MoD),		should be considered with aids
			ID,		andappliances.
			SLD, MI		
			e) MD involving (a)		
			to (d) above		

२८	कार्यालय	S, ST, W,	a) B, LV	Office Superintendent organize and controls all clerical work within	The work is mostly performed
, ,	अधिक्षक	RW, SE,	b) D, HH	establishment or office thereof. Allocates duties to staff under him,	inside in well
		н, с	c) OA, OL, BL,	coordinates and supervises their work ensuring efficiency, discipline and	lighted rooms. The worker
		, -	BA, OAL, CP, LC,	observance of prescribed procedure. Studies all files, draft letters, notes,	works alone as well as in
			Dw,	etc. Put up by clerk. Disposes routine and intermediately matter himself.	groups. The incumbent should
			AAV	Deals with important files and complicated cases personally and puts up	be considered with aids and
			d) SLD, MI	notes, reports, drafts etc. To superior for orders. Ensures that prescribed	appliances.
			e) MD involving (a)	procedure is followed by staff in dealing with cases. Keeps important,	
			to (d) above	secret and confidential records in his personal custody. Supervises	
			(1)	preparation of budget estimate, statement of accounts, financial bills,	
				payment of wages, salaries etc. To staff and maintenance of various	
				accounts and registers.	
२९	मुख्य लिपिक	S, ST, W,	a) B, LVb) D, HHc)	Head Clerk organize and controls all clerical work within establishment or	The work is mostly performed
	/प्रमुख लिपिक	RW, SE,H, C	OA, OL, BL, BA,	office thereof. Allocates duties to staff under him, coordinates and	inside in welllighted rooms. The
	/लेखा परिक्षक		OAL, CP, LC,	supervises their work ensuring efficiency, discipline and observance	worker works alone as well as
			Dw,AAVd) SLD,	ofprescribed procedure. Studies all files, draft letters, notes, etc. Put up	ingroups. The incumbent
			Mle) MD involving	by clerk. Disposes routine and intermediately matter himself. Deals with	should be considered with aids
			(a) to (d) above	important files and complicated cases personally and puts up notes,	and appliances.
				reports, drafts etc. To superior for orders. Ensures that prescribed	
				procedure is followed by staff in dealing withcases. Keeps important,	
				secret and confidential records in his personal custody. Supervises	
				preparation of budget estimate, statement of accounts, financial bills,	
				payment of wages, salaries etc. To staff and maintenance of various	
				accounts and registers.	
3 0	वरिष्ठ लिपिक /	S, ST, W,	a) B, LV	Office Assistant; Senior Clerk prepares notes, drafts Memoranda and	The work is mostly performed
	लेखापाल	MF, RW, SE,	b) D, HH	summaries quoting precedents, references, rules, etc. Draws out reports,	inside as well as outside. The
		С	c) OA, OL, BL,	number of papers received by him for disposal. Studies letters and	worker usually works alone.
			BA, OAL,	correspondence and links connected papers on subject. Prepares brief	Mobility and bilateral hand
			CP,LC, Dw, AAV,	notes, reports or draft replies quoting precedent, rules, regulations and	activities of the person should
			MDy	existing orders, if any, puts them to superior for consideration. Keeps	be adequate. Should have
			d) SLD, MI,	watch over movement of files. Supervises work of subordinates and	Functional communication
			e) MD involving (a)	assists them in disposal of case correctly and expeditiously. Maintains	skills with aids & devices.
			to (d)	prescribed registers. May do his own typing. May handle cash and	Incumbent should be
			above	maintain accounts.	considered with aids and
					appliances.
					appliances.

39	कनिष्ठ लिपिक/	S, ST, W,	a) B, LV	Lower Division Clerk, performs variety of clerical duties such as	The work is mostly performed
'	कनिष्ठ लिपिक-	MF, RW, SE,	b) D, HH	maintenance of records, receipt and dispatch of dak, routine	inside as well as outside.The
	टंकलेखक	C	c) OA, OL, BA,	correspondence, tabulating data, preparing production schedules, wage	worker usually works alone.
	04/7/44/		BL, OAL,	bills, and insurance and provident fund accounts, keeping record of issue	Mobility and bilateral hand
			CP,LC, Dw, AAV,	and receipt of library books, maintaining record of incoming and outgoing	activities of the person should
			MDy	railway wagons and carriages, booking and delivering of goods,	be adequate. Should have
			d) ASD (M), SLD,	maintaining auction accounts, calculating and releasing attending to	Functional communication skills
			MI	clerical duties of court, allocating and supervising work of process serving	with aids & devices. Incumbent
			e) MD involving (a)	staff, receiving applications for granting arms licences, doing clerical work	should be considered with aids
			to (d)	for legal practioner copying and comparison work, etc. uses typewriters or	and appliances.
			above	word-processing equipment's to check and transcribe correspondence	and appliances.
			above	and other documents, deal with incoming and outgoing mail, and deal	
				with routine correspondence on their own initiative not elsewhere	
				classified.	
३२	गट निदेशक	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
1		BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA,BA, OL, BL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
		02,11,0	CP, LC, Dw, AAV	output Advise and assist in development of	is well lighted The work in
			d) SLD, MI	syllabi programmes, training materials /aids study policies, procedures,	general organisations does not
			e) MD involving (a)	instruments and other related documents Prepare notes, comments,	involve any hazards. Incumbent
			to (d)	concerning field problems to modify/ draft operational instructions.	should be considered with
			above	Suggest suitable speaker/trainers for specific area of training, advice on	appropriate software, aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances support as per
				programme. May correspond with concerned agencies, offices,	needs.
				organisations, May maintain related statistics, conduct written/ practical	1.0000
				tests and prepare reports thereon.	
33	शिल्प निदेशक/	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
'`	व्यवसाय निदेशक	BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA, BA, OL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
			BL, CP, LC,	output Advise and assist in development of syllabi programmes, training	is well lighted The work in
			DW,AAV	materials /aids study policies, procedures, instruments and other related	general organisations does not
			d) SLD, MI	documents Prepare notes, comments, concerning field problems to	involve any hazards. Incumbent
			e) MD involving (a)	modify/ draft operational instructions. Suggest suitable speaker/trainers	should be considered with
			to (d) above	for specific area of training, advice on appropriate training activity, assist	appropriate software, aids &
			(-,	evaluation of trainees, as also training programme. May correspond with	appliances support as per
				concerned agencies, offices, organisations, May maintain related	needs.
				statistics, conduct written/ practical tests and prepare reports thereon.	
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38	निदेशक	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
	(जीआयटी)	BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA, BA, OL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
			BL, CP, LC,	output Advise and assist in development of syllabi programmes, training	is well lighted The work in
			DW,AAV	materials /aids study policies, procedures, instruments and other related	general organisations does not
			d) SLD, MI	documents Prepare notes, comments, concerning field problems to	involve any hazards. Incumbent
			e) MD involving (a)	modify/ draft operational instructions. Suggest suitable speaker/trainers	should be considered with
			to (d) above	for specific area of training, advice on appropriate training activity, assist	appropriate software, aids &
				evaluation of trainees, as also training programme. May correspond with	appliances support as per
				concerned agencies, offices, organisations, May maintain related	needs.
				statistics, conduct written/ practical tests and prepare reports thereon.	
34	लघुलेखक	S, ST, W,	a) B, LVb) HHc)	Records dictations in shorthand and transcribe them in typewritten form.	The work is mostly performed
	(उच्चश्रेणी)	BN, RW, SE,	OA, OL, OAL, CP,	Takes dictation in shorthand. Transcribe dictated material from note book,	inside in well lighted rooms. The
		H,C	LC,Dw, AAV,	using computer Compares typed matter and submits them to superiors.	worker usually does his work
			MDyd) ASD (M),		alone. It does not involve any
			ID, SLD, MIe) MD		hazard. Appropriatecomputer
			involving (a) to (d)		software & aids and appliance
			above		to be used as per needs.
3६	सहाय्यक	S, ST,	a) LV	Store Clerk receives stores and issues various types of goods, tools,	The work is mostly performed
	भांडारपाल	SE,RW,H,C	b) D, HH	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually works
			c) OA, OL, LC,	incoming supplies against orders, bills or vouchers, identifies, weighs or	alone. Bilateral hand activities of
			Dw, AAV	measures and examines various items to ensure correct supply. Affixes or	the person should be adequate.
			d) ASD (M), ID,	ties identity slips to items giving code numbers or marks. Enters details of	Should have functional
			SLD, MI	goods received in stock registers. Maintains bin cards for each item	communication skills with aids &
			e) MD involving (a)	indicating stock in hand. Ensures proper storing and preservation of	devices. The incumbent should
			to (d) above	goods. Issues stock on demand making necessary entries in registers and	be considered with aids and
				bin cards. Exercises physical check of stores periodically and tallies with	appliances.
				stock registers. Renders to superiors periodical statements and reports	
				showing position and condition of stocks. Makes requisition for	
				replacement and further supply under advice of superiors. Supervises	
2/2		OT M. SN	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	work of subordinates engaged in lifting goods.	T
30	वसतिगृह अधिक्षक तथा	ST, W, BN,	a) LV	They formulate and execute policies, relating to recruitment, training,	The work is performed mostly
		MF	b) HH	review of terms and conditions, implementation of statutory and other	inside and sometimes outside.
	ग्रंथपाल तथा शारिरीक शिक्षण		c) OA,BA, OL, BL,	welfare scheme and effective utilization in hostels. Advice and assist in	The work place is lighted. The
	निदेशक/वसतिगृ		CP, LC, Dw, AAV	development of managerial power, supervise administration of welfare	worker usually works alone. It
	। नदशक/वसातगृ ह अधिक्षक तथा		d) SLD, MI	programmes, remuneration, discipline etc. Investigate into specific	does not involve any hazards.
			e) MD Involving (a)	problems of indiscipline and inefficiency to evolve and suggest	The Incumbent should be
	ग्रंथपाल		to (d) above	ameliorative measures to management.	onsidered with appropriate aids

					& appliances support as per needs.
	गट-ड				
3 6	लोहमुद्रण यत्रचालक	S, ST, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Rhoneo Machine Operator sets and operates Rhoneo Machine. Makes necessary adjustments and starts and general maintenance of machine.	The work is performed mostly inside.
38	चतुर्थश्रेणी कर्मचारी/ कार्यशाळा परिचर	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
80	चक्रमुद्रण यंत्रचालक	S, ST, BN, MF,SE	a) B, LVb) D, HHc) OA, OL, LC,Dw, AAVd) ASD (M,MoD), SLD, MIe) MD involving(a) to (d) above	Cyclostyle Machine Operator sets and operates hand or electrically operated duplicating or cyclostyling machine for reproducing cyclostyled copies of type written or handwritten matter. Fastens stencil to cylinder of duplicatingmachine by placing perforated top end of stencil intoidentically fixed nails on top of cylinder and spreads stencilpaper gently by hand over silk skin. Applies duplicating inkover rollers. Rotates cylinder for spreading ink uniformlyover rollers and silk skin. Loads and adjusts duplicating paper at feeding end. Makes necessary adjustments and starts machine.	The work is performed mostly inside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
४१	शिपाई	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

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

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities