

# NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

## Division 1 Managers

Managers plan, direct, co-ordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations. Tasks performed by managers usually include: formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units; establishing objectives and standards and formulating and evaluating programmes and policies and procedures for their implementation; ensuring appropriate systems and procedures are developed and implemented to provide budgetary control; authorising material, human and financial resources to implement policies and programmes. Monitoring and evaluating performance of the organization or enterprise and of its staff; selecting, or approving the selection of staff; ensuring compliance with health and safety requirements; planning and directing daily operations; representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums.

Occupations in this Division are classified into the following Sub Divisions:

11	Chief Executives, Senior Officials and Legislators
12	Administrative and Commercial Managers
13	Production and Specialized Services Managers

14	Hospitality, Retail and Other Services Managers
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## Sub Division 11 Chief Executives, Senior Officials and Legislators

Chief Executives, Senior Officials and Legislators formulate and review the policies and plan, direct, co-ordinate and evaluate the overall activities of enterprises, governments and other organizations with the support of other managers.

Tasks performed usually include: presiding over or participating in the proceedings of legislative bodies, board of directors and committees; formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations; establishing objectives for enterprises, government departments or agencies and other organizations; formulating or approving and evaluating programmes and policies and procedures for their implementation; ensuring appropriate systems and procedures are developed and implemented to provide budgetary control; authorising material, human and financial resources to implement policies and programmes; monitoring and evaluating performance of the organization or enterprise; selecting, or approving the selection of senior staff; performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings.

Occupations in this Sub Division are classified into the following Groups:

111	Legislators and Senior Officials
112	Managing Directors and Chief Executives

# NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

## Group 111

### Legislators and Senior Officials

Legislators and senior officials determine, formulate, advise on and direct the implementation of policies of national, state, regional or local governments or communities, and of special interest organizations. They make, ratify, amend or repeal laws, public rules and regulations and plan, organize, direct, control and evaluate the overall activities of government departments and agencies, traditional communities and special interest organizations

Occupations in this Group are classified into the following Families:

1111	Legislators
1112	Senior Government Officials
1113	Traditional Chiefs and Heads of Villages
1114	Senior Officials of Special-interest Organizations

## Family 1111 Legislators

Legislators determine, formulate, and direct policies of national, state, regional or local governments and international governmental agencies. They make, ratify, amend or repeal laws, public rules and regulations. They include elected and non-elected members of parliament, councils and governments.

### 1111.0100

#### Elected Official, Union Government

Elected Official, Union Government serves in various capacities in legislative and executive branches of Union Government. Performs administrative, executive or advisory functions, which include serving as head of the Indian Union; presiding over deliberations of Houses of Parliament; leading council of ministers of Union Government; shaping, determining and defining government policies and directing their application and execution through departmental heads; representing interests of voters in Parliament, on committees and commissions; and taking part in making, amending or repealing laws. Is designated according to work performed or post held, such as:

PRESIDENT OF INDIA; RASHTRAPATI. VICE PRESIDENT OF INDIA; UP-RASHTRAPATI. SPEAKER, LOK SABHA. CHAIRMAN, RAJYA SABHA. PRIME MINISTER OF INDIA. MINISTER, UNION GOVERNMENT. MEMBER OF PARLIAMENT.

### ISCO 08 Unit Group Details:

Code	1111
Title	Legislators

### 1111.0200

#### Elected Official, State Government

Elected Official, State Government serves in various capacities in legislative and executive branches of State Government. Performs, administrative, executive or advisory functions, which include leading council of ministers of State Government; shaping, determining and defining government policies, and directing application and execution of government policies through departmental heads; presiding over deliberations of Houses of State Legislatures; committees and commissions; and taking part in making, amending or repealing laws. Is designated

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

according to work performed or post held, such as: CHIEF MINISTER. MINISTER, STATE GOVERNMENT. CHAIRMAN, LEGISLATIVE COUNCIL. SPEAKER, LEGISLATIVE ASSEMBLY. MEMBER, LEGISLATIVE ASSEMBLY.

### ISCO 08 Unit Group Details:

Code	1111
Title	Legislators

### 1111.0300

#### Elected Official, Local Bodies

Elected Official, Local Bodies serves in various capacities in policy making and executive branches of local bodies. Performs administrative, executive or advisory functions in matters entrusted to local bodies e.g. public health, sanitation, primary education, building and road construction, drainage, street-lighting, raising and collection of admissible local taxes and their proper administration, and all other connected matters for the benefit of local people, including enforcement of local laws and emergency measures as necessary. Is designated according to work performed or post held such as: MAYOR, MUNICIPAL CORPORATION. COUNCILLOR, CITY MUNICIPAL CORPORATION. CHAIRMAN, CITY MUNICIPAL CORPORATION. CHAIRMAN, MUNICIPALITY. MEMBER MUNICIPALITY. CHAIRMAN, DISTRICT BOARD. MEMBER, DISTRICT BOARD. CHAIRMAN, CANTONMENT BOARD. MEMBER, CANTONMENT BOARD. CHAIRMAN, TOWN AREA COMMITTEE. MEMBER, TOWN AREA COMMITTEE. CHAIRMAN, BLOCK SAMITI. SARPANCH, PANCHAYAT. MEMBER, PANCHAYAT.

### ISCO 08 Unit Group Details:

Code	1111
Title	Legislators

### 1111.9900

#### Legislators, Other

Elected Officials, Other include all other Elected Officials performing administrative, executive or advisory functions in educational, religious, social, political and community welfare organizations and such other permanent or ad-hoc private bodies, not else-where classified.

### ISCO 08 Unit Group Details:

Code	1111
Title	Legislators

### Family 1112 Senior Government Officials

Senior government officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of municipal or local, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

### 1112.0100

#### Administrative Official, Union Government

Administrative Official, Union Government serves in various capacities under Union Government. Performs administrative and advisory functions, which include advising minister on all

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

matters of policy and administration within his sphere of responsibility; organizing and directing work of ministries and departments; taking policy decisions to extent authorized; supervising execution and implementation of policies and decisions by field or subordinate offices etc. Is designated according to work performed or post held, such as: MEMBER, OF UNION PUBLIC SERVICE COMMISSION. MEMBER, CENTRAL BOARD OF REVENUE. MEMBER, RAILWAY BOARD. MEMBER PLANNING COMMISSION. SECRETARY TO THE GOVERNMENT OF INDIA JOINT SECRETARY TO THE GOVERNMENT OF INDIA. DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA. UNDER SECRETARY TO THE GOVERNMENT OF INDIA. DIRECTOR-GENERAL, CIVIL AVIATION. DIRECTOR GENERAL, ALL INDIA RADIO DIRECTOR-GENERAL, POSTS AND TELEGRAPHS. DIRECTOR-GENERAL, SUPPLIES AND DISPOSALS. DIRECTOR-GENERAL SHIPPING. DIRECTOR-GENERAL OF EMPLOYMENT AND TRAINING. CONTROLLER AND AUDITOR GENERAL. CONTROLLER, IRON AND STEEL. COMMISSIONER, TEXTILE. CUSTODIAN GENERAL. CHIEF CONTROLLER OF IMPORTS AND EXPORTS. CHIEF COMMISSIONER, ELECTION. CHIEF COMMISSIONER, LABOUR COMMISSIONER, SALT. REGISTRAR-GENERAL, CENSUS.

### ISCO 08 Unit Group Details:

Code 1112  
Title Senior Government  
Officials

### 1112.0200

#### Diplomat

Diplomat represents Union of India in other countries or at international

organizations, meetings and conferences. Interprets policies of Indian Government in foreign countries and advises his Government on matters of foreign relations, trade, commerce, etc. Negotiates and enters into agreements with other countries and nations. Issues visas to foreigners for visit to India and looks after welfare of Indians abroad, and generally promotes interest of his country. Is designated according to rank held or work performed, such as: AMBASSADOR HIGH COMMISSIONER ENVOY MINISTER (DIPLOMAT) PERMANENT REPRESENTATIVE COUNSEL GENERAL CHARGE D AFFAIRS TRADE COMMISSIONER.

### ISCO 08 Unit Group Details:

Code 1112  
Title Senior Government  
Officials

### 1112.0300

#### Executive Officials, Union Government

Executive Official, Union Government serves in various executive capacities in Union Government, giving effect to policies and decisions of Government. Performs or supervises performance of other executives and field duties such as assessing and collecting revenues; issuing passports, licenses and other authorizations; supervising elections; reconciling parties in trade disputes; inspecting offices and establishments; enforcing and implementing various rules, regulations and provisions of law. Is designated according to work performed or post held, such as: COMMISSIONER, DEVELOPMENT COMMISSIONER, INCOME-TAX CUSTODIAN, EVACUEE PROPERTY DIRECTOR OF INSPECTION, CUSTOMS DIRECTOR, MARKETING

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

DIRECTOR OF TRAINING, DIRECTOR OF EMPLOYMENT EXCHANGES, REGIONAL LABOUR COMMISSIONER, COLLECTOR, CENTRAL EXCISE, SUPERINTENDENT, CUSTOMS, INCOME-TAX OFFICER, SUPERINTENDENT, CENTRAL EXCISE, PASSPORT OFFICER, SETTLEMENT OFFICER, CONCILIATION OFFICER (CENTRAL).

### ISCO 08 Unit Group Details:

Code 1112

Title Senior Government Officials

#### 1112.0400

#### Administrative Official, State Government

Administrative Official, State Government serves in various capacities in State Government. Performs administrative and advisory functions which include serving as Head of State; advising ministers, on all matters of policy and administration within his sphere of responsibility; organizing and directing work of departments; taking policy decisions to the extent authorised; supervising execution and implementation of policies and decisions by field or subordinate officers. Is designated according to work performed or post held, such as: GOVERNOR; RAJYAPAL; LIEUTENANT GOVERNOR MEMBER, STATE PUBLIC SERVICE COMMISSION, MEMBER, BOARD OF REVENUE, CHIEF SECRETARY TO GOVERNMENT (STATE), SECRETARY TO GOVERNMENT (STATE), DEPUTY SECRETARY TO GOVERNMENT (STATE), UNDER SECRETARY TO GOVERNMENT (STATE), CHIEF COMMISSIONER DEVELOPMENT, COMMISSIONER OF DIVISION, DIRECTOR OF EDUCATION, DIRECTOR OF INDUSTRIES.

### ISCO 08 Unit Group Details:

Code 1112

Title Senior Government Officials

#### 1112.0500

#### Executive Official, State Government

Executive Official, State Government serves in various capacities in State Government giving effect to policies and decisions of Government. Performs or supervises performance of executive and field duties which include maintenance of law and order; assessing and collecting taxes, duties, land revenues, etc.; issuing licenses; executing development schemes; reconciling parties in trade disputes; inspecting schools, factories, shops, offices and establishments; and enforcing various rules, regulations and provisions of law. Is designated according to work performed or post held, such as: COLLECTOR; DEPUTY COLLECTOR; SUB-DEPUTY COLLECTOR; DEPUTY COMMISSIONER. DISTRICT OFFICER; SUB-DIVISIONAL OFFICER; LAND RECORD OFFICER; TEHSILDAR; SUPERINTENDENT OF POLICE CIRCLE OFFICE; SALES-TAX OFFICER; SUPERINTENDENT, JAIL; JAILOR, SUPERINTENDENT OF INDUSTRIES DISTRICT INDUSTRIES OFFICER MARKETING OFFICER. RATIONING OFFICER. SUPPLY OFFICER. RENT CONTROL AND EVICTION OFFICER, REGIONAL TRANSPORT OFFICER, DISTRICT PLANNING OFFICER, CO-OPERATIVE OFFICER, CONCILIATION OFFICER (STATE), PANCHAYAT RAJ OFFICER.

### ISCO 08 Unit Group Details:

Code 1112

Title Senior Government Officials

#### 1112.0600

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

### **Administrative and Executive Officials, Quasi Government (Central)**

Administrative and Executive Official, Quasi Government (Central) plans, organizes, co-ordinates and controls within authority delegated, activities of quasi-government organizations, establishment, etc. or one or more of its departments/branches or sections; and includes officials such as: CHAIRMAN, UNIVERSITY GRANTS COMMISSION CHAIRMAN, COAL MINES WELFARE COMMISSION, SECRETARY, INDIAN RED CROSS SOCIETY, SECRETARY, MICA MINES LABOUR WELFARE FUND ADVISORY COMMITTEE, SECRETARY, RAILWAY RATES TRIBUNAL, CONTROLLER OF EMIGRANT LABOUR, DIRECTOR-GENERAL, EMPLOYEES STATE INSURANCE CORPORATION.

#### **ISCO 08 Unit Group Details:**

Code 1112  
Title Senior Government Officials

#### **1112.0700**

### **Administrative & Executive Officials, Quasi Government (State)**

Administrative and Executive Official, Quasi Government (State) plans, organizes, co-ordinates and controls within authority delegated, activities of quasi-government organizations, establishments, etc. or one or more of its departments/branches or sections; and includes officials such as: VICE CHANCELLOR, STATE UNIVERSITIES, DEAN, STATE AUTONOMOUS EDUCATIONAL INSTITUTES, CHAIRMAN, STATE CORPORATIONS/BOARDS, CHAIRMAN, HARYANA URBAN DEVELOPMENT

AUTHORITY, SECRETARY, GHAZIABAD DEVELOPMENT AUTHORITY.

#### **ISCO 08 Unit Group Details:**

Code 1112  
Title Senior Government Officials

#### **1112.0800**

### **Administrative and Executive Officials, Local Bodies**

Administrative and Executive Official, Local Bodies plans, organizes, co-ordinates and controls functions of the city corporation, improvement trust, municipality, district board, cantonment board, notified area committee or other local bodies, and executes and implements or supervises execution and implementation of decisions, rules and regulations and by-laws of local bodies and also assesses and collects local taxes. Is designated according to work performed or post held, such as: COMMISSIONER, CITY CORPORATION, EXECUTIVE OFFICER, IMPROVEMENT TRUST; EXECUTIVE OFFICER, CANTONMENT, BOARD; EXECUTIVE OFFICER; MUNICIPAL BOARD, SECRETARY, DISTRICT BOARD TAX SUPERINTENDENT, OCTROI SUPERINTENDENT

#### **ISCO 08 Unit Group Details:**

Code 1112  
Title Senior Government Officials

#### **1112.9900**

### **Senior Government Officials, Other**

Administrative and Executive Officials, Government and Local Bodies, Other Include all other administrative and executive officials of government, quasi-

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

government or local body, engaged in taking policy decisions and their implementation, general management and supervision of its one or more branches, sections and departments, not elsewhere classified.

### ISCO 08 Unit Group Details:

Code 1112  
Title Senior Government Officials

### Family 1113 Traditional Chiefs and Heads of Villages

Traditional Chiefs and Heads of Villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of rights and responsibilities between village chiefs and the local, regional and national authorities.

### Family 1114 Senior Officials of Special-interest Organizations

Senior Officials of Special-interest Organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trade unions, employers' organizations, trade and industry associations, humanitarian or charity organizations, or sports associations, and represent their organizations and act on their behalf.

### 1114.0100 Political Worker

Political Worker takes part in various activities of the political party to which he belongs. Contacts people for propagating ideology of his party and to enquire about their difficulties. Acts as link between people and legislators. Organizes activities of the party in his area. May act as President or Secretary of his party. May also function as President of Panchayat or Panchayat Samiti of his area.

### ISCO 08 Unit Group Details:

Code 1114  
Title Senior Officials of Special-interest Organizations

### 1114.0200 Senior Officials of Employers, Workers and Other Economic Interest Organizations

Senior Officials of Employers', workers' and other economic-interest organizations determine and formulate policies, rules and regulations of their respective organizations, direct their application, represents these organizations and act on their behalf.

### ISCO 08 Unit Group Details:

Code 1114  
Title Senior Officials of Special-interest Organizations

### 1114.0300 Director, Disaster Management Services

Director, Disaster Management Services directs and co-ordinates regional programme activities of various agency to provide specialized human services, such as water safety programmes, disaster relief, and emergency transportation: Consults with co-operating agencies, such

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

as police, firefighters and emergency ambulance services to co-ordinate efforts and define areas of jurisdiction. Participates in programme activities to serve clients of agency. Prepares budgets to control costs and to allocate funds in accordance with provisions and agency charter. May instruct agency staff and volunteers in skills required to provide services. May forward requisitions and arrange for maintenance of equipment, such as two way radios and agency vehicles. May co-ordinate services to disaster victims and safety programmes, such as water safety and emergency first aid, and also co-ordinates transportation of agency clients, blood and medical supplies and equipment.

### ISCO 08 Unit Group Details:

Code 1114

Title Senior Officials of Special-interest Organizations

### 1114.9900

#### Senior Officials of Special-interest Organizations, Other

Senior Officials of Humanitarian and other Special-interest Organizations, Other include senior officials of humanitarian and other special-interest organizations who determine and formulate policies, rules and regulations of humanitarian organizations, sports associations or other special-interest organizations. Directs their application, represents these organizations and acts on their behalf.

### ISCO 08 Unit Group Details:

Code 1114

Title Senior Officials of Special-interest Organizations

**Group** 112

### Managing Directors and Chief Executives

Managing Directors and Chief Executives formulate and review the policies, plan, direct, co-ordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a Board of Directors or a governing body to whom they are answerable for the operations undertaken and their result.

Occupations in this Group are classified into the following Families:

1120 Managing Directors and Chief Executives
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### Family 1120 Managing Directors and Chief Executives

Managing Directors and Chief Executives formulate and review the policies and plan, direct co-ordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments). They work with the support of other managers, usually within guidelines established by a Board of Directors or a governing body to whom they are answerable for the operations undertaken and their result.

### 1120.0100

#### Working Proprietor, Electricity

Working Proprietor, Electricity plans, organizes and controls in broad outline, within authority delegated, activities of



## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

private or public organizations or establishments or one or more of its branches, departments, etc. engaged in generation, transmission and distribution of electricity to domestic and industrial consumers. Is designated according to work performed or powers exercised.

### ISCO 08 Unit Group Details:

Code 1120

Title Managing Directors and Chief Executives

### 1120.0200

#### Working Proprietor, Gas

Working Proprietor, Gas plans, organizes and controls, within authority delegated activities of public or private organizations or enterprises, or one or more of its departments, sections or branches, engaged in manufacture of gas, distribution and supply of gas to consumers and production and supply of steam for heat and power. Is designated according to work performed or powers exercised.

### ISCO 08 Unit Group Details:

Code 1120

Title Managing Directors and Chief Executives

### 1120.0300

#### Working Proprietor, Water Supply

Working Proprietor, Water Supply plans, organizes and co-ordinates, within authority delegated, activities of public or private organizations engaged in storage, filtration, purification and supply of water.

### ISCO 08 Unit Group Details:

Code 1120

Title Managing Directors and Chief Executives

### 1120.0400

#### Director, Electricity

Director, Electricity heads the organization and is supported by more than one manager. Determines, plans, organizes and controls in broad outline, within authority delegated, activities of private or public organizations or establishments or one or more of its branches, departments, etc. engaged in generation, transmission and distribution of electricity to domestic and industrial consumers. Is designated according to work performed or powers exercised.

### ISCO 08 Unit Group Details:

Code 1120

Title Managing Directors and Chief Executives

### 1120.0500

#### Director, Gas

Director, Gas heads the organization and is supported by more than one manager. Determines, plans, organizes and controls, within authority delegated activities of public or private organizations or enterprises, or one or more of its departments, sections or branches, engaged in manufacture of gas, distribution and supply of gas to consumers and production and supply of steam for heat and power. Is designated according to work performed or powers exercised.

### ISCO 08 Unit Group Details:

Code 1120

Title Managing Directors and Chief Executives

## NATIONAL CLASSIFICATION OF OCCUPATIONS - 2015

### **1120.0600**

#### **Director, Water Supply**

Director, Water Supply heads the organization and is supported by more than one manager. Determines, plans, organizes and co-ordinates, within authority delegated, activities of public or private organizations engaged in storage, filtration, purification and supply of water.

#### **ISCO 08 Unit Group Details:**

Code 1120

Title Managing Directors and Chief Executives

### **1120.0700**

#### **Director, Bank**

Director, Bank sets broad policies and plans and supervises in general way, within authority delegated, efficient operation of private or public bank or major segment of it. May be designated according to authority delegated or work performed such as: GOVERNOR (BANK), CHAIRMAN (BANK), MANAGING DIRECTOR (BANK).

#### **ISCO 08 Unit Group Details:**

Code 1120

Title Managing Directors and Chief Executives

### **1120.0800**

#### **Director, Insurance**

Director, Insurance sets broad policies, plans and co-ordinates within authority delegated, activities of private or public organization, or major segment of it, dealing in life, fire, accident, marine and other general insurance business. Is designated according to work performed or authority exercised, such as:

CHAIRMAN, LIFE INSURANCE CORPORATION, MANAGING DIRECTOR, (INSURANCE), DIRECTOR, INVESTMENTS (INSURANCE).

#### **ISCO 08 Unit Group Details:**

Code 1120

Title Managing Directors and Chief Executives

### **1120.0900**

#### **Working Proprietor, Mines/Proprietor, Mines**

Working Proprietor, Mines plans, organizes, directs and controls the enterprise wholly or partially and is engaged in economic activities related to extraction of coal, ore, mica, precious stones and other minerals from underground mines or open pits, and treatment of minerals for use by consumers. Is designated according to mineral extracted such as: WORKING PROPRIETOR, GOLD MINE, WORKING PROPRIETOR, DIAMOND MINE, WORKING PROPRIETOR, COAL MINE, WORKING PROPRIETOR, IRON MINE, WORKING PROPRIETOR, MANGANESE, MINE WORKING PROPRIETOR, COPPER MINE WORKING PROPRIETOR, MICA MINE.

#### **ISCO 08 Unit Group Details:**

Code 1120

Title Managing Directors and Chief Executives

### **1120.1000**

#### **Working Proprietor, Quarry/Proprietor, Quarry**

Working Proprietor, Quarry plans, organizes, directs and controls the enterprise, wholly or partially and is engaged in economic activities related to