

# **Nomenclature, Job Description And Categorisation of Coal Employees**



**INSTITUTE FOR MINERS' &  
METALWORKERS' EDUCATION**

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## PREFACE TO THE SECOND EDITION

We have great pleasure in presenting this Second Edition of "Nomenclature, Job Description and Categorisation of Coal Employees" to the workers, trade unions, managements and people having interest in the subject. The first edition has since been gone out of print and there has been persistent demand for a reprint.

Since the publication of the I.I. No. 69 (e.g. Nomenclature, Job Description and Categorisation of Coal Employees) four years ago, a few more Implementation Instructions, particularly in respect of Press Personnel and Auto Supervisors have been released by the JBCCI. In order to include the same so as to facilitate the interested persons to have clear understanding of these new instructions, we have enlarged the scope of the book and designed it as second edition.

In view of the added pages, steep rise in paper and printing cost, we are constrained to keep the price of this book at Rs. 40/- per copy. We are confident that buyers of this edition will bear with us.

We hope that the coalmine workers, trade unions, management, researchers and people in general will find this publication interesting and useful.

PUBLISHERS

### NCWA—III

- |                              |                              |
|------------------------------|------------------------------|
| I.I. No. 16 dated 22.2.1984  | I.I. No. 30 dated 26.6.1984  |
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| I.I. No. 63 dated 14.7.1986  | I.I. No. 66 dated 2.9.1986   |
| I.I. No. 67 dated 3.9.1986   | I.I. No. 68 dated 5.9.1986   |

Implementation Instructions from No. 3' dated 22.6.80 to No. 43 dated 2.9.83 were issued under NCWA-II and from I.I. No. 16 dated 22.2.84 onwards were under NCWA-III.

The report of the Sub-Committee was discussed in the 23rd meeting of the Standardisation Committee held on 28th August, 1986 and was approved with certain amendments which have been incorporated in this booklet.

It was further agreed that since the nomenclature, job description and categorisation of coal employees is a compilation of the existing job description and categorisation as available in different documents. Member Secretary may issue implementation instruction incorporating the amendments agreed to/decision taken in the matter pending further discussion on some of the items pointed out in the said meeting.

It was further agreed that in case of disputes/doubts or discrepancies in the Booklet on Nomenclature, Job Description and Categorisation issued herewith the original relevant documents will be treated as final.

It is hoped that this booklet which contains relevant information in one place in respect of nomenclature, job description and

categorisation as in vogue in the coal industry will be useful and obviate the day to day difficulty in referring to different books and documents, some of which are not readily available also, for authentic information.

You are requested to kindly take suitable necessary action in the matter. The existing designations which are not standard should be replaced by the designation given in the Booklet.

( A. V. BRAHMA )  
*Member Secretary*

8.10.1986

J.B.C.C.I.

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# Nomenclature, Job Description and Categorisation of Daily Rated Workers

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## CATEGORY—1 (Unskilled)

### Mazdoors

#### 1. Track/Road Cleaning & Packing

A workman who removes stones, fallen coal, etc., from the roadways or tram tracks and packs the lines with the ashes, etc.

#### 2. Survey/Centre

A workman employed to work with a survey team to carry surveying instruments and who is inferior in status to a survey chainman.

#### 3. Fitter ( Tool Carrying Only )

A workman who accompanies a Fitter/Electrician/Carpenter, etc. and carries tools or materials.

#### 4. Mason

A workman employed to carry or to mix materials and clean the mason's tools and implements.

#### 5. Sub-station

A workman employed in a sub-station or switch room to clean the external parts of the gear and to keep the sub-station or switch room in a clean and tidy condition.

#### 6. White Washing

A workman who white washes roadways or manholes or Engine room, and who generally works with a mason. ( Those formerly designated as 'Line Marking' or 'Chinda Mazdoors' will henceforward be known as 'White Washing Mazdoors').

#### 7. Friction Roller & Oiling/Roller

A workman who oils the rollers placed in the centre of the haulage line to keep the haulage rope from cutting into sleepers.

and the roadway floor. He may also oil or grease turn pulleys, tub axles, etc. The work is very similar to that done by oil Mazdoor or Greaser.

#### 8. Water

A workman employed in carrying water from wells or taps or in replenishing drinking water containers.

#### 9. Fan/Pump

An underground workman who accompanies an underground Operator if the latter has to work in a place remote from where other men are employed.

#### 10. Stone Dusting

An underground workman who spreads stone dust over the roof floor and sides of roadways as a means of suppressing coal dust explosions.

#### 11. Sand Cleaning

An underground workman who cleans sand from the tracks in underground roadways, removes sand from drainage channels etc.

#### 12. Brattice

A workman who assists a brattice (or Purdah) Mistry.

#### 13. Bailing

An underground workman who bails out accumulations of water from workplaces by means of a bucket or tin.

#### 14. Gate

A workman who is posted to open or close the doors fixed in certain roadways to control the direction or flow of the air current.

#### 15. Lamp

A workman who accompanies officials on inspections, carries spare lamps, changes or clothes, cages or birds, etc. or gas-testing devices of a special nature. He may also carry lamps from a control lamp room to pitheads, etc. He may also be employed in general work in lamp rooms.

## **16. Garden**

A workman employed in keeping in order the compounds of offices, pitheads, bungalows, etc.

## **17. Shale Picking**

A workman employed to separate shale or shally coal from true coal in the picking belt or on the rubber belt ( Those formerly designated as 'Belt', C.H.P., or 'Chalna Mazdoors' will hence-forward be known as 'Shale Picking Mazdoors' ).

## **18. Wagon Picking**

A workman employed as in job description 17 to pick out shale or inferior coal when steam coal or rubble coal is being loaded direct into wagons from the depot. Those formerly designated as 'Lumpy Coal Breakers' will henceforward be known as 'Wagon Picking Mazdoors'.

## **19. Sweeping**

A workman generally employed on the surface to keep the surface area including screening and washing plants free from paper, dirt etc. He may be employed under the Medical Officer to keep the areas round the colliery dhowrahs and colliery drains in good order.

## **20. K. Oil/Oil Pourers/Oil**

A workman employed to issue underground workers with measures of K. Oil for their open type lamps. He is employed on the surface.

## **21. Ash Cleaning**

A workman who removes ash from the vicinity of the steam boiler.

## **22. Pithead Bath Attendant**

A workman appointed to look after the general cleanliness of/and to instruct the users of pithead baths in the proper use of spray showers, etc.

## **23. Tub/Wagon Cleaning**

An unskilled workman who cleans out coal dust, etc , from

coal tubs or who cleans railway wagons before they are loaded with coal.

#### **24. Sand Mixing Chamber**

A workman who accompanies the sand mixing chamber operator and helps him in his duties. He removes stones from the grid of the mixing cone.

#### **25. Bellows**

A workman who operates the hand bellows used by colliery black smiths. He sits on a stool and works the handle up and down.

#### **26. Clay Cartridge**

A workman who makes clay cartridges of about 1-1/2" diameter and 6" long to be used for stemming shots when shot-firing is done. (Those formerly designated as 'Goli Matti' or 'Mud Pellet' Mazdoors will henceforward be known as 'Clay Cartridge Mazdoors').

#### **27. Crusher**

A workman who assists the crusher operator in his duties and usually clears away accumulated coal or stone dust, etc.

#### **28. Oil/Greaser/Roller Mazdoor**

A workman who oils the axles or coal tubs, bearing or machinery etc. (Those formerly designated as 'Greaser Mazdoors' will henceforward be known as 'Oil/Greaser Mazdoors').

#### **29. Ration/Food Store**

A workman who works in the food or Ration Shop handling the bags of grain or the food supplies upon receipt on prior to issue, also a mazdoor working in colliery stores where electrical/mechanical/oil/spares are kept.

#### **30. Anti Malaria**

An unskilled workman employed to go round with anti-malaria squads for spraying tanks and drains, ditches etc. and for removing vegetation, etc. He generally works with jungle cutting mazdoors.

### **31. Jungle Cutting**

An unskilled workman employed for cutting jungle.

### **32. Ball Mill**

A workman who assists the operator of Ball Mill which are used to grind stone into stone dust for use in underground roadways. His work is almost identical with that of Crusher Mazdoor.

### **33. Pontoon/Boat ( Sand )**

A workman who assists the sand pontoon operator in his duties. He keeps the sand pumping pontoon clean and generally performs unskilled work.

### **34. Trainee ( Dresser )**

Self explanatory (I.I. No. 33 dated 22.6.1980)

### **35. Trainee Wardboy/Aya/Midwife/(Unqualified)**

Self explanatory (I.I. No. 33 dated 22.6.1980).

### **36. Coal Sampling Mazdoor**

Self explanatory (I.I. No. 50 dated 26.8.1985).

## **CATEGORY-II (Semi-Skilled Lower)**

### **Mazdoors**

#### **1. Tub-Repairing/Making**

A workman who assists a tub-repairer or tub-repairing blacksmith and generally works under the directions of the repairer blacksmith on the surface, and very occasionally underground. Those formerly designated as "Rivat Man" or "Blacksmith Helpers" will henceforward be known as "Tub-Repairing Mazdoors".

#### **2. Stone Cleaning**

A workman who is engaged in removing fallen stone from wherever he is directed to do so.

### **3. Body Searcher**

A workman appointed to see that the workers going underground do not carry matches, or cigarette or biris nor anything capable of creating an open light or incendiary spark.

### **4. Explosive Carrier**

An unskilled workman who carries explosives in a locked canister and accompanies the shotfirers and generally assists the firer in his duties.

### **5. Sweeper**

In addition to the duties of a sweeping mazdoor he is also employed in removing night soil.

### **6. Engine Cleaning**

A workman engaged in cleaning any/or oiling large engines, e.g. Winding Engines, under the direction of a Operator and who also keeps engine rooms in a neat and tidy condition.

### **7. Lamp Cleaning**

A workman employed in cleaning and assembling safety lamps prior to their being issued.

### **8. Line**

A workman who assists the line mistry in laying track both on the surface and underground.

### **9. Conveyor Shifting**

A manual workman who is employed with conveyor mistics who 'shift' or advance jigger, belts, scraper or other type of conveyor generally in the underground workings. Moveable conveyors are used occasionally on the surface, when sand is loaded from stock.

### **10. Pipe Fitting**

A workman who assists the pipe mistry or pipe fitter generally by carrying tools and materials but who at times can handle a spanner and help to make a joint etc.

### **11. Stowing Pipe**

A workman who generally assists the stowing pipe fitter/

mistry by carrying tools, moving pipes and making joints, etc. He is to be distinguished from a Tyndal Mazdoor who may carry pipes (Gl) from surface to underground, but they will have to carry pipes from one place to another while they are working underground.

## **12. Drill**

Designation to be abolished. Existing incumbents, if any, either to be promoted as Drillers, if suitable or employed as general Mazdoors.

## **13. Timber**

A workman who assists the timber or stowing mistri in setting props, checks barricades, etc. (Propping or Props Mazdoors should henceforward be known as Timber Mazdoors).

## **14. Stowing**

A workman whose work is similar in nature to that of Timber Mazdoor ( Those formerly designated as "Boxing Mazdoors" should henceforward be known as "Stowing Mazdoors").

## **15. Bucketman (Ropeway)**

A workman who controls the flow of sand or other materials into the ropeway bucket as it passes the loading point. When the bucket comes into the loading point the worker pulls a lever which operates a valve thereby reloading the materials to be loaded ; when the bucket is full he closes the valve by pushing the lever. Bucketman may also be stationed on Aerial Ropeways at angle stations or at delivery ends where the buckets are emptied, and have to be restored to their normal position before the return journey. (Those formerly designated as "Sand Bucket Loading/Unloading Mazdoors" should henceforward be known as "Bucketman Mazdoors").

## **16. Lorry Cleaner**

A workman employed in cleaning lorries or cars by washing them down with water and polishing the enamel work etc. ( Those formerly designated as 'Lorry Khalasis' should henceforward be known as "Lorry Cleaner" ).

## **17. Shunting**

A workman employed in moving railway wagons at Colliery sidings.

## **18. Loco**

A workman employed in cleaning petrol, diesel, electric or steam locomotives and in oiling and greasing them, attending to sand boxes etc.

## **19. Friction Roller Mistry**

A workman who installs and maintains in working order the roller side pulleys, start pulleys, etc. used on mine haulage roads underground.

## **20. Canteen Salesman/Vendor/Carrier**

Self-explanatory.

## **21. Mali**

A workman who can independently look after a garden and/or has one or more garden mazdoors working under him.

## **22. Fitter Helper**

A workman who has gained some experience as a Fitter Mazdoor and has improved his status by practice until he can do elementary fitting work. He may be a mechanical or electrical helper as the case may be. At the present time, at some collieries he is designated as a Fitter Mazdoor, but such designation should be changed.

## **Operators**

### **23. \*Pump Operator (upto 35 H.P. Surface)**

A workman who operates the pump/pumps. Pumps generally are driven by steam or H. T. or L. T. electric meter and are of the ram, centrifugal or turbine type. The operator has to oil the necessary machine bearings, starts up the pump mechanism and remain in attendance whilst the machinery is in motion.

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\* If he operates more than one pump he will go to a higher category.

**24. Fan Operator (Below 75 H. P.)**

A workman who stops or starts the engine/motor driving the fan. He also cleans and lubricates and assists the Fitter and Electricians etc., when they go to attend the fan and accessories. He also takes and records reading of instruments used in connection with the fans.

**25. Ball Mill Operator**

**26. Crusher Operator**

**27. Mortar Mill Operator**

Workmen who stop or start the engine driving the mill or crusher and who help in feeding materials to be crushed or pulverised into the machine.

**28. Sand Mixing Chamber**

A workman stationed at the mixing chamber in a sand stowing plant. He opens and closes the valves controlling the sand and water supply and listens to the signals given by the workman controlling the stowing underground.

**29. Timber Treatment Plant Helper**

A workman who works under the direction of the Plant Operator for loading, unloading and stacking of timber and for preparing the timber suitable for treatment. He does all ancillary work in connection with the treatment of timber. He assists the operator to keep the plant neat and tidy (I.I. No. 36 dated 2.2.1981).

**30. Carpenter Helper**

Self explanatory (I. I. No. 30 dated 26.6 1984).

**31. Coal Laboratory Sampling Assistant**

Self explanatory (I. I. No. 50 dated 26.8 1985)

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**CATEGORY—III (Semi-Skilled Higher)**

**1. Timber Mazdoor/Steel Prop Mazdoor**

A workman who assists the timber or stowing mistri in setting timber props of 10 ft. and above, steel props, chocks,

barricades, etc. (Propping or Props Mazdoors should henceforward be known as "Timber Mazdoor").

## 2. Stowing Mazdoor

A workman whose work is similar in nature to that of Timber Mazdoor. (Those formerly designated as 'Boxing Mazdoors' should henceforward be known as 'Stowing Mazdoor').

## 3. Coal Cutting Machine (Helper)

A workman who assists the operator of the coal cutting machine in his general work.

## 4. Fan Operator (75 H.P. & above)

A workman who stops or starts the engine/motor driving the Fan. He also cleans and lubricates and assists the Fitter and Electricians, etc. when they go to attend the fan and accessories. He should also take and record readings of instruments used in connection with the Fans.

## 5. \*Pump Operator (35 H.P. & above)

A workman who operates the pump/pumps. Pumps generally are driven by steam or H. T. or L. T. electric motor and are of the ram, centrifugal or turbine type. The operator has to oil the necessary machine bearing, starts up the pump mechanism and remain in attendance whilst the machinery is in motion.

## 6. Screening Plant Including Tippler Creeper, Hoist Screens, Belt, etc.

A workman who switches the motor driving the machine on or off as required, attends to lubrication and calls a member of the supervisory staff as required. Such men are almost invariably surface workers. Steam engines may also be employed to drive the machine.

## 7. Haulage Operator (Below 75 H.P.)

A workman who operates the engines which pull the loaded and unloaded tubs on the haulage track by means of a wire rope. The engine is stationary. Haulages vary greatly in size

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\*If he operates two or more pumps he will go to a higher category.

and horse power and the number and tubs handled. A small semi-portable haulage is called a 'Tugger'. In mining the three main types of haulage engines are (a) direct (b) main and tall and (c) endless and motive power may be steam, compressed air or electricity (HT & LT).

## **Operators**

### **8. Scraper/Slusher/Dragline Operator**

A workman who drives the machine which hauls the sand scraper/slusher/dragline which collects sand for stowing purposes. The degree of aptitude required varies but for large scrapers with which 100 tonnes per hour may be hauled, the operator ranks in status with a man operating large haulages or winders.

### **9. Hammerman**

A workman who wields a heavy hammer in blacksmith's work and generally assists the blacksmith.

### **10. Pick Sharpener**

A workman who sharpens miners' picks by heating the tips of the pick blade and beating it with light hammer to a point.

### **11. Compressor Operator**

A workman in charge of a compressor who switches on the motor driving the machine and lubricates the machines, attends to the air pressure, relief valve etc.

### **12. Boat/Sand Pontoon**

A workman operating the sand suction pump and other machinery placed on a pontoon on the river to pump sand for stowing. He is responsible for moving the pontoon, as the necessity arises, to maintain the flow of sand and water.

Note : Sl. No. 12-Sand Pontoon-Wherever the Sand Pontoon Operators are actually required to operate more than one pump, they be given one category higher than the prescribed category for the pump Operator corresponding to the largest of the pump which Pontoon Operator is required to operate (I.I. No. 34 dated 6.11.1980).

### **13. Conveyor Operator**

An underground workman who operates the driving gear of face or roadway conveyors of the belt, shaker ( jigger ) or scraper types.

### **Mistry**

### **14. Charger Safety Lamp**

A manual worker employed on testing the level and S.C. of the electrolyte and in topping up electric safety lamps and placing them in a charging rack. The work is similar to that of a battery charging attendant in a garage. Those formerly designated as 'Chargeman' or 'Charge Mistry' doing this work should henceforward be known as Charger-Safety Lamp.

### **15. Brattice Mistry**

A workman who installs screen of hessian cloth or of bamboo matting in mine galleries to course the ventilation upto the face of the gallery. Alternatively, he may hang brattice clothes across roadways to prevent air passing. He has to be able to set props and loggings to which the cloth or matting is nailed or otherwise affixed.

### **16. Dresser**

A workman who dresses the roof sides and floor of pillar or gallery generally after shots have been fired in order to render the working place safe to work in.

### **17. Cook/Confectioner**

Self explanatory.

### **18. Trammer (Time Rated)**

A trammer is a workman who with or without the assistance of other trammer pushes or controls the travel of full and empty tubs.

### **19. Line Mistry (Below 30 lb.)**

A manual workman who lays and maintains tracks generally 2'-0" guage on which the tubs of mine cars run. The weight of the rails varies but 30 lbs. per yard of rail is the commonest

weight. The sleepers used are generally designated as "rough tramline". For diesel locomotive haulage heavier track and sleepers are generally used than the rope haulage tracks.

#### **20. Substation Attendant**

A workman who is stationed at the main switches in an electric sub-station in order to put circuits into commission and to restore the electric current to any circuit in case the switch 'trips'. He also ensures that transformers in the sub-station are not over-loaded.

#### **21. Longhole Drill Helper**

A workman who assists the machine operator in setting with drawing, extending and shifting the machine and other allied matter in connection with the operation of the machine ( I.I. No. 36 dated 2.2.81 ).

#### **22. Sweeper Mate/Sanitary Zamadar**

To supervise the job of gang of Sweepers engaged in cleaning drains, ash pits, roads etc., to maintain sanitation of housing colonies. (I.I. No. 35 dated 6.11.80)

### **CATEGORY—IV (Skilled Junior)**

#### **1. Banksman**

A workman who is in control of the shaft top and gives the signals to the onsetter and the winding engine man when the cages are to be wound in the shaft with coal or men or materials. He also at times controls the entry of workmen into the cage before they are lowered underground.

#### **2. Onsetter**

A workman who works underground and performs similar duties to those of the Banksman.

#### **3. Clipman/Pointsman/Coupler/Signalman**

A workman who is engaged in coupling up the sets of trains of tubs in attending to the points of crossing which direct the

travel of the tubs and in giving signals to the haulage operator.

#### 4. Setrider/Setman/Looseman

A workman who accompanies the set of train of tubs when it is being hauled and who signals to the haulage operator prior to the tubs being moved.

#### 5. Tyndel

A workman generally employed in moving engineering stores, drums of oil and greases. Also responsible for erection, dismantling of structures and installation and withdrawal of machinery.

#### 6. Driller/Drill Operator

A manual workman employed in operating a power driven drill to make holes in coal and other strata for blasting and other purposes. He carries trailing cables, drilling rods, bits etc.

#### 7. Haulage Operator from 75 H.P. upto 125 H.P.

A workman who operates the engines which pull the loaded and un-loaded tubs on the haulage track by means of wire rope. The engine is stationary. Haulages vary greatly in size and horse power and the number of tubs hauled. A small semi-portable haulage is called a 'Tugger'. In mining the three main types of haulage engines are (a) direct (b) main and tall and (c) endless and the motive power may be steam, compressed air or electricity (HT & LT)

#### 8. Scraper/Slusher/Dragline Operator

A workman who drives the machines which hauls the sand scraper/slusher/dragline which collects sand for stowing purposes. The degree of aptitude required varies but for large scrapers with which 100 tons per hour may be hauled, the operator ranks in status with a man operating large haulages or winders. His duties include paying attention to signals, periodic and necessary cleaning and lubrication.

#### 9. \*W.E. Operator

A workman operating the steam or electrically driven engine

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\* Those Winding Engine Khalasis who are not in possession of Winding Engine Drivers' Certificate issued by the Mines Department will continue to be designated as Winding Engine Khalasy Cat. IV.

I.I. No. 31 dated 4.7.84

which raises or lowers the cages in which men or materials may be lowered or raised in the mine shaft. (The degree of skill and responsibility varies considerably with the type and work loads of the winder).

#### 10. Loco Driver

A workman employed to drive locos which are engined by petrol/diesel or electric motors. Light locos are employed for various haulage works on the surface, whilst diesel or electric locomotives of considerable horse power tractive effort and weight may be used underground.

#### 11. Boiler Fireman ( 2nd Class )

A workman who attends the colliery boilers and to ensure that steam is kept at the approved pressure and that the water is kept at a safe working level and is qualified under the Boilers Act and the rules framed thereunder.

#### 12. Stone Cutter

A workman generally employed in cutting drains in the floor strata, making water sumps, driving stone drifts, making shot holes in stone in preparation for blasting etc

13. Timber/Steel Prop Mistry      }  
14. Stowing Mistry      } A workman responsible for cutting pit ropes to the correct length for setting them to support the roof and for withdrawing them from under the roof. He works according to directions issued by the mining staff underground. He is generally assisted by one or two mazdoors. 'Cogs' or 'Chocks' are also erected and withdrawn by the timber mistry/steel Prop Mistry. In Collieries where sand stowing is employed he erects props and barricades of bamboo matting etc. to retain the sand in an area during stowing operations. In such particular circumstances, he may be called 'Stowing Mistry' or Boxing Mistry.

#### 15. Tub Repairing/Making Mistry

Blacksmith and their mazdoors generally do all tub repairs including fastening the tub blocks to the frame with bolts and nuts.

**16. Mason**

A workman employed in connection with jobs associated with building work.

**17. Bit Sharpener**

A workman who is employed on sharpening Drill bits and picks.

**18. Line Mistry ( From 30 Lbs. Upto 50 Lbs. )**

A manual workman who lays and maintains tracks generally 2'-0" gauge on which the tubs of mine cars run. The weight of the rails varies from 30 lbs. per yard to 50 lbs. per yard. The sleepers used are generally designated as "rough tramline". For diesel locomotive haulage heavier track and sleepers are generally used than the rope haulage tracks.

**Fitters****19. Pipe fitter (At present known as Asstt. Fitter)**

A manual workman who joins up or uncouples pipes clamps on patches etc.

**20. Stowing Pipe Fitter Mistry**

A workman who joins up and uncouples pipes in sand-stowing ranges, and also clamps on patches.

**21. Conveyor Fitter/Conveyor Mover**

A workman who dismantles and re-erects a conveyor in a new position.

**22. Fitters**

Self explanatory.

**23. Electricians**

Self explanatory.

**24. Lamp Fitter**

A workman employed on the repair and maintenance of safety lamps both oil and electric.

**25. Blacksmith**

A workman employed in various types of general smithy work at a colliery; may also do tub repair work.

## **26. Carpenters**

A workman who does elementary work such as, making sprags, roller frames, pick handles, etc. in the colliery.

## **27. Colliery Workshop Machinist**

A workman in a colliery workshop who is capable of performing work with machine tools such as drills, lathes, shapers, planers, slotting, milling, sewing or welding etc. The tolerances allowed are high.

## **28. Steam Loco Fireman**

A workman who does work of a similar nature to boiler Fireman in connection with steam driven locos ( See also Serial No. 11 under Category IV ).

## **29. Side Dump Loader Helper**

A workman assisting the operator for all work in connection with the operation and maintenance of the machine ( I. I. No. 36 dated 2.2.1981 ).

## **30. Load Haul Dumper Helper**

A workman assisting the operator for all work in connection with operation and maintenance of the machine ( I. I. No. 36 dated 2.2.1981 ).

## **31. Road Header Helper**

A workman assisting the operator in all works connected with operation and maintenance of the machine ( I. I. No. 36 dated 2.2.1981 ).

## **32. Roof Bolting/Stitching Crew (I.I. No. 68 dt. 5.9.86)**

A workman engaged in roof bolting, side bolting and roof stitching in all types of strata for the purpose of mine support. They carry all materials and equipments and accessories for the purpose and assists the mistry in all connected operations. ( I. I. No. 36 dated 2.2.1981 ).

## **33. Mine Service Crew**

A group of workmen ingaged in transporting and withdrawal of the materials used in mining operations, for example,

compressors, fans, motors, conveyors, ventilation tubes, pipes, rails, support materials etc., manually by using mechanical devices. They have to handle tubs/mine cars, trolleys for transporting materials. They will work alongwith fitters and helpers wherever required. ( I.I. No. 39 dated 10.8.1982 ).

#### **34. Haulage-cum-Switch Attendant**

A workman who operates haulages below 75 HP and also puts on and off Mines Switches placed at a nearby distance. (I.I. No. 38 dated 10.8.82 read with I.I. No. 40 dated 8.10.82)

#### **35. Brakeman**

A workman required to couple and uncouple the wagons and guide their movement in the siding through the application of brakes. ( I.I. No. 39 dated 27.9.1984 read with I.I. No. 38 dated 16.3.1981 ).

#### **36. Pointsman**

A workman who sets the points and the crossings and gives the signals for the movement of wagons in the siding. It is his responsibility to ensure the safe movement of the rolling stock over the points and the crossings under his charge. (I.I. No. 39 dated 27.9.1984 read with I.I. No. 38 dated 16.3.1981).

#### **37. Fan Operator**

Self explanatory (I.I. No. 30 dated 26.6.1984).

#### **38. Compressor Operator ( Operating more than one or a battery of compressors simultaneously )**

Self explanatory (I.I. No. 30 dated 26.6.1984).

#### **39. Sub-Station Attendant/Switch Board Attendant**

A workman capable of handling/working on Sub-station of 11 K.V. and above but with an installed capacity below 3 M. V.A. and must be able to maintain the prescribed log books etc. Must be able to maintain statutory records as per rules.

#### **40. Coal Laboratory Technician**

Self explanatory (I.I. No. 50 dated 26.8.1985).

## **CATEGORY—V ( Skilled Senior )**

### **1. Tyndel Supervisor/Head Jamadar**

A workman experienced in handling materials and in engineering structures who is in charge of a gang of tyndels (heavy).

### **2. Haulage Operator (125 HP and above.)**

Same as Serial No. 7 under Category III for haulages of below 75 HP.

### **3. Boiler Fireman ( 1st Class )**

A workman who attends the colliery boilers and to ensure that steam is kept at the approved pressure and that the water is kept at a safe working level and is qualified under the Boilers Act and the rules framed thereunder.

### **4. Loco Driver**

A workman employed to drive locos which are engined by petrol/diesel or electric motors. Light locos employed for various haulage works on the surface, whilst diesel or electric locomotives of considerably horse power tractive effort and weight may be used underground.

### **5. W. E. Operator (2nd Class Certificate Holder)**

A workman operating the steam or electrically driven engine which raises or lowers the cages in which men or materials may be lowered or raised in the mine shaft. ( The degree of skill and responsibility varies considerably with the type and work loads of the winder. Winding engine at coal mines may be from 20 HP to 600 HP ; and engine drivers wages vary according to the size of the engine driven and the winding capacity per shift. After passing the statutory first class examination, existing incumbents will be upgraded to next Category VI).

### **6. Loco (Steam) Driver**

In a few cases heavy steam locos are employed to haul sand or coal or in colliery sidings. The workmen appointed to drive the loco are assisted by a Loco Fireman ( 171-old ) and is in charge of the Loco.

**7. C.C.M. Drivers Grade II (I.I. No. 30 dt. 26.6.84)**

A manual workman who is in charge of and operates a coal cutting machine.

**8. Car Driver/Lorry Driver**

Self explanatory.

## **Fitters**

**9. Stowing Pipe Fitter/Mistry**

A workman who joins up and uncouples pipes in sand stowing ranges and also clamps on patches.

**10. Fitters**

Self explanatory.

**11. Electrician**

Self explanatory

**12. Lamp Fitter**

A manual workman employed on the repair and maintenance of safety lamps, both oil and electric.

**13. Line Mistry**

A manual workman who lays and maintains tracks generally 2'-0" gauge or more, on which the tubs or mine cars run. The weight of the rails will be 50 lbs. per yard of rail and above in weight. For diesel locomotives haulage heavier track and sleepers are generally used than the rope haulage tracks.

**14. Colliery W/Shop Machinist**

A workman in a colliery workshop who is capable of performing work with machine tools such as drills, lathes, shapers, planers, slotting, milling, sawing or welding etc. The tolerance allowed are high.

**15. Rope Splicer**

A workman employed for the splicing of ropes.

**16. Sheavesman**

A fitter who attends to maintenance of aerial ropeways, etc.

## **17. Welder (Grade-II) (W)**

A workman capable of handling both electric and acetyline welding plants, and having an adequate knowledge of the preparations required for different types of jobs, as also an adequate knowledge of the materials required but being a man of less skill/experience than a Grade-I Welder.

## **18. Machineman Grade-II (W)**

A workman capable of carrying out any job suitable for drill, shaping, planning, screw-cutting, capstain lathes to an adequate degree of accuracy and tolerance. He must have an adequate knowledge of the selection and proper maintenance of tools suitable for different types of jobs. He must be capable of working independently. This designation includes drillers and planer.

## **19. Turner/Latheman Grade-II (W)**

A workman capable of doing any kind of lathe work including the correct choice, grinding and setting to tools. He must have an adequate knowledge of cutting speeds and feeds but is of less skill/experience than a Turner, Grade-I.

## **20. Boring/Mill/Milling Machine Operator Grade-II (W)**

A workman capable of carrying out any work suitable for a Boring Mill/Milling Machine including the setting up of jobs but of less skill and experience than Boring Mill/Milling Machine Operator.

## **21. Fitter (Grade-II) (W)**

A workman capable of accurate filing and accurate fitting of bearings, keys, etc. He must have adequate knowledge of the degrees of tolerance required in different jobs. He must have an adequate knowledge of the assembly, lubrication and efficient running of the machines which he is called upon to repair. Sometimes such a fitter is known as "Viceman".

## **22. Pattern Maker (Grade-II) (W)**

A workman capable of carrying out the work of a Pattern Maker, Grade-I, but having less skill/experience.

**23. Carpenter**

A workman engaged in general carpentry work.

**24. Moulder (Grade-II) (W)**

A workman having the same general qualifications as a Moulder, Grade-I, but having less skill/experience and requiring some degree of guidance and supervision.

**25. Electrician (Grade-II) (W)**

A workman having the same general qualifications as an Electrician, Grade-I, but having less skill/experience and requiring some degree of guidance and supervision. A "Wireman" is an electrician who deals mainly with cables, wiring, etc.

**26. Armature Winder (Grade-II) (W)**

A workman having the same general qualifications as an Armature Winder Grade-I, but having less skill/experience and requiring some degree of guidance and supervision.

**27. Motor Mechanic (Grade-II) (W)**

A workman, having the general qualifications of Motor Mechanic, Grade-I, but having less skill/experience and requiring some degree of guidance and supervision.

**28. Contact Fitter (W)**

A workman employed on the making of Contact and Controllers for electrical Switch Gear. He must be capable of filing, fitting, drilling and tapping with considerable accuracy.

**29. Blacksmith (Grade-II) (W)**

A workman having an adequate knowledge of forging technique, machines, heat treatment and fire-welding.

**30. Tinsmith/Plumber (Grade II) (W)**

Workman who deal with soldering etc.

**31. Friction Fitter (W)**

A workman engaged on steel fabrication. He must be capable of reading drawings and of marking, drilling and fitting steel parts in accordance with such drawings.

### **32. Signalman**

A workman employed as Signalman in shifts involving multiple landings and/or multiple decking. ( Wage Board Vol. I, Page-64 ).

### **33. Longhole Drill Operator**

A skilled workman who operates, installs and shifts the longhole drilling machine underground. (I.I.No.36 dated 2.2.81).

### **34. Timber Treatment Plant Operator**

A skilled workman who operates the plant and its accessories according to schedule of operation and maintenance and maintaining correct pressures and specifications of the preservative required for the purpose. He keeps the plant in neat and tidy condition and maintains log book for the plant. ( I.I. No. 36 dated 2.2.1981 ).

### **35. Haulage-cum-Switch Attendant**

A workman who operates haulages from 75 HP to 125 HP and also puts on and off mine switches placed at a nearby distance. (I.I. No. 39 dated 10.8.1982 read with I.I. No. 41 dated 8.10.1982).

### **36 Sub-Station Attendant**

A workman capable of handling/working in sub-station of 11 K V. and above and with an installed capacity above 3 M.V.A.

### **37 Senior Roof Bolter/Switchingman**

A skilled workman who along with the crew attached with him drills in all types of strata and installs roof bolts, side bolts, ropes and other accessories for the purpose of mine supports and controls work of the new attached to him. He ensures from time to time that no. of bolts are kept in proper order. ( I.I. No. 36 dated 2.2.1981 read with I.I. No. 38 dated 16.3.1981 and I.I. No. 68 dated 5.9.1986).

## **CATEGORY—VI (Highly Skilled)**

### **Fitters**

#### **1. C.C.M. Driver (Grade-I) (I.I. No. 30 dt. 20.6.84)**

A manual worker who is in charge of and operates a coal cutting machine.

#### **2. Marker/Draughtsman (W)**

An experienced and skilled workman who is capable of marking jobs for machining to a high degree of accuracy and having a thorough knowledge of the purposes for which an item is required and an adequate experience of the operations required in machining the jobs. He must be capable of reading and preparing machine drawings.

#### **3. Colliery Workshop Machinist (W)**

A workman in a colliery workshop who is capable of performing work with machine tools such as drills, lathes, planers, slotting, milling, sawing or welding etc. The tolerances allowed are high.

#### **4. Car and Lorry Driver Mechanic**

Drivers who are capable of keeping cars/lorries in good running order and can do repairs on car electrical gear, adjust valves and tuning etc.

#### **5. Turner Latheman (Grade-I) (W)**

A workman capable of independently doing any kind of lathe work including correct choice of tools, their grinding and setting. He must have a thorough knowledge of cutting speeds and feeds and be able to read machine drawings and to use precise measuring instruments.

#### **6. Boring Mill/Milling Machine Operator (Grade-I) (W)**

A workman capable of independently carrying out any work suitable for a milling machine/boring mill, including the setting up of jobs without special assistance.

## **7. Fitter Grade-I (W)**

A workman capable of accurate filing and accurate fitting of bearings, keys, etc. He must have a knowledge of the degree of tolerance required for any particular job. He must have a good knowledge of assembling, lubrication and efficient running of the machine which he is called upon to repair. He must be able to read and use micrometres and other similar instruments for accurate measurement.

## **8. Pattern Maker Grade-I (W)**

A workman capable of reading drawings and of making patterns in accordance with such drawings. He must have sufficient knowledge of machining and moulding technique to enable him to produce satisfactory patterns.

## **9. Moulder Grade-I (W)**

A workman having an adequate knowledge of sand preparation and a thorough knowledge of the preparation of moulds in order to produce clean and sound castings. He must be capable of working independently.

## **10. Electrician Grade-I (W)**

A workman possessing statutory qualifications capable of reading diagrams and having a thorough knowledge of wiring circuits and of the construction and use of all items of electric equipment on which he has to work. He must be capable of detecting and rectifying faults with the minimum delay and dismantling of the equipment in question. He must be capable of working independently.

## **11. Armature Winder Grade-I (W)**

A workman capable of Winding Motor and Starters efficiently and having an adequate knowledge of connections etc. He must be capable of working independently.

## **12. Motor Mechanic Grade-I (W)**

A workman capable of dismantling repairing and reassembling petrol and diesel engines. He should be able to diagnose mechanical faults and rectify them, and should be able to tune the running of an engine to produce the maximum efficiency. He must be capable of working independently.

### **13. Blacksmith Grade-I (W)**

A workman having a thorough knowledge of forging techniques, machining, heat treatment and fire weldings. He must be able to read simple engineering drawings. A 'Boiler Maker' at collieries is a specialised Blacksmith, Grade-I who deals with repairs of Lancashire and Vertical Boilers.

### **14. Welder Grade-I (W)**

A workman who can handle both electric welding and acetylene welding plants and who has a good knowledge of the preparations required for special types of jobs as also a thorough knowledge of the materials required. He must be capable of working independently.

### **15. Side Dump Loader Operator Grade-II**

A skilled workman who operates the equipment and has working knowledge of the same for undertaking minor running maintenance and operates loader of bucket capacity less than 0.75 cu.m. (I.I. No. 36 dated 2.2.1981).

### **16. Load-Haul-Dumper Operator Grade-II**

A skilled workman who operates the equipment and has working knowledge of the same for undertaking minor running maintenance and operates the loader of bucket capacity less than 0.75 cu.m. (I.I. No. 36 dated 2.2.1981).

### **17. Haulage-cum-Switch Attendant**

A workman who operates haulages from 125 HP and above and also puts on and off mine switches placed at a nearby distance. (I.I. No. 39 dated 10.8.1982 read with I.I. No. 41 dated 8.10.82 ).

### **18. Winding Engine Operator ( Ist Class Certificate Holder )**

Same job description as in cat. V but having First Class Certificate. (I.I. No. 30 dated 26.6.1984).



## **II. TECHNICAL AND ~~SUPERVISORY~~ STAFF**

### **(A) MINING DEPARTMENT**

- |   |                 |
|---|-----------------|
| 1. Head Overman or Sr. Overman<br>or Overman Incharge   | — Tech. Grade-A |
| 2. Overman, Safety Assistant/<br>Production Assistant/<br>Stowing Incharge.   | — Tech. Grade-B |
| 3. Mining Sirdar/Shot-firer<br>(having Mining Sirdar<br>Certificate, valid gas<br>testing and first-aid<br>certificate) | — Tech. Grade-C |
| 4. Shot-firer not having<br>Mining Sirdarship<br>Certificate  | — Tech. Grade-D |

#### **NOTE :**

1. Only those Overman and Mining Sirdar who possess all the three required certificates of competency viz , Overman/ Sirdarship Certificate, valid gas testing and first-aid certificate shall be eligible to be placed in the grade as indicated above.
2. Safety Assistant/Production Assistant/Stowing Incharge must possess Minjng Sirdar Certificate of Competency issued by DGMS, gas testing certificate and valid first-aid certificate. (Wage Board read with NCWA-I and I.I.No. 33 dated 26.6.1980 and I.I. No. 45 dated 26.8.1985).

### **(B) SURVEY DEPARTMENT**

- |                                  |           |
|----------------------------------|-----------|
| 1 Surveyor                       | — Grade-A |
| 2. Dy. Surveyor                  | — Grade-C |
| 3. Asstt. Surveyor (unqualified) | — Grade-E |
| 4. Head Chainman (Survey)        | — Grade-E |
| 5. Tracer                        | — Grade-E |
| 6. Ferro Printer                 | — Grade-F |
| 7. Chainman (Survey)             | — Grade-F |
- ( Wage Board read with I.I. No. 33 dated 22.6.1980 issued by the Member Secretary, JBCCI ).

### (C) ENGINEERING DEPARTMENT

1. Foreman-in-Charge (Mech.) — Grade-A
2. Foreman-in-Charge (Elec.) — Grade-A
3. Foreman (Mech.) — Grade-B
4. Foreman (Elec.) — Grade-B
5. Head Fitter — Grade-B
6. Koepe Winder Operator  
(upto 5000 BOB, i.e.  
550 HP and above) — Grade-B  
(I.I. No. 30 dated 26.6.84)
7. Koepe Winder Operator  
(K 6000)  
Above 5000 BOB — Grade-B with 3 advance  
increment  
(I.I. No. 30 dated 26.6.84)
8. Asstt. Foreman/Chargeman — Grade-C  
(Mech.)
9. Asstt. Foreman/  
Chargeman (Elec.) — Grade-C
10. Asstt. Head Fitter — Grade-C  
(Wage Board read with I.I. No. 33 dated 22.6.1980 issued by  
the Member Secretary, JBCCI).

### (D) MEDICAL DEPARTMENT

1. Chief Technician -A
2. Chief Pharmacist -A
3. Sister Incharge/Matron -A
4. Sr. Technician -B
5. Sr. Pharmacist -B
6. Sr. Staff Nurse -B
- \*7. Sr. Sanitary Inspector (Qualified) -B
8. Technician/Pathological -C
9. Technician/Radiographer -C
10. Pharmacist Gr-I -C (I.I. No.66 dt. 2.9.86)
11. Staff Nurse -C
- \*12. Sanitary Inspector (Qualified) -C
13. Pharmacist Gr. II -D (I.I. No.66 dt. 2.9.86)
14. Jr. Nurse (Qualified) Auxiliary  
Nurse/Mid-wife (qualified) -D
15. Sr. Operation Theatre Assistant -D
16. Creche Nurse -D

- \*17. Jr. Sanitary Inspector (qualified) -D  
 18. Pharmacist (Trainee/Probationer)-D (I.I. No.66 dt. 2.9.86)  
 19. Compounder (unqualified) -E  
 20. Operation Theatre Assistant -E  
 21. Sr. Dresser -G  
 22. Sr. Ward Boy/Aya/Mid-wife -G  
 23. Dresser -H  
 24. Ward Boy/Mid-wife/Dai/Aya -H  
 25. Vaccinator -H

(Wage Board read with I.I. No. 33 dated 22.6.1980, I.I. No. 35 dated 6.11.1980 and I.I. No. 55 dated 17.12.1985 issued by the Member Secretary, JBCCI).

Sl. No.	Designation	Job Description
7.	<b>Sr. Sanitary Inspector (Qualified)</b>	(a) Immunisation/vaccination (b) Water sampling & testing, chlorination of water supply sources. (c) Health education
12.	<b>Sanitary Inspector (Qualified)</b>	(d) General sanitation. (e) Maintenance of Public latrines and drains and parks.
17.	<b>Jr. Sanitary Inspector (Qualified)</b>	(f) National malaria eradication and family planning programmes. (g) Camp sanitation (h) Special duties during epidemics, jatras etc. (i) Supervision of the work entrusted to persons employed under him (such as sweepers, mates, jamadars etc.) (j) Any other allied jobs allotted to them from time to time. (I.I. No. 35 dated 5.11.1980).

**(E) WATCH & WARD STAFF, SECURITY PERSONNEL  
AND OFFICE PEONS**

1. Sr. Security Inspector	—	A
2. Security Inspector	—	B
3. Security Sub-Inspector	—	C
4. Asstt. Security Sub-Inspector	—	D
5. <u>Head Security Guard/Havildar</u>	—	E ✓
6. Sr. Security Guard	—	F
7. Armed Guard	—	F
8. Security Guard/Night Watchman	—	G
9. Head Peon	—	F
10. Peon	—	H
11. Chaprasi	—	H

(Wage Board read with I.I. No. 54 dated 17.10.1985 issued by the Member Secretary, JBCCI).

**(F) CANTEEN STAFF**

1. Canteen Supervisor or Manager	—	Cl.Gr.II
2. Asstt. Supervisor or Asstt. Manager	—	Cl.Gr.III
3. Canteen Cook	—	F
4. Canteen Boy	—	H

( Wage Board )

**(G) TEACHERS**

1. Graduate Teachers	—	Cl.Gr.I
2. Matriculate trained teacher	—	Cl.Gr.II
3. Matriculate untrained teachers or non-matriculate trained teachers	—	Cl.Gr.III
4. Non-Matriculate untrained teachers	—	F

( Wage Board )

**(H) CIVIL ENGINEERING DEPARTMENT**

**(i) General**

1. Engineering Assistant	—	Grade-A
2. Senior Overseer	—	Grade-B
3. Overseer	—	Grade-C

( I.I. No. 33 dated 22.6.1980 )

### (ii) Estimating

1. Chief Estimator	—	Grade-A
2. Senior Estimator	—	Grade-B
3. Estimator	—	Grade-C
(I.I. No. 33 dated 22.6.1980)		

### (I) DRAWING OFFICE

1. Chief Draftsman	—	Grade-A
2. Sr. Draftsman	—	Grade-B
3. Draftsman	—	Grade-C
4. Asstt. Draftsman	—	Grade-D
5. Tracer/Dark Room Operator	—	Grade-E
6. Jr. Tracer/Ferro Printer	—	Grade-F

(I.I. No. 33 dated 22.6.1980)

### (J) QUALITY CONTROL

1. Sr. Tech. Inspector	—	Grade-A
2. Sr. Chemist	—	Grade-A
3. Tech. Inspector	—	Grade-B
4. Chemist	—	Grade-B
5. Asstt. Tech. Inspector	—	Grade-C
6. Asstt. Chemist	—	Grade-C
7. Jr. Tech. Inspector	—	Grade-D
8. Junior Chemist	—	Grade-D

(I.I. No. 50 dated 26.8.1985)

## III. PIECE RATED WORKERS

### NCWA-I dated 11th December, 1974

The piece-rated workers shall be placed in six groups and their workload would be as indicated below :

#### Workload

#### Group-I

1. Sand Cleaner	108 cft.
2. Earth Cutter (Outside quarry)	84 cft. Measured in solid as hitherto.

#### Group-II

1. Depot Sand Loader	150 cft.
----------------------	----------

2. River Sand Loader 122 cft. Measured in solid as hitherto.

### Group-III

1. Overburden Removal  
(a) Spoil removal : 72 cft.  
(b) Earth Cutting & Removal : 66 cft.  
(c) Soft stone, shale and mortar : 53 cft.  
(d) Hard stone : 40 cft.

2. Wagon/Truck Loaders and stackers Workload at lead not exceeding 100 feet.

- (a) Wagon loading (coal)/ Wagon unloading (coal) : 4.5 tonnes  
(b) Truck loading : 4.5 tonnes  
Truck unloading : 6.75 tonnes  
(c) Coal Stacking : 4.5 tonnes  
(d) Soft Coke Loading : 3.6 tonnes  
Soft Coke Unloading : 5.4 tonnes  
(e) Hard Coke Loading : 3.2 tonnes  
Hard Coke Unloading : 4.8 tonnes  
(f) Stacking Soft Coke : 3.6 tonnes  
Stacking Hard coke : 3.2 tonnes  
(g) Coal screening : 4.5 tonnes  
(both products)  
(h) Coal stacking : 4.5 tonnes  
(Soft Coke manufacture)  
(i) Coal Supplier (Hard Coke Manufacture in Coke Ovens Country Beehive & B.P) @

### NOTE :

\*Shale Picking to be paid separately.

@ Does not include breaking of lumpy coal.

### Group-IV

1. Soft Coke : 3.75 tonnes  
(Raw coal I.I.No.62 dt.8.7.86)

2. Stone Stacker : 72 cft.

(underground)

#### Group-V

1. Main Driver : Size of the main 3' width × 5' height should be 1.5 running feet per shift per head.  
(This workload applies to drivage of mains in level and rise galleries. For Drivage in Dip direction an extra payment of not less than 10% of the rate is to be paid).
2. Dyke Cutter : Cutting when done :  
i) with hand—5 cft.  
ii) by Elec. and Pneumatic drill—8 cft.
3. Jhama (Preceding and succeeding Dyke) : When done with :  
i) hand-14 cft.  
ii) by Elec. and Pneumatic drill—21 cft.
4. Stone Cutter : (a) Cutting by chisels and hammer :  
i) Hard Stone—8 cft.  
ii) Soft Stone—10 cft.  
(b) Drilling, Blasting and Mucking manually :  
i) Drilling by hand—15 cft.  
ii) Drilling by power drill—25 cft.
5. Trammers To be negotiated at Unit level.

#### Group-V-A

1. Pick Miner : 40.5 cft.
2. Quarry Pickminer : 47.25 cft.
3. Quarry Miner : 67.5 cft.
4. Quarry Loader : 94.5 cft.
5. Basket Loader (M, C, Loader) : 81 cft.
6. Shovel Loader (at face) : To be decided at Unit level.

7. Filler (Andhra Pradesh) : 81 cft.
8. Mechanised Face Crew : Unit level
9. Dresser-cum-Loader/  
Drill Coal Miners : 61 cft.

**NOTE :**

There will be no difference between Development and Depilating area.

**GROUP—I**

Designation	Job Description	Workload
<b>1. Sand Cleaner</b>	Sand Cleaner is a workman who collects and loads sand after excavation, where necessary from gallery/sump and removes to a given place of stocking and loads into containers as required.	180 cft.
	<b>Explanation</b> Generally, where sand cleaning is of minor nature, this job is done by time rated worker, but in case of some mines, specially stowing mines galleries/sumps get choked or burried with sand and in such cases, either engagement of contractors or sand cleaners on piece-rates are resorted to. In view of general decision for stoppage of contract work, it is recommended to engage a group of sand cleaners on piece-rate, wherever necessary.	
<b>2. Earth Cutter (Outside quarry)</b>	A workman engaged in cutting earth ( outside quarry ) and removing the same to a specified place.	84 cft. measured in soild as hitherto.

## GROUP—II

### 1. Depot Sand Loader

A manual workman engaged on loading sand from stock into truck, tub, bunker or in other means of conveyance. 150 cft.

### 2. River Sand Loader

A manual workman who is engaged on excavation and loading of sand into truck, tub, bunker or any other means of transportation from river bed/sand quarry. 122 cft.

## GROUP—III

### 1. Overburden Remover

A workman engaged in cutting and Removal of spoil, earth and morrum and in removing soft stone, shale, hard stone etc. after blasting operations in open cast mines.

Workload measured in soil as hitherto.

- a) Spoil Removal 72 cft.
- b) Earth cutting & Removal 66 cft.
- c) Soft stone, shale and morrum-53 cft.
- d) Hard stone-40 cft.

### Explanation

Spoil means a heap of loose debris, ash, already removed overburden, material that is not naturally formed.

### 2. a) Wagon Loader

A workman engaged in loading/ unloading coal / coke in wagons after the wagons are placed in position. Workload at lead not exceeding 100 cft.

Wagon loading ( Coal ) 4.5 tonnes

Wagon unloading (Coal) 6.75 tonnes

**b) Truck Loading/Unloading**

A manual workman engaged in loading/unloading coal, soft/hard coke into trucks / trailers from depot/coal stock.

4.5 tonnes

6.75 tonnes

**c) Coal Stocking**

A manual workman engaged for stacking/screening of coal, soft/hard coke.

4.5 tonnes

**d) Soft Coke Loading/Unloading**

Self explanatory

3.6 tonnes

5.4 tonnes

**e) Hard Coke Loading/Unloading**

Self explanatory

3.2 tonnes

4.8 tonnes

**f) Stacking Soft coke/Hard Coke**

A manual workman engaged in screening of coal, soft/ hard coke.

3.6 tonnes

3.2 tonnes

**g) Coal Screening (both product)**

A manual workman engaged for screening of coal, soft, hard coke

**h) Coal Stacking (soft coke manufacture)**

4.5 tonnes

**i) Coal Supplier (hard Coke manufactured in Coke Ovens Country, Beehive & B.P.) @**

A manual workman engaged for supplying coal to crushers for hard coke manufacture in coke ovens.

4.5 tonnes

NOTE : @ Does not include breaking of lumpy coal.

**GROUP—IV**

**1. Soft Coke Maker**

A workman who does composite

work i. e. stacking, covering, (Raw coal) firing and quenching.

## 2. Stone Stacker (Underground)

A workman who removes stone and stacks regular heaps from wherever he is directed to do so. 72 cft.

## GROUP—V

### 1. Main Driver

A workman who drives narrow heading by hand pick.

Size of the main 3 ft. width  $\times$  5ft. height should be 1.5' running feet per shift per head.

This workload applies to drivages of main in level and in rise galleries. For drivages in the dip direction an extra payment of net 10% of the rate is to be paid.

### 2. Dyke Cutter

A workman engaged in drilling holes manually or mechanically in jhama dyke (stone) and in dressing and mucking the blasted faces.

Cutting when done :  
i) With hand - 5 cft.  
ii) By Elec. & Pneumatic Drill - 8 cft.

### 3. Jhama (Preceeding & succeeding Dyke)

When done with :  
i) Hand - 14 cft.  
ii) Elec. & Pneumatic Drill - 21 cft.

### 4. Stone Cutter

A workman engaged in cutting drains, making water sumps and sockets, driving stone drifts, making holes in stone for blasting etc.

a) Cutting by chisels & hammer :  
i) Hard Stone - 8 cft.  
ii) Soft Stone - 10 cft.

- b) Drilling, Blasting & Mucking manually :
- i) Drilling by hand - 15 cft.
- ii) Drilling by power drill - 25 cft.

### **5. Trammer**

A workman who pushes sand controls the movement of empty and loaded tubs/mine cars either on the surface or underground. He also operates track safety devices e.g. drags, stop blocks, runaway switches etc. and rerails the derailed tubs/mine cars on or by the side of the track ( Note : But it does not include the lifting of fallen tubs/mine cars off the coal bank at the depot. )

To be negotiated at mine at mine level.

## **GROUP—VA**

### **1. Pick Miner**

A workman who cuts coal from the working faces allotted to him with hand pick and loads the same into tub, mine-cars, etc.

40.5 cft.

### **2. Quarry Pick Miner**

A workman engaged in cutting coal in quarry by hand pick and loading the same into tubs, trucks, or stacking.

47.25 cft.

### **3. Quarry Miner**

A quarry workman engaged in dressing and loading of blasted coal into tubs, mine cars, etc.

67.5 cft.

**4. Quarry Loader**

A workman engaged in loading of 94.5 cft. blasted and dressed coal into tubs, trucks etc.

**5. Basket Loader (M. C. Loader)**

A workman who is engaged on 81 cft. the loading of blasted and dressed coal with baskets into tubs, mine-cars, conveyors etc.

**6. Shovel loader (at face)**

A workman or a group of workmen who shovels blasted and dressed coal directly into conveyor, mine-cars, tubs etc.

**7. Filler ( Andhra Pradesh )** 81 cft.

**8. Mechanised Face Crew**

A group of face workmen who collectively work for preparation and winning of coal, erection and withdrawal of supports, shifting or snaking/advance of face transports, equipment, ventilation and other ancillary jobs on the face.

**9. Dresser-cum-Loader/Drill Coal Miners**

A workman who is to do the work 61 cft. of dressing after blasting as well as loading coal into tubs/mine cars, conveyors etc.



#### IV. CLERICAL STAFF

Sl. No.	Designation	Job Description
<b>TECH. &amp; SUPERVISORY GRADE 'A'</b>		
1.	<b>Chief Store Keeper</b>	I.I. No. 34 dated 17.7.84
2.	<b>Sr. Loading Inspector/Sr. Loading Supdt.</b>	I.I. No. 34 dated 17.7.84
3.	<b>Office Supdt.</b>	I.I. No. 34 dated 17.7.84
4.	<b>Sr. Personnel Asstt.</b>	I.I. No. 34 dated 17.7.84
5.	<b>Chief Cashier</b>	I.I. No. 34 dated 17.7.84
6.	<b>Cost Accountant/Accountant</b>	I.I. No. 49 dated 22.7.85
<b>TECH. &amp; SUP. GRADE 'B'</b>		
1.	<b>Loading Inspector/Loading Supdt.</b>	I.I. No. 34 dated 17.7.84
<b>TECH. &amp; SUPERVISORY GRADE 'C'</b>		
1.	<b>Asstt. Loading Inspector/Asstt. Loading Supdt.</b>	I.I. No. 34 dated 17.7.84
2.	<b>Lamp Room Incharge</b>	I.I. No. 30 dated 26.6.84
3.	<b>Central Despatcher Desk Operator Grade-I</b>	A skilled workman who obtains and receives informations through telephonic communications or indicators and passes on the same promptly to concerned authorities and communicates back instructions to the concerned supervisor/ workman and maintains proper record of the commun-

cations and indications. He should have 5 years experience on similar equipment and operates connected to 15 points/lines or more of control. He should be matriculate or equivalent ( existing Cat. VI employees may be placed in Tech. & Sup. Grade 'C' ).

(I.I. No. 36 dated 2.2.1981 and I.I. No. 68 dated 5.9.1986).

#### **TECH. & SUPERVISORY GRADE 'D'**

- 1. Asstt. Lamp Room Incharge/Jr. Lamp Room Incharge**

I.I. No. 30 dated 26.6.84

- 2. Central Dispatcher Desk Operator**

Same as above except that he operates equipment connected to less than 15 points/lines of control.

I.I. No. 36 dated 2.2.1981 and I.I. No. 68 dated 4.9.86

#### **CLERICAL SPECIAL**

- 1. Sr. Cashier**

I.I. No. 34 dated 17.7.84

- 2. Special Grade/Clerk/Sr. Clerk**

I.I. No. 34 dated 17.7.84

- 3. Personnel Assistant**

I.I. No. 34 dated 17.7.84

- 4. Cost Asstt./Accounts Assistant**

I.I. No. 49 dated 22.7.85

- 5. Sr. Store Keeper**

I.I. No. 34 dated 17.7.84

#### **CLERICAL GRADE-I**

- 1. Cashier**

I.I. No. 34 dated 17.7.84

- 2. Cost/Accounts Clerk**

I.I. No. 49 dated 22.7.85

## CENTRAL COAL WAGE BOARD

### GRADE-I

- |                                 |                          |
|---------------------------------|--------------------------|
| 1. Head Clerks(Senior) Cashiers | 4. Audit Clerks          |
| 2. Storekeepers                 | 5. Stenographers         |
| 3. Despatch Clerks              | 6. Comptometer Operators |

### OUTDOOR OR UNDERGROUND

- |                            |                           |
|----------------------------|---------------------------|
| 7. Loading Inspectors      | 10. Weigh Bridge Overseer |
| 8. Loading Superintendents | 11. Gomostas              |
| 9. Coal Inspectors         |                           |

### GRADE-II

- |  |   |
|--|---|
| 1. Head Clerks ( Junior )<br>Cashiers                        | 20. Coal Bill Clerks  |
| 2. Asstt. Head Clerks  | 21. Record/Filing Clerks                                    |
| 3. Asstt. Cashiers   | 22. Timekeepers   |
| 4. Pay Clerks  | 23. Cash Clerks   |
| 5. Audit Clerks  | 24. Compensation Clerks                                     |
| 6. Book Keepers  | 25. Wages Clerks  |
| 7. Comptometer Operator                                      | 26. Store Clerks  |
| 8. Ledger Keepers  | 27. Ration-in-Charge<br>(Rice Keeper)                       |
| 9. Cost Clerks   | 28. Assistant Time Keeper                                   |
| 10. Storekeepers   | 29. Register Keeper   |
| 11. Typist   | 30. Bill Clerks   |
| 12. Despatch Clerks  | 31. P.O.'s Clerks   |
| 13. Magazine-in-charge/<br>magazine Clerk                    | 32. W.O.'s Clerks   |
| 14. Asstt. Storekeepers                                      | 33. Provident Fund Clerks                                   |
| 15. Stock holders  | 34. Bonus Clerks  |
| 16. Accounts Clerks  | 35. Agent's Clerks  |
| 17. Head Timekeepers   | 36. Workshop Clerk/Engi-<br>neer's Clerks/Stowing<br>Clerks |
| 18. General Assistant/<br>General Clerk                      | 37. Comptometer Clerks                                      |
| 19. Cash Clerk/Asstt. Clerk<br>( I.I. No. 49 dated 22.7.85 ) | 38. Accounts Clerk  |

### OUTDOOR OR UNDERGROUND

- |                       |  |
|-----------------------|--|
| 39. Attendance Clerks | 42. Junior or Asstt. Gomos-<br>tha/Zamidari Clerks |
| 40. Canteen Manager   |  |

- |                        |  |
|------------------------|--|
| 41. Sanitary Inspector | 43. Loading Clerks                                 |
|                        | 44. Traffic-in-Charge/<br>Traffic Munshi-in-Charge |

### GRADE-III

- |  |   |
|--|---|
| 1. Magazine Clerks                                   | 2. Asstt. magazine Clerks               |
| 3. Stores Issue Clerks/Storemates                    | (Magazine Assistant)                    |
| 4. Memo Writers/Card Writers                         | 5. Oil Issue Clerks                     |
| 6. Dhowrah Supervisor                                | 7. Dhowrah Clerks/<br>Dhowrah-in-Charge |
| 8. Letter Registration Clerks                        |   |
| 10. Maternity Clerks                                 | 9. Leave Clerks                         |
| 12. Asstt. Rice Keepers<br>(Asstt. Ration-in-Charge) | 11. Railway Fare Clerks                 |
| 14. Coal Bill Clerks/Coal<br>sheet Clerks            | 13. Ration Issue Clerks                 |
| 16. G.K.P./C.R.O. Clerks<br>(Colliery employed)      | 15. Service Record Clerks               |
| 18. Checking Clerks                                  | 17. Correspondence Clerks               |
| 20. Production Clerks                                | 19. Underground Expense<br>Clerks       |

### OUTDOOR OR UNDERGROUND

- |  |   |
|--|---|
| 21. Weighbridge Clerks/<br>Weighbridge Checking Clerks | 22. Census Clerks                               |
| 23. Asstt. Loading Clerks                              | 24. Building Clerks                             |
| 25. Lamp Clerks (Return &<br>Issue)                    | 26. Tub Checkers (Under-<br>ground and Surface) |
| 27. Pit Munshi/Sircar/Traffic<br>Munshi                | 28. Tub Receiver.                               |

### TECHNICAL & SUPV. GRADE 'C'

**Jr. Scientific Asstt.**

I.I. No. 36 dated 2.2.81

### TECHNICAL & SUPV. GRADE 'B'

**Sr. Scientific Asstt.**

I.I. No. 36 dated 2.2.81

**TECHNICAL & SUPV. GRADE 'D'**

**Coal Handling Plant (CHP) Operator-cum-Despatcher**

I. I. No. 39 dated 10.8.82 read with I. I. No. 41 dated 8.10.82.

**HINDI CELL (Official Language)**

**TECHNICAL & SUPERVISORY GRADE 'A'**

1. **Officer Supdt. (OL)/Senior Translator**  
I. I. No. 63 dated 14.7.86
2. **Sr. Personnel Asstt. (OL)**

**CLERICAL SPL. GRADE**

1. **Sr. Clerk (OL) Translator**  
I.I. No. 63 dated 14.7.86
2. **Personnel Assistant (OL)**  
I.I. No. 63 dated 14.7.86

**CLERICAL      GRADE I**

1. **Clerk (OL) Gr. I Translator**  
I.I. No. 63 dated 14.7.86
2. **Stenographer (OL)**  
I.I. No. 63 dated 14.7.86.

**CLERICAL      GRADE II**

1. **Clerk (OL) Gr. II**  
I.I. No. 63 dated 14.7.86
2. **Typist (OL)**  
I.I. No. 63 dated 14.7.86

**CLERICAL      GRADE III**

1. **Clerk (OL) Gr. III**  
I.I. No. 63 dated 14.7.86

## MAZUMDAR AWARD

### NOTE :

#### 1. Spl. Grade

Comprising persons who occupy responsible positions involving a high degree of trust and responsibility such as, Head Clerks in Central Offices, Head Zemindary Clerks, certain Stenographers etc.

#### 2. Grade-I

Grade-I Clerks do superior type of work and correspond to the Upper Division Clerk.

#### 3. Grade-II

Grade-II Clerks do more responsible work corresponding to the work done by some of the Lower Division Clerk in Government Offices.

#### 4. Grade-III

Certain categories of workmen, such as, Lamp Clerks, Register Keepers, Munsiff and Sircars have been shown in Grade-III. At present many of them have a low degree of education and nevertheless have some degree of responsibilities. In course of time persons appointed to such posts will be literate and will have the necessary minimum qualification to thus bring them on par with other categories of clerks of that grade.



**V. WORKERS EMPLOYED IN UNDERGROUND  
MINES AND HAVE BEEN PLACED  
IN EXCAVATION GRADE  
( I.I. No. 41 dated 8.10.1982 )**

Sl. No.	Designation	Job Description
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**EXCAVATION GRADE—A**

**1. Road-header Operator Gr. I**

A highly skilled workman who operates the machine and the experience in operation of coal cutting machine, plough, loader or other similar face machines for 7 years and operates the header of 150 kw or more capacity. He should have general knowledge of the machine and should be capable of doing minor running repair and maintenance. The experience may be relaxed to 2 years for those who are technically qualified and have special knowledge and training on the machine.

**EXCAVATION GRADE—B**

**2. Road header Operator Gr. II**

Same as above that experience needed can be relaxed to 5 years and for persons having technical qualifications and special knowledge and training, the experience needed will be 1-1/2 years.

**EXCAVATION GRADE—C**

**1. Load-haul-dumper Operator Gr. I**

A skilled workman who operates the equipment and has working knowledge of the same for undertaking minor running maintenance and operates the loader of bucket capacity of 0.75 cu.m. or more.

**2. Side-dump loader Operator Gr. I.**

A skilled workman who operates the equipment and has working knowledge of the same for undertaking minor running maintenance and operates the loader of bucket capacity of 0.75 cu.m. or more bucket capacity.

**VI. WORKERS EMPLOYED IN LARGE SIZE  
INTEGRATED WATER SUPPLY SCHEME FOR  
2 MILLION GALLONS CAPACITY  
( I.I. No. 39 dated 10.8.1982 )**

Sl. No.	Designation	Job Description
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**CATEGORY II ( Semi-Skilled Lower )**

**1. Chemical Mazdoor**

A manual semi-skilled workman who can identify different chemicals and put in the water tanks under the direction of his superiors.

**CATEGORY IV ( Skilled Junior )**

**2. Filter Plant Attendant**

A skilled workman to assist the Filter Operator in all his job. He should also operate and maintain the valve and allied fittings, should clean raw water/filter water tanks.

**CATEGORY VI ( Highly Skilled )**

**3. Pipe Fitter-cum-Plumber**

A highly skilled workman responsible for fittings and repairs of the pipes, ranging from 10" and above diameter. He should also be conversant with proper alignment and maintenance of such pipe ranges including the fittings of valves and integrated water supply.

**4. Filter Plant Operator**

A highly skilled workman responsible for maintenance and operation of integrated water supply scheme of not less than 1 M. Gallon capacity. He should also be fully conversant with the mechanics of the plant and will be responsible for cleaning and maintaining the valves and other allied fittings in the Filter Plant. He is responsible for identifying different chemicals and be able to supervise the job of putting in chemicals in water according to the specifications. He should be literate enough to maintain the records.

## VII. ALLIED MISCELLANEOUS JOBS IN U/G MINES

Sl. No.	Designation	Job Description
1.	<b>Junior Scientific Assistant—Tech. Grade-C</b>	A qualified workman capable of installing, operating, observing the scientific instruments and capable of analysing scientific data from such instruments or from other sources. He should be graduate in Science with not less than one year's experience in mining or a diploma holder in mining. ( I.I. No. 36 dated 2.2.1981 ).
2.	<b>Senior Scientific Assistant.—Tech. Grade-B</b>	Same as above except that the Scientific Assistant has 5 year's experience in mine and is capable of repairing, adjusting, calibrating instruments. ( I.I. No. 36 dated 2.2.1981 )
3.	<b>Coal Handling Plant ( CHP ) Operator-cum-Despatcher—Tech. Grade-D</b>	A workman who operates various equipment of the CHP, Loads wagons, records weight, puts labels for despatch of wagons, maintains log book as required. ( I.I. No. 39 dated 10.8.1982 read with I.I. No. 41 dated 8.10.1982 ).
4.	<b>Duplicator Operator—Tech. Grade-E</b>	I.I. No. 39 dated 10.8.1982.

## VIII. EXCAVATION WORKERS

Sl. No.	Designation	Job Description
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### SPECIAL GRADE

#### 1. Excavator Operator Special Grade

A highly skilled workman with not less than 10 years experience in the operation of electric/diesel dragline/shovels. He should have knowledge of the mechanism and maintenance of such machines including running repairs. He should operate shovels/draglines of capacity of 8 cu. metr. and above. He should operate dragline/shovels in a safe and stable ground after minimum cycle time. He should also ensure the safe upkeep of the machine and also attend to maintenance and repairs. He should undertake preventive maintenance and minor repairs. (I.I. No. 36 dated 2.2.81).

#### 2. Special Grade Sr. Dumper Operator - Spl. Grade.

A highly skilled workman with not less than 10 years experience in the operation of heavy duty off the highway dumpers of coal haulers of which he must have 3 years minimum experience in the next below grade i.e. in Group-A. He will operate such equipment of a capacity of 120 tonnes and above. He should also have general knowledge of the mechanism of the equipment including electrical circuit and should undertake minor maintenance and running repairs. He should hold a valid licence endorsed for driving heavy duty vehicles.

He should preferably be a matriculate.

( I.I. No. 51 dated 26.8.1985 ).

### GROUP—A

#### 1. Excavator Operator Gr. I

A highly skilled workman with not less than 7 years experience in the operation and handling of electric/diesel dragline/shovel. He will operate such dragline/shovel of a capacity of not less than 3.5 cu. mtr. and above but less than 8 cu.

mtr. In addition he should have general knowledge of mechanism in use and should undertake minor running repairs. (I.I. No. 36 dated 2.2.81).

## **2. Crane Operator Gr. I**

A highly skilled workman with not less than 7 years experience in the operation and handling of heavy duty mobile crane. He will operate such equipment of a capacity of not less than 40 tons. He should in addition have general knowledge of the mechanism of the equipment and should undertake minor running repairs. (I.I. No. 36 dated 2.2.81).

## **3. Excavator Plant Sr. Mechanic**

A highly skilled workman possessing a minimum 10 years experience in the repairs, maintenance and overhauling to shovels/draglines, diesel engine, Euclid/Le Tourneau, Mack Dumpers, Tractors Dozers, etc. He should be capable of dismantling, repairing and overhauling all types of diesel engines and assemblies. He should diagnose the mechanical faults and rectify them. He should undertake these jobs independently. He should be literate enough to maintain log books for repairs and maintenance and should understand the maintenance charts and spare parts (I.I. No. 36 dated 2.2.81 ).

## **4. Sr. Dumper Operators**

A highly skilled workman with not less than 8 years experience in the operation of heavy duty of the highway dumpers of coal haulers of which he must have 3 years experience in the next below grade i.e., in Group-B. He will operate such equipment of a capacity of 45 tonnes and above, he should also have general knowledge of the mechanism of the equipment and should undertake minor maintenance and running repairs. He should hold a valid licence endorsed for driving heavy duty vehicles (I.I. No. 16 dated 22.2.1984).

## **5. Excavation Plant Sr. Electrician**

A highly skilled workman possessing a minimum of 10 years experience in the maintenance and repairs of electrical system

of heavy excavation equipment of which he must have minimum experience of three years in the next below grade i.e. Group-B. He should possess statutory qualification and have thorough knowledge and capability of handling high tension equipment, control circuits including electronics machines and controls. He should be able to read circuits, detect and rectify faults and carry out installations and maintenance independently and handle testing equipment required for the jobs (I.I. No. 16 dated 22.2.1984).

#### **6. Sr. Dozer Operator**

A highly skilled workman possessing not less than 8 years experience in the operation and handling of Crawler or Wheel type dozers of not less than 385 HP/410 HP class, of which he must have 3 years minimum experience in the next below grade i.e. in Group-B. He should have general knowledge of mechanism of the equipment and should undertake minor running repairs and maintenance. He should hold valid licence for tractor driving (I.I. No. 16 dated 22.2.1984).

#### **7. Sr. Drill Operator**

A highly skilled workman possessing not less than 8 years experience in the operation and handling of heavy duty rotary/percussive blast hold drills of dia (12'') 311 mm and above of which he must have 3 years minimum experience in the next below grade i.e. in Group-B. He should have general knowledge of mechanism of the equipment and should undertake minor running repairs and maintenance. He should be fully conversant with the types of bits used in different formation and applications (I.I. No. 16 dated 22.2.1984 ).

### **GROUP—B**

#### **1. Tractor/Dozer Operator Gr. I**

A skilled workman possessing not less than 5 years experience in the operation and handling of crawler or wheel type dozers of not less than 150 HP. He should have general knowledge of the mechanism of the tractor and under-

take minor running repairs. He should hold valid licence for tractor driving. (I.I. No 36 dated 2.2.1981).

## **2. Excavator Operator Grade-II**

A skilled workman with not less than 3 years experience in the operation and handling of electric/diesel dragline/shovel. He will operate such equipment of a capacity of not less than 1.9 cu. mtr. but below 3.5 cu m. He should in addition possess some knowledge of mechanism of the equipment and should undertake minor running repairs ( I.I. No. 16 dated 22.2.1984 ).

## **3. Crane Operator Grade-II**

A skilled workman with not less than 4 years experience in the operation and handling of heavy duty mobile cranes and such equipment of not less than 20 ton capacity. He should have some knowledge of the mechanism of the equipment and should undertake minor running repairs (I.I. No. 36 dated 2.2.1981).

## **4. Dumper Operator Grade-I**

A skilled workman with not less than 5 years experience in the operation of heavy duty of the highway dumpers or coal haulers like, Euclids, Macks, Le Tourneau, etc. He will operate such equipment of a capacity of 22 tons and above but less than 45 tons. He should also have general knowledge of the mechanism of the equipment and should undertake minor running repairs. He should hold a valid licence endorsed for driving heavy duty vehicles. ( I.I. No. 36 dated 2.2.1981 ).

## **5. Grader Operator Grade-I**

A skilled workman possessing not less than five years experience in the operation and handling of heavy duty motor graders. He should possess general knowledge of the mechanism of the equipment and should undertake minor running repairs and maintenance. He should be conversant with making of road surface with super elevation wherever required. He must hold licence for driving heavy vehicles or tractors (I.I. No. 36 dated 2.2.1981).

## **6. EP Electrician Grade-I**

A highly skilled workman possessing not less than seven years experience in the maintenance and repairs of electrical system of heavy duty excavation equipments. He should possess statutory qualification, viz., HP permit and be capable of reading diagrams and having thorough knowledge of working circuit and of the construction and use of all items of electrical equipment. He should detect and rectify faults with minimum delay. Alternatively he should possess six years experience as auto-electrician on heavy earth moving machines. (I.I. No. 36 dated 2.2.1981).

## **7. EP Fitter-cum-Mechanic Gr.-I**

A highly skilled workman possessing atleast 7 years experience in the accurate fitting and assembling of various types of excavating equipments besides, general repairs and maintenance thereof. He should be able to undertake dismantling, repairing and overhauling of various types of diesel engines. He should diagnose the mechanical faults and rectify them. He must be able to read and use instruments for accurate measurement and undertake independently repair jobs. He should be literate enough to maintain log books for repairs and maintenance and should understand maintenance charts. (I.I. No. 36 dated 2.2.1981).

## **8. EP Welder Gr. I**

A highly skilled workman possessing atleast eight years experience of all types of welding and cutting with gas or electric equipment. He must be capable of undertaking all types of welding jobs independently and possess adequate knowledge about the types of materials to be welded and use of proper electrodes. He should undertake vertical over-load and other intricate welding jobs. ( I.I. No. 36 dated 2.2.1981 ).

## **9. EP Turner Gr. I**

A highly skilled workman possessing not less than eight years experience in the operation of various kinds of lathes like, Centre, Turret, Automatic etc. He should independently undertake any kind of turning work including correct choice

of tools. He must work with strict tolerance and should know the proper use of all precision measuring instruments. He should have thorough knowledge of feeds and speeds of different materials for conversion. (I.I. No. 36 dated 2.2.1981).

**10. EP Machinist Gr. I**

A highly skilled workman possessing not less than eight years experience in the operation and handling of all kinds of workshop machine tools like, lathes, drills, milling machines, scrapers, planners gear generators, hobbbers, precision, grinders, honing machines, lineborer and other high precision machines. He should have experience in the use of precision measuring instruments including use of the Guages and should turn out the job independently. He should have thorough knowledge of feeds and speeds of different materials for conversion. (I.I. No. 36 dated 2.2.1981).

**11. Pay Loader Operator Gr. I**

A highly skilled workman having five years experience capable of operating all types of pay-loaders of capacity of 4 cm and above. He should have knowledge of the mechanism of the equipment and should be able to undertake minor running repairs. He must hold valid heavy vehicles driving licence. He should also ensure upkeep of the machine. (I.I. No. 36 dated 2.2.1981).

**12. Drill Operator Gr. I**

A skilled workman with not less than 5 years experience in the operation and handling of heavy duty rotary/percussive blast hole drills of dia 200 mm (7-7/8") and above but less than 311 mm (12-1/4") dia. He should have general knowledge of the mechanism of the drill and should undertake minor repairs and maintenance. He should be conversant with the types of bits to be used in different formations and applications (I.I. No. 16 dated 22.2.1984).

**GROUP--C**

**1. Drill Operator Gr. II**

A skilled workman with not less than 3 years experience in

the operation and handling of rotary/percussive drills used for quarry work. He should operate such equipment of dia 160 mm ( 6-1/4") and above but less than 200 mm (7-7/8") dia. He should have adequate knowledge of the type of bits to be used in different formations and applications and should undertake minor running and maintenance (I.I. No. 16 dated 22.2.1984).

#### **2. Dumper Operator Gr. II**

A skilled workman with not less than 2 years experience in the operation of heavy duty of the highway dumpers or coal haulers like, euclids, macks, Le Tourneau, etc. He will operate such equipment of not less than 15 ton capacity and above but less than 22 tons, he should also have some knowledge of the mechanism of the equipment and should be able to undertake minor running repairs. He should hold valid licence endorsed for driving heavy duty vehicles (I.I. No. 36 dated 2.2.1981).

#### **3. Pay Loader Operator Grade II**

A skilled workman having three years experience of operating all types of pay loader of capacity less than 4 cu. m. but more than 2 cu. m. He should have knowledge of the mechanism of the equipment and should be able to undertake minor running repairs. He must hold valid heavy vehicle driving licence. He should also ensure upkeep of the machine (I.I. No. 36 dated 2.2.1981).

#### **4. Tractor/Dozer Operator Gr. II**

A skilled workman possessing not less than 3 year experience in the operation and handling of crawler or wheel type of dozers of less than 150 HP. He should have general knowledge of minor running repairs. He should hold valid driving licence for tractor driving. (I.I. No. 36 dated 2.2.81).

#### **5. Grader Operator Gr. II**

A skilled workman possessing not less than 3 years experience in the operation and handling of heavy duty motor graders. He should possess general knowledge of the mecha-

nism of the equipment and should undertake minor running repairs and maintenance. He should be conversant with making of road surface with super elevation wherever required. He must hold licence endorsed for driving heavy vehicles or tractors. (I.I. No. 36 dated 2.2.1981).

**6. EP Electrician Gr. II**

A skilled workman possessing not less than four years experience in the maintenance and repairs of electrical system of heavy earth moving equipment. He should have some knowledge of working circuits and should hold statutory qualifications of atleast medium tension to be an electrician. Alternatively, he should possess 4 years experience as auto-electrician on heavy earth moving machinery.

(I.I. No. 36 dated 2.2.1981).

**7. EP Fitter Gr. II**

A skilled workman possessing at least 4 years experience in accurate fitting and assembling of various parts of excavating equipment besides general repairs and maintenance. He should have knowledge of using measuring instruments and undertake all sorts of repair jobs (I.I. No. 36 dated 2.2.81).

**8. EP Welder Gr. II**

A skilled workman possessing at least 4 years experience of all types of welding and cutting with gas or electric equipment. He should undertake all types of welding jobs. He should have some knowledge of the use of proper electrodes (I.I. No. 36 dated 2.2.1981).

**9. EP Machinist Gr. II**

A skilled workman possessing not less than 4 years experience in the operation and handling of all kinds of machine tools like, lathes, drills, milling machine, shapers, planners, generators, line borer etc. He should have knowledge of the measuring instruments and use the same. He should have proper knowledge of feeds and speeds of different materials (I.I. No. 36 dated 2.2.1981).

**10. EP Turner Gr. II**

A skilled workman possessing not less than 4 years experie-

ence in the handling of all kinds of the lathe and should turn jobs adequately. He must have knowledge of the measuring instruments and use the same. He should have proper knowledge of feeds and speeds of different materials. (I.I. No. 36 dated 2.2.1981).

### **11. Crane Operator Gr. III / EOT Crane Operator / Fork Lift Operator**

A skilled workman with not less than 2 years experience in the operation and handling of heavy duty mobile cranes and such equipment of not less than 10 tons but below 20 tons capacity. He should have some knowledge of the mechanism of the equipment and should undertake minor running repairs. (I.I. No. 36 dated 2.2.1981).

### **12. Excavator Operator Grade-III**

A skilled workman with not less than 3 years experience in the operation and handling of electric/diesel dragline/shovel. He will operate such equipment of capacity not less than 1.5 cu. m. but below 1.9 cu. m. He should in addition possess some knowledge of mechanism of the equipment and should undertake minor running repairs (I.I. No. 16 dated 22.2.84).

## **GROUP—D**

### **1. Pay Loader Operator Gr. III**

A skilled workman having 2 years experience in heavy equipment and in heavy vehicles capable of operating all types of pay loader of capacity of 2 c m. and less. He should have knowledge of the mechanism of the equipment and should be able to undertake minor running repairs. He must hold the valid heavy vehicle driving licence. He should also ensure upkeep of the machine (I.I. No. 36 dated 2.2.81).

### **2. Dumper Operator Gr. III**

A skilled workman with not less than 2 years experience in the operation of heavy duty of the highway dumpers or coal haulers like, Macks, Le Tourneau etc. He will operate such equipment of not less than 8 tonnes capacity and above but less than 15 tonnes. He should also have some knowledge of

the mechanism of the equipment and should be able to undertake minor running repairs. He should possess valid licence for driving heavy duty vehicles (I.I. No. 36 dated 2.2.1981).

### **3. Excavator Operator (Junior)**

A skilled workman with not less than 2 years experience in the operation and handling of electric/diesel shovel/draglines. He will operate such equipment of a capacity of less than 1.5. cu.m. He should in addition possess some knowledge of mechanism of the equipment and should undertake minor running repairs (I.I. No. 16 dated 22.2.1984).

### **4. EP Electrician Gr. III**

A workman possessing statutory qualification, capable of reading drawing and having thorough knowledge of working circuits and the construction and use of all electrical equipment. He must be able to detect and rectify the faults with minimum delay and dismantling of the equipment in question. He must be capable of working independently (I.I. No. 36 dated 2.2.1981).

### **5. EP Fitter Gr. III**

A workman who must have adequate knowledge of fitting and assembling various kinds of heavy earth moving machinery. He must be able to read and use measuring instrument. He must have adequate knowledge of assembling, manufacturing, fabricating and efficient knowledge of machines which is called upon to repair and operate. He must be able to repair and operate. He must be able to undertake marking and fabrication of structurals (I.I. No. 36 dated 2.2.1981).

### **6. EP Welder Gr. III**

A workman who can handle both electrical welding and gas welding equipment and automatic machines. He should have some knowledge of the preparations required for special type of jobs. He should have thorough knowledge of materials to be used and must be capable of working independently. He should be able to read drawings ( I.I. No. 36 dated 2.2.1981 ).

### **7. EP Turner Gr. III**

A workman capable of carrying out jobs suitable for drills, shaping, planning, screw cutting, capston, lathe, milling, gear cutting cylindrical honing, grinding boring with degree of accuracy and tolerance. He must have adequate knowledge of selection and proper maintenance of tools suitable for different type of jobs. He must be capable of working independently. He should be conversant with various feeds and speeds (I.I. No. 36 dated 2.2.81).

### **8. EP Machinist Gr. III**

A workman with knowledge of carrying out jobs suitable for drill, shaping, planning, screw cutting capston lathe, milling, gear cutting, cylindrical honing grinding boaring with degree of accuracy and tolerance. He must have adequate knowledge of selection and proper maintenance of tools suitable for different type of jobs. He must be capable of working independently. He should be conversant with various feeds and speed (I.I. No. 36 dated 2.2.1981).

### **9. Crane Operator/Jr. EOT Crane Operator/Jr. Fork Lift Operator**

A workman with not less than 2 years experience in the operation and handling of hervy duty mobile crane and such equipment of less than 10 ton capacity. He should have some knowledge of mechanism of the equipment and undertake minor running repairs (I.I. No. 36 dated 2.2.81).

### **10. Drill Operator Gr. III**

A skilled workman with less than 3 years experience in the operation and handling of rotary/percussive drills used for quarry works. He should operate such equipment of dia less than 160 mm (6-1/4"). He should have such knowledge of the mechanism of the equipment and should undertake running repairs and maintenance. He should be conversant with types of bits used in different formations and applica-tions (I.I. No. 16 dated 22.2.84).

## **GROUP—E**

### **1. EP Greaser/Helper**

A semi-skilled workman with 4 years experience in the grea-

sing and lubricating various kinds of excavating equipment. He must be literate and should distinguish various kinds of lubricants and grease. He should operate power lubricating and greasing equipment besides the hand operated equipment. He should be able to read maintenance charts (I.I. No. 36 dated 2.2.1981)

### **CLERICAL GR. III**

#### **1. Dumpman/Tripman/Pitman**

A workman who should maintain records of movements of dumpers and coal haulers and give manual signal for placement of vehicles for loading and unloading. He should prepare daily reports. He should be Matriculate (I.I. No. 36 dated 2.2.1981).

#### **CATEGORY-III**

#### **2. Cableman**

A semi-skilled workman engaged in shifting and handling of trailing cables of Mobile Electrically operated equipment as and when necessary. He will also assist the maintenance crew as and when necessary (I.I. No. 36 dated 2.2.1981).

#### **3. Pit Supervisor (Rs. 832-50-932-52-1348-55-1678)**

A Pit Supervisor would be required to ensure that shift is started in time and it does not end before the prescribed time. He will be responsible for deployment of equipment on the face and their safe and efficient operation, regulation of dumpers in the dumping site and co-ordination between shovels, dumpers, dozers, drills and blasting and safety operation. He will also be entrusted with preparation of production report during the shift and maintenance of link of communication between the Management and the workers in the machines quarries so that improvement of productivity through better use of machinery and morale of workers can be achieved. The Pit Supervisor will be the team leader and his main duty will be to plan to co-ordinate the operation in such a way that optimum utilisation of the HEM is made. He should also check the machines periodically and operate

the machines for demonstration and operating efficiency. He may also check undue delays in the operation. As a leader of the operation he has to educate and inculcate a sense of punctuality and efficiency amongst the workers.

While discharging the duties and responsibilities as above, the Pit Supervisor shall work under the guidance of, and in co-ordination with, the statutory Supervisory Personnel employed in the open cast mine, for the 'strict compliance of the provisions, rules and regulations, in force, under the Mines Act (I.I. No. 36 dated 2.2.1981).

#### **4. Trainee Operator**

Workers selected as Trainee Operators will draw during the period of their training the wages as applicable to the post in which they might be working prior to their being entertained for training. The posts of Operators Gr. I shall be filled in future on the following basis and in the same order of preference :

- a) By selection from among Gr. II Operator.
- b) In the event of their being no Gr II Operators, Operators working in the next below grade will be selected and given training as Trainee Operators.
- c) If there is no Operator in the next below grade who can be imparted training, then the Technicians working in the next below grade will be given an opportunity of selection for training, as Trainee Operators.

#### **NOTE :**

The above is in replacement of categories of Excavation Sectors of the National Coal Development Corporation, Appendix-VII as incorporated in the Report of the Central Wage Board for the Coal Mining Industry.

## **IX. WORKERS EMPLOYED IN COAL WASHERIES**

SI. No.	Designation	Job Description
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### **TECHNICAL GRADE 'A'**

#### **1. Foreman-in-Charge (Mech./Elec.)**

A workman fully conversant with washing processes and equipments and be responsible for their proper operation and maintenance, including quality control. He should have full knowledge of preventive maintenance and should be able to take complete charge of the Plant/Section independently in his allotted shift. He should be able to carry out inspection of different equipments under his charge and plan preventive maintenance of equipments. He will be required to maintain records, reports and other related documents. He will be responsible for the safety of men and equipments under his charge. (I.I. No. 38 dated 16-3-81).

#### **2. Yard Master/Foreman-in-Charge Yard**

A workman capable of independently managing the working of the Yard including regulation of receipt of wagons, receipt of rakes, movement in the yards and despatch of trains. He should be fully conversant with the safe working rules of the Railways and supervise and co-ordinate the work of staff during various shifts. He is expected to attend all the breakdowns/derailments in the Yard, including tippler etc. He will maintain all necessary liaison with the Railway terminal yards feeding the Washery. He should be conversant with the latest demurrage rules and be responsible for the up-keep and maintenance of records pertaining to demurrage. (I.I. No. 38 dated 16-3-81).

#### **3. B.G. Diesel Loco Supervisor**

A workman required to take independent charge of routine maintenance as well as major overhauls of diesel-electric/hydraulic locos, bulldozers, cranes and other allied equipments under his charge. He should be able to plan and enforce preventive maintenance and should be capable of

maintaining records, inspection sheets and cards. Safety of men and cleaning and house keeping of area under his charge are also his responsibilities. (I.I. No. 38 dated 16-3-81).

#### 4. Sr. Chemist

**CHEMICAL LABORATORY :** A workman graduate in Science with 5 years experience as a Chemist. Alternatively he should have at least 13 years experience out of which 5 years must be as a Chemist. He must be fully conversant with analysis of Coke, Coal, mine gas, mine dust, boiler feed water etc. He must be able to interpret results of analysis of gas, minedust, boiler feed water etc. or in Washery, he should be capable of independently organising a process and quality control laboratory. He should be fully conversant with the Indian and as well as other standard specifications in use for sampling, preparation and analysis of coal/magnetite and other materials used in coal preparation plant. He should be conversant with washability and efficiency test and principles of various coal preparation process. He should be capable of carrying out mine air and dust analysis. He will also be required to draw raw coal samples from coal seams. He must be able to interpret the result for guidance in quality control etc. He should be responsible for indent, storage chemicals, equipment and maintain necessary records thereof. He shall guide and supervise the work of assistants under him in laboratory. (I.I. No. 39 dated 10-8-1982).

#### 5. Electrical Supervisor ( New designation Foreman-in-Charge Technical )

( I.I. No. 39 dated 10-8-1982 read with NCWA )

### TECHNICAL GRADE 'B'

#### 1. Foreman ( Mech./Elec. )

A workman conversant with washing processes and equipments and be responsible for their operation and maintenance, including quality control. He should be able to guide men under his charge to carry out the maintenance and operation of the plant and maintain records thereof. He

should be able to read elementary drawing and make sketches of engineering components. Cleaning and house keeping and the safety of men under the charge are also his responsibilities. He should be able to take full charge of Section/Sub-section in allotted shifts. (I.I. No. 38 dated 16-3-81)

## **2. Asstt. Yard Master/Shunting Master**

A workman fully conversant with the operations of the Yard in accordance with the safe working rules of the Railways. He is required to take complete charge of his shift's operations, despatch receipt and formation of trains and other allied operations in the yard. He should be fully conversant with demurrage rules and should be able to maintain records as required. He should also be capable of maintaining liaison with the Railways. House keeping cleaning and the safety of men under his charge are also his responsibilities. (I.I. No. 38 dated 16-3-81).

## **3. P.W.I. ( Permanent Way Inspector )**

A highly skilled Technical Supervisory Personnel having at least 7 years experience in construction and layout of Railway lines, maintenance and repairs thereof to ensure smooth and safe movement of locomotives, Diesel Engines and safety of men and materials. Besides, he has to attend derilment of wagons/engines etc. He should be capable of controlling the gang of workers deployed under him and allocate the work. He must be fully conversant with the work of laying out new lines, joints, etc and be able to detect and correct the faults. (I.I. No. 38 dated 16-3-81)

## **4. Chemist**

A workman graduate in Science with 3 years experience as Assistant Chemist. He must be fully conversant with analysis of coke coal, mine gas, mine dust, boiler feed water etc. He must be able to interpret the results for guidance in quality control etc or in Washery he should be fully conversant with washability and efficiency tests of the control laboratory. He should be able to independently carry out the calculations and prepare the graphs in respect of wash-

bility and efficiency tests. He is expected to work in shifts and carry out proximate analysis moisture determination magnetites determinational loss of magnetite in products and prepare the specific gravity liquids for the washability test, screen analysis etc. He should be responsible for indent, storage of chemicals, equipment and maintain necessary records thereof. He shall guide assistants under him in Laboratory. (I.I. No. 39 dated 10-8-1982).

- 5. B.G. Steam/Diesel Loco maintenance Fitter-cum-Mechanic**  
Self Explanatory. (I.I. No. 60 dated 08-7-1986)

### **TECHNICAL GRADE 'C'**

#### **1. Assistant Chemist**

A workman graduate in Science. Alternatively, he should have 3 years experience as Jr. Chemist. He should have thorough knowledge and experience for analysis of Coal, mine dust coke, coal mine gases etc. or in Washery, he is required to work in shifts supervising the collection of samples in the Plant and their sub-sampling in the Laboratory. Therefore, he should have good knowledge of procedures of collection and preparation. He should also be conversant with washability tests. He should be able to draw samples according to the standard fixed from time to time ( I.I. No. 39 dated 10-8-1982 ).

#### **2. Asstt. Foreman/Chargeman Master Fitter/Master Operator ( Mech. & Elec. )**

A workman conversant with the operation and maintenance procedures. He is required to assist the Foreman in carrying out the duties and responsibilities assigned to him (Foreman). Cleaning, house-keeping and safety of the men under his charge are also his responsibilities (I.I. No. 38 dated 16-3-81).

#### **3. Tippler Operator**

A workman required to operate the wagon tippler. He should be fully conversant with operation and maintenance of wagon tipplers, conveyors, crushers, feeders, etc. He is

required to maintain records and inspection sheets. Cleaning and house keeping of the area under his charge and safety of men assigned to him are also his responsibilities.

This job description exists only in a few Washerries, where the Tippler Operator supervises the entire raw coal section. This will not be applicable to Washerries where the job requirements are less than as specified above. ( I.I. No. 38 dated 16-3-81 ).

#### **4. Asstt. Shunting Master**

A workman conversant with the operation of the yard. He should also be conversant with loading and unloading operation, despatches and formation of the trains. He should have knowledge of demurrage rules. (I.I. No. 38 dated 16-3-81).

#### **5. B.G. Loco Driver ( Diesel )**

A workman required to drive locos and carry out various shunting operations in accordance with the instructions given to him. He should have elementary knowledge to the working locos. He should be thoroughly conversant with various precautions to be taken during the starting, running and stopping of the locos. He is required to watch various instruments installed in the locos, keep a log of their readings and stop the locos in case of malfunction. Maintenance of log records, inspection of sheets and also cleaning and safety of the equipment under his charge are also his responsibilities. (I.I. No. 38 dated 16-3-81).

#### **6. B.G. Steam Loco in-Charge**

A workman having worked as a Steam Loco Driver and should be sufficiently literate to maintain driver's and fireman's masters engine repair books and other related documents. He should be able to allocate duties to drivers and firemen and also supervise their work and guide loco fitter in rectification of their faults. (I.I. No. 38 dated 16-3-81).

#### **7. B.G. Diesel Loco Fitter**

A workman capable of carrying out routine maintenance as well as major overhauls of diesel and petrol engines diesel

electric/hydraulic locos. He should be thoroughly conversant with the operation and maintenance of all the above mentioned equipments and their various components. Maintenance of records, inspection sheets Cardex and cleaning and house keeping of the area under this charge are also his jobs. (I.I. No. 38 dated 16-3-81).

### **8. Fitter Foreman**

A workman be conversant with the operation and maintenance of equipments under his charge. He is required to assist the Foreman in carrying out the duties and responsibilities assigned to him (Foreman). Cleaning, house-keeping and safety of the men under his charge are also his responsibilities.

The posts of Fitter Foreman, are meant for such workmen who are otherwise highly skilled, experienced and proficient but do not possess adequate educational qualification.

(I.I. No. 38 dated 16-3-81).

### **9. Fitter-cum-Operator Grade-I**

A workman capable of carrying out electrical or mechanical maintenance and should be conversant with the operation of equipments, like, Conveyors, pumps, crushers, compressors, screens, electrical motors, switch gear, coal washers, cyclones, etc. He should be able to operate and maintain the section independently under his charge. Maintenance of inspection sheets and other relevant documents, cleaning and house keeping of the equipments as well as areas under his charge are also his jobs. He should be able to write Daily Performance Report. ( I.I. No. 43 dated 2.9.1983 ).

## **TECHNICAL GRADE 'D'**

### **1. B. G. Loco Driver (Steam)**

A workman required to drive locos and carry out various shunting operations in accordance with the instructions given to him. He should have elementary knowledge of the working of locos. He should be thoroughly conversant with the various precautions to be taken during the starting,

running and stopping of the locos. He is required to watch various instruments installed in the locos, keep a log of their readings and stop the locos in case of malfunction. Maintenance of log records, inspection of sheets and also cleaning and safety of the equipment under his charge are also his responsibilities. (I.I. No. 38 dated 16.3.1981).

## 2. Junior Chemist

A workman atleast Higher Secondary with Science/I.Sc. He should have experience in analysis of Coal, gases, mine dust etc. in any laboratory for one year. He should be conversant with the procedures of collection of samples at various points in the plant, draw samples for determination of specific gravity, media and magnetite content and also carry out screen analysis tests. He is also expected to have knowledge of sub-sampling of coal to the Laboratory stage, as per Indian standards. (I.I. No. 39 dated 10.8.1982).

## CATEGORY VI (Highly Skilled)

### 1. Operator Grade-I

A skilled workman having thorough knowledge of the plant, flow diagram and different systems of coal handling and preparation techniques in the coal washery. He should have the capacity to identify faults during operation and carry out running repairs. He should have a good understanding of quality control techniques required for the plant and should be able to carry out different adjustment. He should also have a good understanding on the consumption and control of magnetite, pineoil etc. He could be entrusted with the operation of a single machine or group of machines as per requirement and he should be capable of shouldering this responsibility. He should be able to coordinate the work in the Section under his control, be responsible of ensuring maintenance and cleanliness of the Section under his charge and write detailed performance report pertaining to his shift. ( I.I. No. 43 dated 2.9.1983 ).

### 2. Mechanical Fitter Grade-I

A workman capable of accurate filing and fitting of bear-

ings, keys etc. He must have the knowledge of degree of tolerance required for any particular job. He must be able to read and use inicrometer and other similar instruments for accurate measurement. He should have full knowledge of equipments and machines used in a Coal preparation Plant ( including raw coal receiving arrangements ). He should be able to rectify faults, dismantle and overhaul of such machines. He should be able to make simple sketches and fabricate structures, chutes, pipe bends, launders, etc. from samples or drawings. It is desirable that he should have knowledge of welding and gas-cutting. ( I.I. No. 43 dated 2.9.1983 ).

### **3. Electrical Fitter/Electrician Grade-I**

A workman possessing statutory qualifications, capable of reading diagrams and having a thorough knowledge of wiring circuits and of the constructions and use of all items of electrical equipment, such as, multi-meter, voltmeter and watt meters, etc. He must be capable of detecting and rectifying faults with the minimum delay and dismantling of the equipments in question. He must have thorough knowledge of sequence central and cable jointing circuit. He should have also theoretical and practical knowledge of different electrical machines, such as, 3 phase transformers, induction motors, synchronous motor, welding transformer and different electrical devices used in the washery, viz. Thytron and thirster control. He must be capable of working independently. He should be able to work on equipments on high tension and possess the statutory certificate. Besides, he must keep his related machines and equipments clean. ( I.I. No. 43 dated 2-9-1983 ).

### **4. Vulcaniser Grade-I**

A workman responsible for inspection, checking of belting preparation and making of vulcanised joints, alignment of beltings. He should have thorough knowledge regarding the specification of beltins, its load carrying capacity specification of various materials and tools used for vulcanising etc. Further he should have thorough knowledge regarding the

cold vulcanising process, hot vulcanising process, etc.  
(I.I. No. 43 dated 2-9-83).

#### **5. Welder Grade-I**

A highly skilled workman having experience in all types of welding and cutting jobs, both electrical and gas. He should have good knowledge of all types of welding electrodes and their application. He should be capable of undertaking intricate and high pressure welding in the plant. He should be capable of working independently and guiding and supervising the lower category of welders.

(I.I. No. 43 dated 2-9-1983).

#### **6. Fitter-cum-Operator Grade-II**

A workman capable of carrying out electrical or mechanical maintenance and should be conversant with the operation of equipments, like, Conveyors, pumps, crushers, compressors, screens, electrical motors, switch gear, coal washers, cyclones, etc. He should be able to operate the section under his charge in accordance with the instructions given to him. Maintenance of inspection sheets and other relevant documents cleaning and house keeping of the equipments as well as areas under his charge are also his jobs.

(I.I. No. 43 dated 2-9-83).

#### **7. Blacksmith Grade-I (W)**

(I.I. No. 60 dated 08-7-1986).

### **CATEGORY V ( Technical Grade F )**

#### **1. Shunting Jamadar**

A workman required to keep the receiving line clear and give assistance to yard master on duty about the clearance of line to admit trains. He is required to conduct movement of shunting locomotives and wagons by giving proper signals from and to different loading points responsible for the formation of trains, attaching and detaching to ensure that the points of Railway tracks are correctly get clamped and the vehicles are properly secured against unwarranted movement by tightening the brakes.

Existing employees in Grade-F will have an option to opt

for daily rated category with corresponding service conditions within a month of the notice (I.I. No. 38 dated 16.3.81).

### CATEGORY V (Skilled Senior)

#### 2. Machinist Grade-II

A workman in a colliery workshop who is capable of performing work with machine tools such as, drills, lathes, shapers, planners, slotting, milling, sawing or welding etc. The tolerance allowed is high. NCWA read with (I.I. No. 39 dated 10.8.82 and I.I. No. 60 dated 01.7.86).

#### 3. Blacksmith Grade-II (W)

A workman having an adequate knowledge of forging technique, machines heat treatment and fire welding. NCWA read with (I.I. No. 39 dated 10.8.82 and I.I. No. 60 dated 08.7.86).

#### 4. Tyndal Supervisor

A workman experienced in handling materials and in engineering structure who is in charge of a gang of tyndals (Heavy) (I.I. No. 39 dated 10.8.1982 read with NCWA).

#### 5. Haulage Operator 125 HP and above

A worker who operates the engines which pull the loaded and unloaded tubs on the haulage track by means of a wire rope. The engine is stationary. Haulages very greatly in size and horse power and the number of tubs handled. A small semi-portable haulage is called a 'Tugger'. In Mining the three main types of haulage engines are (a) direct (b) main and tall and (c) endless and motive power may be steam, compressed air or electricity (HT & LT).  
(I.I. No. 39 dated 10.8.82 read with NCWA).

#### 6. Mechanical Fitter Grade II

A workman capable of accurate filling and fitting of bearings, keys etc. He must have the knowledge of tolerance required for any particular job. He should have knowledge of equipments and machines used in Coal Preparation Plant (including raw coal receiving arrangement). He should be able

to dismantle and overhaul such machines. (I.I. No. 43 dated 2.9.1983).

**7. Electrical Fitter/Electrician Gr. II**

A workman possessing statutory qualification upto medium pressure capable of reading diagrams and having a thorough knowledge of wiring circuit. He must be capable of detecting and rectifying fault within reasonable time. He should have the knowledge of different types of electrical equipments, such as, meger, voltmeter, tongtester and watt meters. He should have also the knowledge of motor and transformer winding. Besides, he must keep his related machines and equipments clean. ( I.I. No. 43 dated 2.9.1983 ).

**8. Welder Gr.-II**

A workman who can handle both electric and acetylene welding plants and who has a good knowledge of all types of welding. He should also have good knowledge of all welding electrodes required for welding jobs. He must be capable of working independently. (I.I. No. 43 dated 2.9.83).

**9. Operator Gr.-II**

A workman having thorough knowledge of different system of washing process applied in the Washery, viz., Jig process, heavy media separation, cyclone process fines recovery process and process comprising of screening and sizing of ROM size. He must be able to operate the site control board independently. He must be able to control the quality of the washed coal by adopting different adjustment, like water in Baum Jig, perfect preparation of media in heavy media both system. He should be able to locate the fault of the machines. He should have his panels and machines neat and clean. He should be able to write daily performance report of his section. (I.I. No. 43 dated 2.9.83).

**10. Fitter-cum-Operator Gr. III**

A workman conversant with various processes used in coal preparation including process and quality control. He should be capable of accurate filling fitting and repairs etc. He

should be able to adjust chain drives and align belt conveyors. He should be able to operate various control switches and detect malfunction in any of the machines under his charge. He should be able to carry out repairs of equipment and machines under his charge. He must keep all the machines and equipments under his charge neat and clean.

Wherever Jt. Fitter-cum-Operator exists the same will be redesignated as Fitter-cum-Operator Grade-III.

(I.I. No. 43 dated 2.9.83).

**11. Carpenter**

( I.I. No 60 dated 8.7.1986 ).

**12. Sr. Painter**

( I.I. No. 60 dated 8.7.1986 ).

**13. Vulcaniser**

( I.I. No. 60 dated 8.7.1986 ).

**14. Loco Driver (Steam/Diesel/Loco Fitter)**

( I.I. No. 60 dated 8.7.1986 ).

**CATEGORY IV ( Skilled Junior )**

**1. Laboratory Technician**

A workman conversant with all equipment/instruments in analytical laboratory and should be able to do minor repairs. He should assist Technical staff of Laboratory in various works in Laboratory. He should be literate. ( I.I. No. 39 dated 10.8.82 ).

**2. Pointsman**

A workman who sets the points and crossing and gives the signal for the movement of wagons in the Washery yard. It is his responsibility to ensure safe movement of the rolling stock over the points and crossings under his charge. (I.I. No. 38 dated 16.3.1981).

**3. Tyndals**

A workman generally employed in moving engineering stores, drums of oil and greases. Also responsible for erection, dismantling of structures and installation and with-

drawal of machinery ( I.I. No. 39 dated 10.8.82 read with NCWA ).

#### **4. Haulage Operator from 75 HP upto 125 HP**

A workman who operates the engines which pull the loaded and unloaded tubs on the haulage track by means of wire ropes. The engine is stationary. Haulages vary greatly in size and horse power and the number of tubs hauled. A small semi-portable haulage is called a 'Tugger'. In mining the three main types of haulage engines are (a) direct (b) main and tall and (c) endless and motive power may be steam compressed air or electricity (HT & LT). (I.I. No. 39 dated 10.8.82 read with NCWA).

#### **5. Tippler Helper**

A workman required to check up and ensure correct placement of wagons inside the tippler. He should ensure that the wagon has been clamped properly before signalling to the Tippler Operator to start tippling operations. He should also ensure that the tippler clamps have been fully released before movement of unloaded wagons takes place. He is required to clear the jamming of the tippler hopper. Cleaning and house keeping of the area of his work is also his job. (I.I. No. 3 dated 16.3.81).

#### **6. Brakeman**

A workman required to couple and uncouple the wagons and guide their movement in the washery yard through the application of brakes. ( I.I. No. 38 dated 16.3.1981 ).

#### **7. B. G. Loco Fireman**

A workman required to charge coal in the loco boiler, remove the ashes and fill the water tender besides helping the Loco Driver for any other function in the operation of the Steam Loco. (I.I. No. 38 dated 16.3.1981).

#### **8. Mechanical Fitter Grade-III**

A workman capable of accurate filling and fitting of bearings, keys, etc. He should be able to adjust chain drives and align

belt conveyors. He should be able to repair filter cloth and screens, chutes and launders, equipments and other machines in the Washeries. (I.I No. 43 dated 2.9.83).

**9. Electrical Fitter/Electrician Gr.-III**

A workman possessing knowledge of house wiring, tubelight fitting and handling of different types of electrical testing equipments, such as, meger tongstester, speedometer etc. He is responsible for keeping his related machines neat and clean. He must have knowledge of safety measures and treatment of electric shocks. He should be able to work on low tension equipments and possess the statutory qualification. (I.I. No. 43 dated 2.9.83).

**10. Operator Grade-III**

A workman generally conversant with the different processes applied in the Washery including process & quality control. He must be able to operate the control switches. He should also have the capacity of observing the machines and detecting the malfunction of the same. He must keep all machines and equipments under his charge neat and clean. He will work under the control and direction of Supervisors. ( I.I. No. 43 dated 2.2.1983 ).

**11. Carpenter**

( I.I. No. 60 dated 8-7-86 ).

**12. Machinist Grade-III**

( I.I. No. 60 dated 8-7-86 ).

**13. Blacksmith**

( I.I. No. 60 dated 8-7-86 ).

**14. Painter**

( I.I. No. 60 dated 8-7-86 ).

**15. Ass'tt. Vulcaniser**

( I.I. No. 60 dated 8-7-86 ).

**CATEGORY III ( Semi Skilled Higher )**

**1. Haulage Operator ( Below 75 HP )**

A workman who operates the engines which pull the loaded

and unloaded tubs on the haulage track by means of wire rope. The engine is stationary. Haulages vary greatly in size and horse power and the number of tubs handled. A small semi portable haulage is called a 'Tugger'. In mining the three main types of haulage engines are (a) direct (b) main and tall and (c) endless and motive power may be steam, compressed air or electricity ( HT & IT ).  
(I.I. No. 39 dated 10-8-82 read with NCWA).

## 2. Pump Operator ( 35 HP & above )

A workman who attend pumps. Pumps generally are driven by steam or H. T. or L. T. electric motor and are of the ram, centrifugal or turbine types. The Operator has to oil the necessary machine bearings, starts up the pump mechanism and remain in attendance whilst the machinery is in motion ( I.I. No. 39 dated 10-8-82 read with NCWA ).

## 3. Tippler-cum-Conveyor Operator

An underground workman who operates the driving gear of face or roadway conveyors of the belt, shaker ( jigger ) or scraper types. ( I.I. No. 39 dated 10-8-82 read with NCWA ).

## 4. Switch Board/Room Attendant

A person who is stationed at the main switches in an electric sub-station in order to by circuits into commission and to restore the electric current to any circuit in case the switch "trips". He also ensures that transformers in the sub section are not over loaded ( I.I. No 39 dated 10-8-82 read with NCWA ).

## 5. Hammerman

A workman who welds a heavy hammer in blacksmith's work and generally assist the blacksmith. ( I.I. No. 39 dated 10-8-82 read with NCWA ).

## CATEGORY II ( Semi Skilled Lower )

### 1. Points Cleaner

A workman who cleans and lubricates points and crossing

NOTE—If he operates two or more pumps he will go to a higher grade.

in the Washery Yard and ensure smooth and proper operation of the same. (I.I. No. 38 dated 16-3-1981).

## **2. Sampling Attendant/Lab. Helpers**

A workman who is to collect samples of materials from belt conveyors, chutes, hoppers, etc. as per the directive given to him. He is also required to do sizing coning and quartering of samples and house keeping of the area under his charge is also his job. (I.I. No. 38 dated 16-3-1981).

## **3. Sand Mazdoor**

A workman who is conversant with the sand classification equipment and its operation. He should be able to control the valves in order to feed sand of desired quality into the system. Cleaning and house keeping of the area under his charge is also his job. This designation exists in Tata Washeries only. (I.I. No. 38 dated 16-3-1981).

## **4. Sherwen Feeder Attendant**

A workman able to place feeders under the bunkers and open the gates in order to draw material from the bunker. He is also required to lubricate the equipment under his charge. Cleaning and house keeping of the area under his charge is also his job. (I.I. No. 38 dated 16-3-1981).

## **5. Painting Mazdoor**

A workman able to clean the surface and apply paints as directed. (I.I. No. 38 dated 16.3.81).

## **6. Pump Operator (Upto 35 HP Surface)**

A workman who attends pumps. Pumps generally are driven by steam or H.T. or L.T. electric meter and are of the ram, centrifugal or turbine type. The Operator has to oil the necessary machine bearings, starts up the pump mechanism and remain in attendance whilst the machinery is in motion. (I.I. No. 39 dated 10.8.1982).

## **7. Shunting Porter**

A workman who is required to move wagons with or without the help of wagon movers and stop the moving wagons

with the help of skids or by applying brakes. He is also required to do switching of railway points and coupling and uncoupling of railway wagons.

The existing Shunter/Coupling Branch Shunting Porter/Wagon Setter will be redesignated as Shunting Porter. (I.I. No. 39 dated 10.8.1982).

#### **8. Laboratory Assistant/Sampling Assistant**

A literate workman whose job is to assist Tech. Staff of Laboratory in sizing, preparation and analysis of samples etc. (I.I. No. 39 dated 10.8.1982).

#### **9. Electrical Helper**

A workman who is familiar with different type of equipments used for testing such as, megers, tongsters, Avo-meter. He should have sound health to carry the ladders and cable required during work. He must keep the machines clean related to him. He should also know how to remove dust from panels, cable carriers by means of a blower with all safety measures, keeping in view. He should keep his tools in good order. (I.I. No. 43 dated 2.9.1983 ).

#### **10. Welding Helper**

A workman who must be able to fit assemble the electric welding any acetylene welding plants. He must be familiar with all parts of above plants and different types of electrodes. He must have sound helth to carry out 100 ft. of welding cable, gauges and reach the gas cylinder at site.

(I.I. No. 43 dated 2.9.1983).

#### **11. Fitter Helper/Creaser**

A workman who knows the names of all tools and tackles required by the Fitters. He should be able to take measurement and fit conveyors idlers, driving chains, V belts etc. He should be able to lubricate and grease the machine and must be able to differentiate the various lubricants.

**Note :** If he is only Fitter Helper he will be in Cat. II and if he is doing combined job of Fitter Helper and Greaser he will be placed in Cat. III. In that case he will be redesignated as Fitter Helper-cum-Greaser. (I.I. No. 43 dated 2.9.83).

- PIGMENT WORKERS**
12. Line Man Helper I.I. No. 60 dated 8-7-86
13. Carpenter Helper I.I. No. 60 dated 8-7-86
14. Helper (Mechanist) I.I. No. 60 date 8-7-86
15. Workshop Helper I.I. No. 60 dated 8-7-86
- EXCAVATION GRADE**
16. Painting Helper I.I. No. 60 dated 8-7-86
17. Vulcanising Helper I.I. No. 60 dated 8-7-86
18. Loco Mazdoor/Fitter Helper I.I. No. 60 dated 8-7-86

**CATEGORY I (Unskilled)**

1. Sampling Mazdoor

His job is to collect sample of Coal from Coal Wagon or hopper etc. He is also required to do mixing, coning, quartering sample and transporting the same to laboratory.

2. Shale Pickers

A workman employed to separate shale or shally coal from true coal in the picking belt or on the rubble belt. ( Those formerly designated as 'Belt' 'C.H.P.' or 'Chalna Mazdoors' will henceforth be known as 'Shale Picking Mazdoor' ).

( I.I. No. 39 dated 10-2-82 read with NCWA ).

3. General Mazdoor

A workman who removes stones, fallen coal, etc. from the roadways of tram tracks and packs the lines with the ashes, etc. ( I.I. No. 39 dated 10-8-82 read with NCWA ).

4. Siding/Wagon Cleaning Mazdoor

( I.I. No. 60 dated 8-7-86 ).

## **PIECE RATED WORKERS**

### **1. Piece Rated Workers**

It is difficult to give any specific job description and work load as the situation vary from washery to washery and workload will vary accordingly. Hence the same may be fixed mutually between the Union representatives and the Washery Management wherever such workmen exist.

( I.I. No. 39 dated 10-8-1982 ).

## **EXCAVATION GRADE**

### **1. Tracto-Shovel Operator**

A workman capable of carrying out electrical or mechanical maintenance and should be conversant with the operation of equipments, like, conveyors, pumps, crushers, compressors, screens, electrical motors, switch gear, coal washers, cyclones, etc. He should be able to operate the section under his charge in accordance with the instructions given to him. Maintenance of inspection sheets and other relevant documents, cleaning and house keeping of the equipments as well as areas under his charge are also his jobs. This category of workmen are in some Washerries only.

**Note :** They will be in Excavation Group 'B', 'C' and 'D' depending upon the capacity of Tracto-Shovel as defined for Pay Loader under Excavation.

Wherever excavation work is not being done, the maintenance of the above equipment will be done by E & M Section staff. (I.I. No. 43 dated 2-9-1983).

## **EXCAVATION—'C'**

### **1. Crane Operator**

Such designations are in existence at Kathara Washery only which is required to be operated only occasionally with a few people engaged on such job. Since this is not a regular nature of job no job description is recommended.

( I.I. No. 43 dated 2-9-1983 ).

## X. DRILLING PERSONNEL IN THE GEOLOGY/EXPLORATION DEPARTMENT

( I.I No. 57/85 dated 17.12.1985)

These job descriptions are illustrative and not exhaustive.

Sl. No.	Designation	Job Description
<b>1. Sr. Asstt. Driller (Tech. &amp; Supervisory Grade-A)</b>		
a) He will be posted under a Driller/Sr. Driller.		
b) He will operate the drill above 350 m. capacity in NX size and be responsible for smooth operation of the drill.		
c) He will allot duties to the operational staff of the drill including routine maintenance of the drill, pump and other equipments.		
d) He will arrange movements of the drill and associated equipment from site to site.		
e) He will maintain all records pertaining to his shift as per proforma to be laid down by the Department.		
f) He will also look after day to day repairs of the drill.		
g) During the shift, he will ensure maximum uptime of the rig, maximum core recovery, proper handling of the core and sludge, ensure proper utilisation of all accessories including bits, ensure safety of the drill operation. He will be responsible for setting of drilling camps. He will guide and train his juniors in the shift in performing their duties efficiently.		
<b>2. Asstt. Driller (Tech. &amp; Supervisory Grade-B)</b>		
a) He will be posted under a Driller/Senior Driller.		
b) He will operate the drill of capacity of 350 m. and below capacity in NX size and be responsible for smooth operation of the drill.		
c) He will give duties to the operational staff of the drill in a shift for efficient operation of drill including routine maintenance of the drill, pump and other equipments.		

- d) He will arrange movement of the drill and associated equipment from site to site.
- e) He will maintain all records pertaining to his shift as per proforma to be laid down by the Department.
- f) He will also look after day to day repairs of the drill.
- g) During the shift, he will ensure maximum uptime of the rig, maximum core recovery, proper handling of the core and sludge, ensure proper utilisation of all accessories including bits, ensure safety of the drill operation. He will be responsible for setting of drilling camps. He will guide and train his juniors in the shift in performing their duties efficiently.

#### **2. Senior Rigman (Tech. & Supervisory Grade-C)**

- a) He will be posted under an Asstt. Driller/Sr. Asstt. Driller for operation of the Drill.
- b) He will carry out daily maintenance of all equipment/ accessories at drill site with the assistance of Rigman Grade-I and Asstt. Rigman Grade-II.
- c) He will inspect thoroughly condition of core barrel and bit after each run and will make necessary adjustment, if required, for better core recovery.
- d) He will give all assistance during hoisting and lowering of drill/casing string and during fishing operation.
- e) He will arrange safe handling of bore hole cores and sludge.
- f) He will arrange sand mixing and cement mixing.
- g) He will render assistance during repair of drill at site.

#### **4. Rigman Grade-I (Tech. & Supervisory Grade-D)**

- a) He will be posted under an Asstt. Driller/Sr. Asstt. Driller for operation of the drill.
- b) He will carry out daily maintenance.
- c) He will help lowering and hoisting of drill string, fishing operation and shifting equipment from one place to another.

- d) He will keep drill roads, casings, core barrels and other accessories clean and stack them in order.
- e) He will prepare drill site and water-sump.
- f) He will arrange mixing of mud, mud additives and cement.

#### **5. Rigman Grade-II (Tech. & Supervisory Grade-E)**

- a) He will be posted under a Asstt. Driller/Sr. Asstt. Driller for operation of the drill.
- b) He will carry out daily maintenance, help in lowering and hoisting of drill-string, fishing operation and shifting of equipment from one place to another.
- c) He will prepare drill-site and water sump.
- d) He will mix mud and mud additives and cement as and when required.

#### **6. Drill Helper Category-II (Semi-skilled lower)**

- a) He will assist Sr. Rigman-Rigman Grade-I and Rigman Grade-II in shift in all the activities which Sr. Rigman/Rigman Gr.-I and Rigman Gr.-II have been detailed to do in the smooth operation of the drill.

## XI. WORKERS EMPLOYED IN ROPEWAYS

( I.I. No. 38 dated 16.3.1981 )

Sl. No.	Designation	Job Description
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### CATEGORY I ( Unskilled )

#### 1. General Mazdoor/Splicer Mazdoor/Water Mazdoor/Pontoon Mazdoor

An unskilled workman, who performs one or more of manual jobs ( other than sanitary jobs ) which do not require any special skill. The jobs include removing of fallen sand stones, debris and coal etc. along the ropeway lines and work places. His job also includes rendering unskilled assistance to various semi-skilled personnel.

### CATEGORY III ( Semi-Skilled Higher )

#### 2. Bucketman-cum-Helper Attendant

A workman who does bucket pulling, pushing, pneumatic lever operations and filling in sand in the bucket, sand cleaning, operating push bottoms for starting or stopping the ropeways bucket oiling and greasing, restoration of buckets in normal position where necessary, light maintenance work and attending to breakdown job. At times, he has to work as Helper to Fitter, Dredger Operator, Operator Drivers, etc. This is distinct from Bucketman (Ropeways) who have been placed in Category-II.

### CATEGORY IV ( Skilled Junior )

#### 3. Dredger Operator Grade-III

A workman who operates and maintains Dredgers driven by diesel engine as well as electric power below 250 H.P. He checks his Dredger periodically and reports defects, if any, to his superior. He assists the fitters/electricians as and when necessary.

## CATEGORY V ( Skilled Senior )

### 4. Dredger Operator Grade-II

A workman who operates and maintains Dredger driven by diesel engine as well as electric power from 250 H.P. to 424 H.P. He checks his Dredger periodically and reports defects, if any to his superior. He assists the fitter/electrician as and when necessary.

### 5. Fitter-cum-Operator

A workman who operates, maintains and repairs ropeways, mechanical equipment, machines and its ancillaries fittings and maintains operation and maintenance of log books. He should be capable of handling jobs, like filing and fittings of keys, bearings, etc. He should be able to dismantle and assemble mechanical equipments, like, pumps, haulers, conveyors and bunkers and undertake maintenance of Aerial Ropeways and Steel/structure independently. He should have knowledge of construction work, lubrication and use of all mechanical equipment. He should be able to read drawings, mark out structural steel components, and fabricate them. He should have knowledge of limits and tolerance for different jobs and be capable of handling precision measuring instruments.

### 6. Telephone Mechanic

A workman who operates, maintains and repairs telephone installation of the ropeways and maintain log books pertaining to telephone equipments. He should repair/maintain telephone, control circuits, repair of transistorised telephone systems and other electronic system of telephones.

### 7. Auto-Mechanic

A workman capable of dismantling, repairing and reassembling petrol and diesel engines. He should be able to detect mechanical faults and rectify them independently.

### 8. Auto-Electrician

A workman capable of repairing and reassembling electrical equipments of vehicles, pontoon and dredgers independently,

distilled water plant operating and charging of batteries.

#### 9. Sarang/Tyndal Jamadar

A workman responsible to lead a team of tyndals of Riggers and should carry out erection, handling, shifting, loading, unloading and dismantling of various materials, ropeways equipment and their installations on the surface and in the river.

### CATEGORY VI ( Highly Skilled )

#### 10. Dredger Operator Grade-I

A workman who operates and maintains Dredger driven by diesel-engine as well as electric power of 424 H.P. and above. He checks his Dredger periodically and reports defects, if any, to his superior. He assists the fitter/electrician as and when necessary.

**XII. WORKERS EMPLOYED IN COKE OVENS  
AND BY-PRODUCT PLANTS  
( I.I. No. 38 dated 16.3.1981 )**

Sl. No.	Designation	Job Description
<b>CATEGORY I ( Unskilled )</b>		
<b>1. General Mazdoor</b>		
a)	Line/Coke Car Track	An unskilled workman who
b)	Jam Cutter	performs manual jobs. He is
c)	Carpenter	also required to render assistance to semi-skilled and skilled
d)	Breeze Heap	personnel in their already allotted jobs.
e)	Morter Mill	
f)	Track Cleaning	
g)	Coke Depot	
h)	Dust Bunker	
i)	Bellowman	
j)	Boiler	

**CATEGORY I**

**2. Slack Suppliers-(Beehive)**

A workman who stock coal near the crushing machine,  
( Das Gupta Award )

**CATEGORY II (Semi Skilled Lower)**

1.	a)	Ram Car Cleaner	Helper / Asstt. / Attendant shall be engaged
	b)	Exhaust House Cleaner/Oilman	in rendering assistance of semi-skilled nature to other skilled personnel and in their concerning
	c)	Benzol Plant Oilman	jobs will also attend to cleaning and oiling of machines and ovens.
	d)	Tar Cleaner	
	e)	Elevator Belt Cleaner	
	f)	Ram Oilman	
	g)	Lead Burner Helper	
	h)	Valve Cleaner	
	i)	Crusher House Asstt./helper	
	j)	Mortar Mill Operator	
	k)	Mortar Miller	
	l)	Exhaust House Asstt. Operator	

- m) Gasman Assistant/Helper
- n) Ram Car Asstt./Helper
- o) Neutraliser
- p) Boiler Assistant/Helper
- q) Mortar Pug Mill Operator (Below 35 H.P.)
- r) Tar mazdoor

### CATEGORY - II

#### 2. Ghaniman (Beehive)

A workman who feeds the crushing machine receive the crushed coal and charge the ovens.

( Das Gupta Award )

### CATEGORY III (Semi Skilled Higher)

- |   |   |
|---|---|
| 1. a) Ram Side Winchman                   | A workman who carries out any one of the different jobs as covered by the designations listed which are self explanatory.   |
| b) Ram side Doubzman                      |   |
| c) Ram side Fireman                       |   |
| d) Coke side Quencher/Signal Man/Benchman |   |
| e) Coke side Winchman                     | He is also required to render assistance of semi-skilled nature as and when required by his superior from time to time. He shall carry out any of the different nature of jobs as covered by the existing |
| f) Coke Side keyman                       |   |
| g) Coke side Doubzman                     |   |
| h) Elevator operator/Oilman               |   |
| i) Doorman/Door Sealer                    |   |
| j) Hydro Valveman                         |   |
| k) Recovery House Oilman                  |   |
| l) Pitch Cleaner/Cutter                   |   |
| m) Tar Extractor Operator                 | designations and will continue to perform all the   |
| n) Sulphate Amonia Operator               |   |
| o) Net Bunker Driver                      | jobs which he has been  |
| p) Water Treatment Plantman               |   |
| q) Bellow Mill Operator                   | doing at present.   |

### CATEGORY III

#### 2. Dragger Mazdoor

A workman who takes out the hard coke from the Bhatta, quench the fire and seal the Bhatta for the next operator.

( Das Gupta Award )

### **3. Hard Coke Stackers (Beehive)**

A workman who stocks hard coke after separating different qualities of coal.

( Das Gupta Award )

### **CATEGORY IV ( Skilled Junior )**

#### **1. Coal Bunker Operator**

A workman who is responsible for operation of the drive, for elevating crushed coal from crusher house to coal bunker by means of bucket elevator. He is overall incharge for lubrication of the Section. He has to bring to the notice of the concerned person any abnormality observed by him during operation for immediate rectification.

#### **2. Charging House Operator**

A workman who draws correct quantity of crushed coal from the coal bunker hoppers by operating the gates provided he has to operate the electrically driven meter for long travel and move the lorry to the correct even for filling. He will signal the Ram Driver for levelling the oven and ensure that all hoppers are discharged into the oven. He has to return to the bunker for a fresh charge. He must be literate and observe the safety rules as laid down to ensure safety of the workers working on the oven tops.

#### **3. Elevator & disintegrate Driver**

A workman who looks the operation from short conveyor outlet or crush outlet and base of elevator. Other Operations remain the same.

#### **4. Naphthalene-Still Operator**

A workman who attends to all jobs in connection with the processing and distillation of naptha moulding and removal of moulds to store. He has also to maintain production record and any other job as instructed by his superior from time to time. He will render assistance during maintenance work when his equipment is idle.

#### **5. Crusher House Operator**

A workman who looks after the operation from short con-

veyor outlet, crusher outlet and base of elevator. Other operations remain the same.

#### 6. Acid Plant Mazdoor

A workman who is required to carry out jobs of acid plant, such as, filling of sulphur into bags, weighment of sulphur into melter, acid into jars, drums, tankers and carry acid in jars to different plants. He is required to handle valves and operate pumps. He is further required to assist senior operators as and when necessary. He will also help fitters in their work. He will keep the working free from any spillage and wash out spilled acid after taking safety precautions. He will also do any other related job as instructed by his superior from time to time.

#### 7 Gasman

A workman who is to check the burners, clean the gas pipes and valves and flutes and also to regulate air for combustion and to adjust soledampers. This is a hot job.

### CATEGORY V ( Skilled Senior )

#### 1. Ram Car Driver

A workman who is responsible for operation/Drive of Ram Car, pushing of carbonised coke mass and levelling of charged coal inside ovens. He is overall incharge for lubrication and has to bring to the notice of shift foreman any abnormality for immediate rectification.

#### 2. Tar Plant Operator

A workman who attends to all jobs in connection with the processing and distillation of tar for production of different tar products. He lubricates and run tar pumps and coal firing in stills. He assists the tar plant operator and carry out related jobs as and when instructed by his superior.

#### 3. Crude Benzol Operator

This designation is deleted (vide I.I. No. 70 dated 3.11.1986).

#### 4. Exhauster House Operator/Recovery House Operator

A workman who is responsible for operation of the drive of the coke oven, gas exhauster, electrostatic precipitator diffe-

rent steam and electrically driven pumps for supply of water required for quenching of coke mass and to gas cooler, supply of flushing liquor and tar from the tar sump to decantation tank. He is overall incharge for lubrication and bring to the notice of shift foreman any abnormality for immediate rectification.

**5. Oven Tyndal Sirdar/Trolleyman Sirdar**

A workman who operates or supervises as the case may be, any one of the jobs indicated above and performs the jobs at present covered by way of the jobs indicated above. He has also to render assistance of skilled nature to his superior from time to time whenever instructed to do so.

**6. Head Gasman/Flute of Gasman**

A workman who is overall incharge and responsible for the correct heat condition of the ovens. He will take care of the heat condition of the ovens which are taken out for repairs and is conversant with the heating procedure to ensure that no damage is done. He supervises the work of the other gasman under the different categories and co-ordinates their work for proper efficiency. He is also responsible for co-ordinating with the head mason. He is required to do the jobs as instructed by his superior from time to time.

**7. Sulphate Amonia Operator**

A workman who attends to all jobs in connection with the recovery of sulphate of amonia, such as, motherliqueur preparation, discharging of salt into drier and maintains saturater seal. He renders assistance to the fitter, welder as and when required in the maintenance job of sulphate of amonia and any other related job as instructed by his superior from time to time.

**8. Lead Burner**

A workman who is required to carry out the job of lead burning in acid plant, sulphate plant and other areas after taking necessary safety precautions, wherever necessary. He keeps an account of the consumption of lead for proper accounting purpose. He also repairs and maintains his tools and tackles and cleans and keeps them in proper condition.

### XIII. WORKERS EMPLOYED IN CENTRAL WORKSHOP AT BARKAKHANA AND KORBA

Sl. No.	Designation	Job Description
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#### EXCAVATION CATEGORY 'A'

##### 1. E. P. Sr. Mechanic

A highly skilled workman possessing a minimum of 10 years experience in repairs, overhauling assembly and testing of all types of diesel/petrol engines and any other types of heavy earth moving, construction, transportation and mining machineries. He should be capable of dismantling, repairing, overhauling and assembling of all types of diesel/petrol engines and accessories and assemblies independently. He should be able to detect faults and rectify them. He should maintain all the relevant records of repairs, overhauling and testing and should prepare independently spare parts lists. He should be capable of calibrating and repairing of various types of fuel injection and ignition systems and be capable of using all precision instruments required for the job and undertaking load tests, when required.

( I.I. No. 38 dated 16-3-1981 ).

##### 2. E. P. Crane Operator Grade-I

A highly skilled workman with not less than 7 years experience in the operation and handling of heavy duty mobile crane with a capacity of not less than 40 tonnes. He should have adequate knowledge of the mechanism of the equipment and should be able to undertake minor repairs. He should possess a valid licence endorsed for operating the same. ( J.I. No. 38 dated 16-3-81 ).

##### 3. Master Armature Winder (Heavy Electrical shop) Grade-A

A highly skilled workman possessing not less than 12 years experience in design aspects and winding of all types of motors, generators, transformers, magnetic, separators, emplidyne and any other type of electrical equipment etc.,

out of which 3 years must be in the next lower grade i.e., Group 'B'. He should be able to undertake and be engaged in repairs/overhaul/rewinding of all types of assemblies and components of highly sophisticated electrical assemblies of Heavy Earth Moving machinery equipments and all types of starters, switches, relays and all types of A.C./D.C. motors, generators, transformers, and communication equipments etc. He should have basic knowledge of various types of necessary tests. He should be capable of preparing circuit diagram for the same independently. He should be able to prepare various types of Coils suitable for his work and guide persons to do independent work. He must be capable of working independently and render guidance to his juniors in repairing. He should preferably be a matriculate ( Effective from 22.2.1984 as per I.I. No. 51 dated 26-8-1985 for Heavy Electrical shop ).

#### **EXCAVATION CATEGORY 'B'**

##### **1. Moulder Senior ( Heavy Casting )**

A highly skilled workman having atleast 10 years experience in very intricate and heavy casting moulds, special core making, etc. He should have thorough knowledge of sand preparation and moulds for manufacture of clean and mould castings. He should be well conversant with techniques of pouring of ferrous and non-ferrous metals. He should be able to read manufacturing drawings. He should operate and maintain all types of foundry machineries independently. ( I.I. No. 38 dated 16-3-1981 ).

##### **2. E. P. Electrician Grade-I**

A highly skilled workman possessing not less than 7 years experience in the maintenance, repairs and overhauling of all electrical systems of heavy electrical equipments. He should possess statutory qualification for handling high tension equipments and be capable of reading diagrams and having thorough knowledge of circuits the construction and use of all types of electrical equipments. He should be literate to maintain various records as specified from time to time. He

should detect and rectify faults with minimum delay.

Alternatively he should possess six years experience as auto-electrician on heavy earth moving machineries.

( I.I. No. 38 dated 16.3.1981 ).

### **3. Pattern Maker Senior (Casting)**

A highly skilled workman having a minimum experience of 10 years and engaged in making patterns for heavy and intricate castings. He should be able to read manufacturing and assembly drawings independently and prepare patterns and cores from drawings and worn out samples. He should be also well conversant with all types of carpentry jobs.

He must be capable of operating and repairing various types of wood working machineries and make the tools required for the above. He should be able to use various types of "Gauge" required for the above purposes

( I.I. No. 38 dated 16-3-1981 ).

### **4. E. P. Fitter-cum-Mechanic Grade-I**

A highly skilled workman possessing atleast 7 years experience and engaged in accurate fitting and assembly of various parts of excavating and other heavy machineries including diesel engines used in mines, workshops, power houses etc., besides general repairs, maintenance and operation. He must know the correct use of precision measuring instruments and should independently undertake the repairs and overhaul. He should operate and maintain machineries and records thereof independently. (I.I. No. 38 dated 16-3-81).

### **5. Fitter (Structural) Grade-I**

A highly skilled workman possessing 10 years experience and adequate knowledge of manufacturing, fitting and assembly items, heavy and light structurals and forging jobs and erection thereof. He must be capable of reading drawings independently and transferring them to the jobs. He should be able to operate and repair various types of workshops machineries independently. (I.I. No. 38 dated 16.3.1981).

### **6. E. P. Tyre Fitter Grade-I**

A highly skilled workman possessing 10 years experience

and adequate knowledge to undertake repair/retreading/rebuilding and all other jobs connected with rebuilding/retreading/repairing of tyres and tubes. He should be able to inspect the tyres and locate the defects. He should be capable of handling repairing, overhauling of machineries of tyre shop independently when required. He should be able to read and handle all types of precision instruments and gauges in relation to the precision works to be done independently. (I.I. No. 38 dated 16-3-81).

#### 7. Rigger Grade-I

A highly skilled workman possessing atleast 10 years experience in handling, fitting heavy materials and heavy structurals in the shop floor and at heights on erected buildings/structurals. He must be able to hoist assembly and fitting structurals independently. He must be capable of reading assembly and part drawings and capable of using all erection tools and tackles independently. He must be able to give proper signals to materials handling equipment operators. He must be able to train less skilled and semi-skilled workers. He should know the standard safety code practices.

( I.I. No. 38 dated 16.3.1981 ).

#### 8. E. P. Welder Grade-I

A highly skilled workman possessing atleast 8 years experience and engaged on all types of welding and cutting with gases or electrical equipments. He should be capable of operating independently automatic welding and profile cutting machines. He must be capable of undertaking all types of welding/cutting jobs independently and possess adequate knowledge about all types of materials to be welded and use of proper electrodes and accurate control of current/gas. He should undertake vertical/overhead/submerged or any other electric welding jobs. He should be capable of reading all connected drawings and carry out related assembly jobs.

(I.I. No. 38 dated 16-3-1981).

#### 9. Armature Winder Senior (Heavy Electrical Shop)

A highly skilled workman possessing not less than 7 years

experience in design aspects and winding of all types of motors, generators, transformers, magnetic separators and any other types of electrical equipments etc. He should be able to undertake and be engaged in repairs/overhaul/re-winding of all types of starters, switches, relays and all types of A.C./D.C. motors generators and transformers, communication equipments etc. He should have thorough knowledge of various types of connections and conducting of various types of load and voltage tests and capable of preparing circuit drawing for the same. He must be capable of working independently and render guidance to his juniors independently and undertake repairing. (I.I. No. 38 dated 16-3-81).

**10. Blacksmith Senior (Heavy Forging)**

A highly skilled workman with 10 years experience in medium and heavy forging of different types of steel by using various types of power hammer, drop hammer, presses, etc. He should be capable of manufacturing forged parts from engineering drawings, sketches and worn out parts. He must be capable of manufacturing different types of tools and dies required for the workshop. He should independently operate various types of forging machinery, heating furnace and presses and should be able to undertake repairs when necessary. He should possess general knowledge about heat treatment and forging temperature of various types of tools/steels and should be able to make related calculations.

(I.I. No. 38 dated 16.3.81).

**11. Trailor Operator Senior**

A highly skilled workman with not less than 6 years experience in the operation of heavy highway trailor of capacity of not less than 40 tons powered by engine of 220 BHP and above. He should have general knowledge of mechanism of the equipment and should undertake minor running repairs. He should hold a valid licence endorsed for driving heavy vehicle. (I.I. No. 38 dated 16-3-1981).

**12. E. P. Mechanist-cum-Turner Grade-I**

A highly skilled workman possessing not less than 8 years

experience in lathes (like capstan, turret and automatic etc.), Drills, shapers, planners, gear generators/hobbers, precision grinders, boring equipment, slotters, presses and all other precision machines etc including correct choice of tools for them independently. He should be able to translate dimensions, sketches, drawings on the jobs accurately and use precision measuring instruments. He should be able to maintain and repair the machines independently. He should have thorough knowledge of feeds and speeds of different machines for conversion. He should be conversant with the use of jigs and fixtures. He should operate a set of automatic machines. ( I.I. No. 38 dated 16.3.1981 ).

**13. E. P. Fitter-cum-Mechanic Grade-I**

A highly skilled workman possessing atleast 7 years experience in the accurate fitting and assembling of various types of excavating equipments besides, general repairs and maintenance thereof. He should be able to undertake dismantling, repairing and overhauling of various types of diesel engines. He should detect the mechanical faults and rectify them. He must be able to read and use instruments for accurate measurement and undertake independently repair jobs. He should be literate enough to maintain log books for repairs and maintenance and should understand maintenance charts. ( I.I. No. 38 dated 16.3.1981 ).

**14. Heat Treatment Man/Chrome Plater (Senior)**

A highly skilled workman having minimum experience of 10 years on various types of heat treatment processes. He should be capable of properly charging and discharging furnaces. He should be fully conversant with hardness testing and straightening and other techniques. He should be experienced to operate all furnaces, temperature controllers, recorders, etc. independently and should have knowledge of composition of various types of steels and heat treatment processes. He should be able to maintain relevant records independently. ( I.I. No. 38 dated 16-3-1981 ).

Alternatively, a highly skilled workman having 10 years experience in various types of chrome plating and metal

plating processes. He should have adequate knowledge of all chemicals and materials used in these processes. He should be capable of properly charging and discharging of chrome plating metal including buffing and polishing jobs. He should be experienced in maintenance and operation of such equipments, temperature controllers, gauges, recorder etc. He should have adequate knowledge of picking, degreasing and preparing the jobs for plating etc. He should be able to maintain all relevant records independently.  
( I.I. No. 38 dated 16-3-1981 ).

#### **15. E. P. Crane Operator Grade-II**

A skilled workman with not less than 4 years experience in the operation of handling of heavy duty mobile Cranes of not less than 20 tons. He should have some knowledge of mechanism of the equipment and should undertake minor running repairs. He should hold a valid licence endorsed for driving mobile crane of that capacity.

### **EXCAVATION CATEGORY 'C'**

#### **1. Armature Winder ( Heavy Electrical Shop )**

A skilled workman possessing not less than 5 years experience in design aspect and rewinding of various types of AC/DC motors, generators, transformers and other electrical machineries and equipments. He should be able to undertake repairs, overhauls and rewinding of all types of starters, switches, relays etc. He should have adequate knowledge of various types of electrical connections and should be capable of preparation and reading all electrical circuit diagrams.  
( I.I. No. 38 dated 16.3.1981 ).

#### **2. Trailor Operator Junior**

A skilled workman with not less than 3 years experience in the operation of heavy duty highway trailors of capacity of more than 15 tons powered by engine of capacity 100 BHP and above. He should also have some knowledge of the mechanism of the equipment and should be able to undertake minor running repairs. He should hold a valid driving licence endorsed for driving heavy vehicles.  
( I.I. No. 38 dated 16.3.1981 ).

### **3. E. P. Machinist-cum-Turner Grade-II**

A skilled workman possessing not less than 4 years experience in the operation and handling of all types of machine tools, like, lathes, drill, shaper, planner, gear, generators, boring machine, cylindrical grinders etc. independently. He should have knowledge of measuring instruments and should be able to read sketches and drawings. He should be able to undertake minor repair of the machines. He should have proper knowledge of feeds and speeds and be conversant with jigs and fixtures. (I.I. No. 38 dated 16-3-1981 ).

### **4. Crank Shaft Grinding Operator**

- i ) All types of grinding work including crank shaft, Cam shaft, cylindrical job as well as surface grindings.
- ii ) Boring of Engine block and its component Fork.
- iii) Measuring of Crank shaft and bearing bore sizes of different engines during assembly.
- iv) Routine maintenance and repair of equipments and machineries in use. ( I.I. No. 38 dated 16-3-1981 ).

### **5. Forklift-cum-EOT Crane/Crane Operator Senior Grade-III**

A skilled workman with not less than 2 years experience in the operation and handling of heavy duty mobile/EOT Crane of not less than 10 tons. He should have some knowledge of mechanism of the equipment and should undertake minor running repairs. He should hold a valid licence endorsed for driving mobile crane of that capacity.  
( I.I. No. 38 dated 16-3-1981 ).

### **6. Blacksmith Junior ( Heavy Forging )**

A skilled workman possessing not less than 6 years experience in various operations of forging and smithy techniques and operation of forging machinery, like, power hammer, drop hammer, processes and furnaces independently. He must have knowledge of repairs of the above machineries and should be able to understand forging drawings. He should manufacture tools and dice required. He must have preliminary knowledge of the heat treatment and simple calculations. ( I.I. No. 38 dated 16.3.1981 ).

## **7. Chrome Plater Grade-II**

A skilled workman having a minimum experience of 5 years in various types of chrome plating and metal plating processes. He should have adequate knowledge of all chemicals and materials used in these processes. He should be capable of properly charging and discharging of chrome plating metal including buffing and polishing jobs. He should be conversant with maintenance of such equipment and also independently operate the same. He should also be capable of reading necessary gauges and recorders and maintaining and the relevant records. He should also have knowledge of picking and degreasing and preparing the jobs for plating. He should execute jobs requiring all these skills.

( I.I. No. 38 dated 16.3.1981 ).

## **8. E. P. Welder Grade-II**

A skilled workman possessing atleast 6 years experience in all types of welding and cutting with gas and electrical equipments. He should undertake all types of welding jobs independently and be capable of operating automatic welding and profile cutting machines. He should have knowledge of the use of proper electrodes and be capable of reading drawings. He should undertake welding in all positions.

( I.I. No. 38 dated 16.3.1981 ).

## **9. Rigger Grade-II**

A skilled workman possessing atleast 6 years experience in fitting and assembly of various structurals both light and heavy on the floor and at heights. He should be able to understand and read drawings and be capable of using erection and assembly tools and tackles. He should be conversant with and able to give signals to the various materials handling operators. He must be conversant with standard safety code/practices. ( I.I. No. 38 dated 16.3.1981 ).

## **10. E. P. Fitter Grade-II**

A skilled workman possessing atleast 4 years experience in accurate fitting and assembly of various types of excavation equipments, besides repairs, overhaul and maintenance. He

should have knowledge of measuring instrument and be capable of undertaking all sorts of repair jobs.  
(I.I. No. 38 dated 16-3-1981).

#### **11. Fitter (Structural) Grade-II**

A skilled workman possessing atleast 6 years experience in accurate fitting and assembly with appropriate tolerance of various types of manufactured items and heavy and light structurals forging jobs, marking jobs etc. He should be capable of undertaking manufacturing of job and repairing workshop machine tools, materials, handling equipments and other equipments. ( I.I. No. 38 dated 16-3-1981 ).

#### **12. Tyre Fitter Grade-II**

A skilled workman having 6 years experience and adequate knowledge of repairing/retrreading/rebuilding with the usage of different types of retreading moulds buffing and rebuilding machinery and other equipments in the tyre shop and be capable of using instruments and guages and should be able to operate and maintain them independently.

( I.I. No. 38 dated 16-3-1981 ).

#### **13. Heat Treatment Man Grade-II**

A skilled workman having a minimum experience of 6 years on various types of heat treatment processes. He should be capable of properly charging and discharging the furnaces. He should be conversant with hardness testing and straightening techniques. He should be able to maintain all necessary records independently and operate all furnaces, temperature controllers and recorders. He must have working knowledge of the composition of various types of steels and heat treatment processes. He must be able to maintain relevant records. ( I.I. No. 38 dated 16-3-1981 ).

#### **14. Painter Senior**

A skilled workman having not less than 10 years experience in varours types of painting techniques, like, light, spray, stove, enamel, etc. He should be conversant with usage of different types of tools and accessories required for the purpose of painting and heat treatment of various painted surface. He should be well conversant with different types of

paints, enamels, varnishes etc. and use thereof. Must be capable of painting at height and on erected structural and workshops sheds. He must have some working knowledge of engineering drawing. He should be able to paint letters, numbers and designs artistically and impressively.  
( I.I. No. 38 dated 16.3.1981 ).

**15. Pattern Maker Junior (Heavy Casting)**

A skilled workman having a minimum experience of 6 years in making patterns. He should be capable of making patterns for heavy and intricate casting and preparation of moulds and cores for the same. He should be able to read drawings and prepare the patterns from worn out samples. He must have working knowledge of various types of woods, working machines and tools. ( I.I. No. 38 dated 16.3.1981 ).

**16. E. P. Electrician Grade-II**

A skilled workman possessing not less than 4 years experience in repairs, overhauls and maintenance of electrical system of all types of mining/heavy earth moving equipments, electrical transmission including house wiring. He should have knowledge of reading drawings. He should hold statutory qualification to be an Electrician. He should be able to work independently.

Alternatively, he should possess 4 years experience as auto-electrician in heavy earth moving machineries.  
( I.I. No. 38 dated 16.3.1981 ).

**17. Moulder Junior (Heavy Casting)**

A skilled workman having atleast 6 years experience and engaged in intricate and heavy casting moulds, core making etc. He should have knowledge of sand preparation, and moulds for manufacture of sound casting and be conversant with techniques of pouring of ferrous and non-ferrous metals and should be able to read manufacturing drawings.  
( I.I. No. 38 dated 16-3-81 ).

**18. Cupola-cum-Furnace Operator Grade-II**

He should be well conversant with the operation, maintenance and repairs ( including lining ) of melting furnace, like, cupola electric arc furnaces and non-ferrous melting furnaces.  
( I.I. No. 38 dated 16-3-81 ).

etc. with a minimum experience of six years. He should charge and discharge furnaces safely and efficiently. He should exercise control on composition of steel in the furnace melt. (I.I. No. 38 dated 16.3.1981).

#### **EXCAVATION CATEGORY 'D'**

##### **1. Heat Treatment Man Junior Grade-III**

A workman with 4 years experience in operating and handling various types of heat treatment equipments, controls and furnaces. He should be capable of conducting the hardness tests on the floor and should have general knowledge about the composition of steel and heat treatment.

( I.I. No. 38 dated 16-3-1981 ).

##### **2. Rigger Grade-III**

A workman who must have got adequate knowledge of fitting and assembling of various kinds of materials/structurals at different places. He must know standard safety practices and be capable of using erection tools and tackles.

( I.I. No. 38 dated 16-3-1981 ).

##### **3. E. P. Welder Grade-III**

A workman who can handle both electric welding and gas welding equipments and automatic and profile cutting machines. He should have adequate knowledge of the preparation required for special type of jobs. He should have thorough knowledge of materials to be used and must be capable of working independently. He should be able to read drawings. (I.I. No. 38 dated 16-3-1981).

##### **4. Armature Winder Grade-III**

A skilled workman capable of winding motors and starters efficiently and having an adequate knowledge of connections etc. He must be capable of working independently.

( I.I. No. 38 dated 16-3-1981 ).

##### **5. Blacksmith Grade-III**

A skilled workman having thorough knowledge of forging techniques, heat treatments etc. He must be able to understand sketches and make calculations. He should be able

to make forging by power hammer, drop hammer etc.  
( I.I. No. 38 dated 16-3-1981 ).

**6. Fireman**

A skilled workman with 5 years experience in attending boilers and capable of ensuring that steam is kept at approved pressure and water is kept at safe working level. He must be qualified under the Boiler Act and Rules framed thereunder. ( I.I. No. 38 dated 16-3-1981 ).

**7. Forklifter-cum-EOT Crane Operator Junior**

A skilled workman having a valid licence for operating workshop material handling equipments, like, Forklifter, platform trucks, E.O.T. Cranes of less than 10 tonnes capacity. He must be able to observe all safety precautions and must understand various types of safety signals.  
( I.I. No. 38 dated 16.3.1981 ).

**8. E. P. Machinist-cum-Turner Grade-III**

A skilled workman capable of carrying out any job suitable for Drill, shaping, planning screw cutting capstan, lathes, milling, gear cutting, cylindrical honning, grinding, boring etc. with degree of accuracy and tolerance. He must have adequate knowledge of selection and proper maintenance of tools suitable for different types of jobs. He must be capable of working independently. He should be conversant with various feeds and speeds. (I.I. No 38 dated 16-3-1981).

**9. Fitter Grade-III**

A skilled workman who must have got adequate knowledge of fitting and assembling various kinds of machineries and accessories. He must have knowledge of degree of tolerance required for different jobs. He must be able to read and use micrometer and other simillar instruments. He must have adequate knowledge of assembling, manufacturing, fabricating and sufficient knowledge of machines which he is called to repair and operate. He must be able to work independently.

Alternatively, he should have adequate knowledge of reading drawings, blue prints, marking and fabrication of structurals. He should have adequate knowledge of reading and

using measuring instruments and machine tools materials handling equipments and other equipments etc. He must be able to work independently.

Alternatively, he must have sufficient knowledge in repair retreading and rebuilding of tyres and inspection thereof. Working knowledge of various types of tyre building machinery is necessary. ( I.I. No. 38 dated 16.3.1981 ).

#### **10. Painter Junior**

A skilled workman having atleast 7 years experience in painting with various types of paints, enamels and varnishes etc. He must have adequate knowledge of uses of spray, stove enamel painting etc. He should be able to paint letters, numerals and design cleanly and neatly. He must be able to undertake painting of erected heavy structurals.

( I.I. No. 38 dated 16-3-1981 ).

#### **11. Oil Filter Operator**

A workman capable of handling oil filtering machine. He should be able to undertake minor repairs of the same.

( I.I. No. 38 dated 16.3.1981 ).

#### **12. Pattern Maker Grade-II**

A skilled workman capable of reading, drawing, and making patterns in accordance with drawings. He must have sufficient knowledge of machining, moulding to enable him to produce satisfactory patterns and core boxes. He should have enough knowledge of general carpentry works.

( I.I. No. 38 dated 16.3.1981 ).

#### **13. E. P. Electrician Grade-III**

A skilled workman possessing statutory qualifications capable of reading, drawing and having thorough knowledge of working circuits and the construction and use of all electrical equipments. He must be able to detect and rectify faults with minimum delay and dismantling of the equipments in question. He must be capable of working independently.

( I.I. No. 38 dated 16-3-1981 ).

**14. Moulder Grade-III**

A skilled workman having thorough knowledge of preparation of moulding sand moulds and cores in order to produce clean and sound castings. He must be capable of working independently. He must have working knowledge of the drawings and foundry machines. (I.I. No. 38 dated 16-3-81).

**15. Cupola-cum-Furnace Operator Grade-III/Furnace Liner**

A skilled workman well conversant with the operation, maintenance and repairs (including lining) of Melting Furnaces, like, Cupola Electric Air Furnaces, non-ferrous melting furnaces etc. with a minimum experience of three years. He should be able to charge and discharge the furnace safely and efficiently. (I.I. No. 38 dated 16-3-81).

**16. Carpenter-cum-Pattern Maker**

A workman having adequate knowledge in carpentry and capable of doing all sorts of carpentry works in the shops and in the Civil Works. He must be able to use all carpenter's tools. (I.I. No. 38 dated 16-3-1981).

**17. Pourer**

A skilled workman with atleast 4 years experience in the operation of laddles and pouring of molten metal into the moulds. He should undertake repairs of laddles and also assist the furnace man and moulders in the preparation of charges into the furnace and moulds. He should execute jobs requiring all those skills with safety. ( I.I. No. 38 dated 16-3-1981 ).

**18. Auxiliary Machine Operator**

A skilled workman who is capable of and is engaged in the operation of auxiliary machines, such as, ram engine, shaft-lasting machines, motor knock out machines, etc. He should have minimum 3 years experience in the operation of such machines. He should undertake routine and minor repairs of such machines. (I.I. No. 38 dated 16-3-1981).

**19. Crank Shaft Grinding Operator (Junior)**

A skilled workman possessing—

- 1) all types of grinding work including Crank shaft grinding, Cam Shaft grinding and other cylindrical jobs as well as surface grinding.
- 2) Boring of engine block and its components.
- 3) Measuring of Crank Shaft and bearing bore sizes of different engines during assembly.
- 4) Routine maintenance and repair of equipments and machines in use for the above purpose.  
( I.I. No. 38 dated 16-3-1981 )

#### **EXCAVATION CATEGORY 'E'**

##### **1. E. P. Greaser/Helper**

A semi-skilled workman with 4 years experience in using lubricating equipments and handling of various types of machine tools. He must be literate and should distinguish various kinds of lubricants, greases and other tools. He should be able to operate power lubricating and greasing equipments without assistance and road maintenance charts. He should be capable of assisting technicians in handling, repairing and assembling components and uses of machines.  
( I.I. No. 38 dated 16.3.1981 ).

#### **CATEGORY II (Semi-Skilled Lower)**

##### **1. Mazdoor (Workshop)**

A mazdoor having 2 years experience as Mazdoor Category I on the shop floor and doing unskilled jobs, like, materials handling etc. ( I.I. No. 38 dated 16-3-1981 ).

#### **NOTE :**

- 1) These jobs descriptions are illustrative and not exhaustive.
- 2) The technicians would be required to carry out routine maintenance and repairs of equipments which they use while performing their jobs and keep their work place neat and tidy.
- 3) With regard to workers performing other jobs in Excavation Central Workshop, their grading and job description will generally be in line with those applicable to their counter parts in underground mines and ancillary units.  
( I.I. No. 38 dated 16.3.1981 ).

**EX-CADRE MONTHLY POSTS AND PAY  
SCALES IN CENTRAL WORKSHOP AT  
BARKAKANA & KORBA**

( I.I. No. 39 dated 10.8.82 read with I.I. No. 67 dated 3.9.86 )

**"Ex-cadre Posts"**

The existing designations and grades in Central Workshop, Barkakana and Korba will be redesignated as follows :

<u>Existing designation and grade</u>	<u>Agreed designation and grade</u>
1. Production Asstt.	- A
2. Dy. Design Asstt.	- A
3. Sr. Indenting Asstt.	- A
4. Estimating Asstt.	- B
5. Planning Asstt.	- B
6. Progress Asstt.	- B
7. Job Inspector	- B
8. Inspector (Tyre)	- B
9. Foreman (Auxiliary/Misc)- B	Foreman—A
10. Indenting Asstt.	- B
	Nil

The present designation of Junior Job Inspector—Tech. C in the Central Workshop, Barkakana and Korba will be abolished and the employees in the said grade and designation will be absorbed suitably at unit level by the companies.

**JOB DESCRIPTION ( for the above )**

**(a) Foreman Incharge—Tech.-A**

He should be fully conversant with maintenance and operation of HEMM / Workshop machines. He should have full knowledge of the mechanism of the machine/maintenance system. He will be incharge in the allotted shift. He should be able to carry out inspection of the machines under his charge and plan work of repairs and maintenance. He shall be required to maintain records, reports and other related documents. He shall be responsible for the safety of men and machines under his charge wherever applicable. He shall also look after the

planning, progress, production and design of the work/equipment allotted to him. He should also ensure that the shift timings are strictly maintained.

He shall be the team leader of the workmen working under his control with a view to achieve the allotted task and should also strive to improve the productivity, availability and utilisation of the machines under his charge.

He should be in possession of Elect. Supervisors Certificate in case where he is put in charge of High Tension Elec. Equipment/installations.

He shall also perform any other job that may be assigned by the superior/supervisors from time to time.

**(b) Foreman - Tech. B**

He should be fully conversant with maintenance and operation of HEMM/workshop machines. He should have full knowledge of the mechanism of the machine/maintenance system. He should be able to carry out inspection of the machines under his charge and plan work of repairs and maintenance. He shall be required to maintain records, reports and other related documents. He shall be responsible for the safety of men and machines under his charge wherever applicable. He shall also look after the planning, progress, production and design of the work/equipment allotted to him. He should also ensure that the shift timing is strictly maintained.

He shall be the team leader of the workmen working under his control with a view to achieve the allotted task and should also strive to improve the productivity, availability and utilisation of the machines under his charge.

He will also perform any other job that may be assigned by the superior from time to time and will be in-charge of sub-section/machines of the shift.

He should be in possession of Elect. Supervisor Certificate in case where he is put in charge of High tension Elec. Equipment/Installations.”

**Implementation Instruction No. 51 dt. 26-8-1985**

**Grouping, Job description etc. of  
Excavation Workers.**

Ref. : JBCCI office letter No. NCWA-III ( I.I. No. 16/84 )/  
192 Dated 22-2-1984.

At the 16th meeting of the Standardisation Committee of III JBCCI held on 18th & 19th June, 1985, the Report of the Working Group on Excavation was discussed and approved. In the 17th meeting held on 22nd & 23rd August, 1985 it was agreed that Implementation Instructions may be issued as under:

1. It was agreed to create the post of Special Grade Senior Dumper Operator in Special Grade with the following job description

**"Special Grade**

**Special Grade Sr. Dumper Operator-Spl. Grade**

A highly skilled workman with not less than 10 years experience in the operation of heavy duty off the highway dumpers or coal-haulers of which he must have 3 years minimum experience in the next below grade i.e. in Grade-A. He will operate such equipment of a capacity of 120 tonnes and above. He should also have general knowledge of the mechanism of the equipment including electrical circuit and should undertake minor maintenance & running repairs. He should hold a valid licence endorsed for driving heavy duty vehicles.

He should preferably be a matriculate."

2. It was also agreed to creat the post of Master Armature Winder (Heavy Electrical Shop) Grade-A exclusively in Central Workshops at Barkakana and Korba, in view of the introduction of new heavy electrical equipments in these workshops with the following job description :-

**"Master Armature Winder (Heavy Electrical Shop) Gr.-A :**

A highly skilled workman possessing not less than 12 years experience in design aspects and winding of all types of motors, generators, transformers, magnetic separators, emplidyne and

any other type of electrical equipments etc., out of which 3 years must be in the next lower grade i.e. Group 'B'. He should be able to undertake and be engaged in repairs overhaul/re-winding of all types of assemblies and components of highly sophisticated electrical assemblies of Heavy Earth Moving machinery equipments and all types of starters, switches, relays and types of AC/DC motors, generators, transformers, and communication equipments etc. He should have basic knowledge in electronic circuit. He should have thorough knowledge of various types of connections and conducting various types of necessary tests. He should be capable of preparing circuit diagram for the same independently. He should be able to prepare various types of Coils suitable for his work and guide persons to do independent work. He must be capable of working independently and render guidance to his juniors in repairing.

He should preferably be matriculate.

3. It was further agreed that Implementation Instruction No. 16 Vide letter No. NCWA-III I.I. No. 16/84/192 dated 22nd February, 1984 shall be effective from 22-2-1984 (i.e.) the date of issue of the said circular by the Member Secretary-III JBCCI.

4. Managements have been requested to take necessary action to implement the above decisions with immediate effect.

## XIV. TELECOMMUNICATION PERSONNEL (I.I. No. 43/85 dated 19.3 1985)

Sl. No.	Designation	Job Description
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( Telecommunication Technician )

### **Technician Category**

#### **1. Foreman-in-Charge (E & T) (Tech. & Supervisory Gr.-A)**

To assist his superior in the supervisory duties and allocated jobs to different personnel under him. To look after telecom workshop and planning and co-ordination of repairs works. Instructional duties at Training Institute.

#### **2. Foreman (E & T) (Tech. & Supervisory Gr.-B)**

Installation and commissioning of all types of communication and electronics systems both on surface and underground, their day to day engineering, maintenance and repair. Supervisory duties and co-ordination of preventive maintenance/repair of any communication and electronics equipment, instructional duties at Training Institute.

#### **3. Asstt. Foreman Telecom (Tech. & Supervisory Gr.-C)**

Maintenance, repair and testing of different types of telephone exchange and telephones. Carry out battery charging. Maintenance and repair of power supply systems. He should assist in installation and maintenance of other electronic system inducted into service from time to time.

#### **4. Telecom Mechanic (Tech. & Supervisory Gr.-D)**

Maintenance, repair and testing of different types of telephone exchange and telephones. Carry out battery charging. Maintenance and repair of power supply systems.

### **RADIO TECHNICIAN**

#### **1. Foreman-in-charge (E & T) (Tech. & Supervisory Gr.-A)**

To assist his superior in his supervisory duties and allocate jobs to different personnel under him. To look after telecom

workshop and planning and co-ordination of repair works.  
Instructional duties at Training Institute.

**2. Foreman (E & T) Tech. & Supervisory Gr.. B**

Installation and commissioning of all types of communication and electronics systems both on surface and underground, their day to day engineering, maintenance and repair. Supervisory duties and co-ordination of preventive maintenance/repair of any communication and electronics equipment, instructional duties at Training Institute.

**3. Asstt. Foreman Radio (Tech. & Supervisory Gr.-C)**

Maintenance, repair and testing all types of wireless sets and their antennas. Carry out battery charging and maintenance/repair of power supply systems. He will assist in lining up and maintenance of multi-channel VHF/UHF systems.

**4. Radio Mechanic (Tech. & Supervisory Gr.-D)**

Maintenance, repair and testing all types of wireless sets and their antennas. Carry out battery charging and maintenance/repair of power supply systems.

**OPERATOR CATEGORY (Wireless)**

**1. Supervisory Telecom (Tech. & Supervisory Gr.-A)**

He will be in charge of a shift, to operate any communication system and maintain the various operating documents. Perform instructional duties at Training Institute. He has to be proficient in traffic control duties in any communication centre or telephone exchange, maintain different types of communication centre/telephone exchange documents and statistics. Be responsible for the functional efficiency of all transmission systems and operate various communication systems whenever necessary. Liaison with P & T when working in telephone exchange. He will assist his superior in planning of communication centre and its standing orders, laying down norms for various operator category tradesman and training matters.

**2. Asstt. Supervisor Telecom. (Tech. & Sup. Gr.-B)**

Besides being proficient in his own operating trade, he has to be conversant with handling telephone exchange & teleprinters. He will be in charge of a shift and operate any communication system and maintain the various operating documents and perform instructional duties at Training Institute. He has to be proficient in traffic control duties in any communication centre or telephone exchange, maintain different types of communication centre/telephone exchange documents and statistics. Be responsible for the functional efficiency of all transmission system and should operate various communication system whenever necessary. Liaison with P & T when working in Telephone exchange and perform instructional duties at Training Institute.

**3. Sr. Wireless Operator Gr. I (Tech. & Sup Gr. B)**

Besides being proficient in his own operating trade, he is required to transmit and receive the wireless message at higher speed and handling telephone exchange and operate teleprinters. Be capable of carrying out instruction duties of his trade at Training Institute.

**4. Sr. Wireless Operator Gr. II (Tech. & Sup. Gr. C)**

Besides being proficient in his own operating trade, he is required to operate any communication system and maintain the various operating documents.

**5. Wireless Operator (Tech. & Sup. Gr. D)**

To operate all types of radio/wireless systems on CW or RT modes. To carry out simple maintenance tasks on radio/wireless sets, aerials, batteries. To maintain various operating documents. Counter clerk duties in a communication centre.

## RADIO TELEPHONE

**1. Sr. Operator Gr. I (Tech. & Sup. Gr. B)**

Besides being proficient in his own operating trade, he has to be familiar with telephone exchange and teleprinter. He

will be in charge of a shift and operate any communication system and maintain the various operating documents. Perform instructional duties at Training Institute, traffic control duty in any communication centre or telephone exchange, maintain different types of comm. centre/telephone exchange documents and statistics. Be responsible for the functional efficiency of all transmission systems and operate various communication systems whenever necessary. Liaison with P & T when working in telephone exchange.

## **2. Sr. Operator Gr. II (Tech. & Sup. Gr. C)**

Besides being proficient in his own operating trade, he is required to be familiar with telephone exchange and tele-printer and operate any communication system and maintain the various operating documents.

## **3. RT Operator (Tech. & Sup. Gr. D)**

To operate any type of radio/wireless sets on RT mode. To carry out simple maintenance task of the radio/wireless sets, aerials, batteries and battery chargers. To assemble a complete mobile station when needed. To maintain all wireless/radio documents in connection with transmission, receipt and delivery of messages.

## **TELEX/TELEPRINTER**

### **1. Sr. Operator Gr. I (Tech. Sup. Gr. B)**

Besides being proficient in his own operating trade, he has to be familiar with operation of telephone exchange. He will be in charge of a shift and operate any communication system and maintain the various operating documents. Perform instructional duties at Training Institute, traffic control duty in any communication centre or telephone exchange. He is required to maintain different types of communication centre/telephone exchange documents and statistics. Be responsible for the functional efficiency of all transmission systems and operate various communication systems whenever necessary. Liaison with P & T when working in telephone exchange.

## **2. Sr. Operator Gr. II (Tech. & Sup. Gr. C)**

Besides being proficient in his own operating trade, he has to be familiar with operation of telephone exchange. He will be in charge of a shift and operate any communication system and maintain the various operating documents. Perform instructional duties at Training Institute.

## **3. Telex/TP Operator (Tech. & Sup. Gr. D)**

To operate TP/Telex and to maintain all records pertaining to the operation. To carry out simple maintenance on TP/Telex line unit, batteries and battery chargers, progress faults with VFT fault control.

# **TELEPHONE**

## **1. Sr. Operator Gr. I (Tech. & Sup. Gr. B)**

Besides being proficient in his own operating trade, he is required to be conversant with teleprinter operation. He has to operate any communication system and maintain the various operating documents. Instructional duties at Training Institute, traffic control duty in any comm. centre or telephone exchange, maintain different types of comm. centre/telephone exchange documents and statistics. Be responsible for the functional efficiency of all transmission systems and operate various communication systems whenever necessary. Maintain liaison with P & T when working in telephone exchange.

## **2. Sr. Operator Gr. II (Tech. & Sup. Gr. C)**

Besides being proficient in his own operating trade, he is required to be familiar with teleprinter. To operate any communication system and maintain the various operating documents.

## **3. Telephone Operator (Tech. & Sup. Gr. D)**

To operate any type of surface or underground exchange at any level. To carry out simple maintenance tasks on the exchange, MDF, batteries and battery chargers.

## **LINEMAN CATEGORY**

### **1. Supervisory Lines (Tech. & Sup. Gr. C)**

To lay, instal, terminate and jointing any type of cable/over-head lines used for communication telemonitoring and other electronic systems in underground or surface. Routine maintenance of cables, overhead lines and their repair and test and repair simple faults on all types of telephone, test all cables and overhead lines for transmission efficiency. He should carry out and prepare cable and overhead lines survey plan for any unit including calculation of all lines stores. Instructional duties at Training Institute He should plan, co-ordinate and supervise line construction and preventive maintenance activities.

### **2. Sr. Lineman (Tech. & Sup. Gr. D)**

To lay, instal, terminate and joint any type of cable/over-head lines used for communication, tele-monitoring and other electronics systems in underground or surface. Routine maintenance of cables, overhead lines and their repairs. He is required to test and repair simple faults on all types of telephone, test all cables and overhead lines for transmission efficiency and carry out and prepare cable and overhead lines survey plan for any unit including calculation of all lines stores.

### **3. Lineman Cat. IV (Skilled Junior)**

To lay, instal, terminate and jointing any type of cable/overhead lines used for communication telemonitoring and other electronics systems in underground or surface. Routine maintenance of cables overhead lines and their repair. He is required to test and repair simple faults on all types of telephone, all cables and overhead lines for transmission efficiency.

### **4. Helper Cat. II (Semi-skilled lower)**

To assist lineman/Sr. Lineman in cable laying, routine maintenance and repairs of cables. To assist technicians in maintenance task.

## **5. Helper Trainee Cat. I (un-skilled)**

To carry line stores, tools, tackles etc. and work in conjunction with lineman category personnel or Technician category personnel. To learn through 'on job training' method, different types of mining telecom-cable, laying is underground and on surface, use of various cable stores, connecting and testing telephone etc. The training period will be for a period of one year.

### **(a) Helper Trainee Cat. II**

To assist the helper trainee Cat. I in carrying line stores, tools, tackles etc. and working in conjunction with lineman category personnel or Technician category personnel. To learn through 'on job training' method, different types of mining telecom-cable, laying is underground and on surface, use of various cable stores, connecting and testing telephone etc. The training period will be for a period of one year.

### **(b) Helper Trainee Cat. III (Skilled)**

To assist the helper trainee Cat. II in carrying line stores, tools, tackles etc. and working in conjunction with lineman category personnel or Technician category personnel. To learn through 'on job training' method, different types of mining telecom-cable, laying is underground and on surface, use of various cable stores, connecting and testing telephone etc. The training period will be for a period of one year.

### **(c) Helper Trainee Cat. H (Senior Skilled Person)**

To assist the helper trainee Cat. III in carrying line stores, tools, tackles etc. and working in conjunction with lineman category personnel or Technician category personnel. To learn through 'on job training' method, different types of mining telecom-cable, laying is underground and on surface, use of various cable stores, connecting and testing telephone etc. The training period will be for a period of one year.

## XV. ELECTRONIC DATA PROCESSING PERSONNEL

Sl. No.	Designation	Job Description
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### GRADE—A

#### 1. Machine Supervisor (with 3 increments in the grade)

- (a) To prepare schedules for jobs for processing on various unit recording machines.
- (b) To co-ordinate and distribute jobs among the operators.
- (c) To ensure availability of various types of stationary, cards and other items as and when required.
- (d) To keep track of jobs in process and monitor their progress.
- (e) To co-ordinate with Machine Operators and Officer-Incharge.
- (f) To guide Trainee Operators to learn their jobs besides guiding Junior Machine Operators and Senior Machine Operators etc.
- (g) To ensure cleanliness at the machine room including the machine.
- (h) To perform any other jobs that may be assigned by the Superior/Supervisors from time to time.

( I.I. No. 40 dated 25.8.1982 )

#### 2. Sr. Machine Operator

- (a) To do the paneling jobs and if necessary, to operate the machines.
- (b) To guide the machine operators and do difficult panels, if needed.
- (c) To call the engineer in case of breakdown and assist them in rectifying the fault.

- (d) To indent the stationary cards and other and items as when required.
  - (e) To keep a track of the jobs being processed and pending with the capacity of the machines, man process etc. and the facilities (like job panels etc.) available.
  - (f) Co-ordinate with machine supervisors and officer-in-charge.
  - (g) To help the Sr. Machine Operator and upgrade his skill in writing.
  - (h) To maintain cleanliness of the machine room.
  - (i) To perform any other job that may be assigned by the superiors/Supervisors from time to time.
- ( I.I. No, 40 dated 25.8.1982 ).

### **3. Shift Supervisor Punch Room/Data Entry Supervisor**

- (a) To receive, record and distribute the input documents.
  - (b) To guide individual operators and ensure correct output as per schedule.
  - (c) To indent cards and stationary and maintain the records as necessary.
  - (d) To maintain registers in which job progress and individual progress and other information as may be necessary and advised.
  - (e) To maintain call sheet and arrange to get the fault rectified by the engineers.
  - (f) To send the output data file alongwith the necessary documentation to the Machine/Computer Room.
  - (g) To ensure cleanliness of the Section including machines.
  - (h) To report job progress to his superiors.
  - (i) To perform any other jobs that may be assigned by the Superiors/Supervisors from time to time.
- ( I.I. No. 40 dated 25.8.1982 ).

### **4. Console Operator**

( I.I. No. 48 dated 22.7.1985 ).

## **5. Input/Output Control Supervisor**

( I.I. No. 48 dated 22.7.1985 )

### **GRADE—B**

#### **1. Machine Operator**

- (a) To perform all the jobs of a Junior Machine Operator besides following jobs.
- (b) To make panels where needed to obtain guidance of Sr. Machine Operator.
- (c) To locate the Machine fault in case of breakdown and if necessary, call the Engineer.
- (d) To prepare all the charges and flow diagrams etc. necessary for preparing the panels.
- (e) To test the panels as and when required.
- (f) To make modifications in the old panels.
- (g) To prepare carriage tape etc. as per requirement.
- (h) To do any other jobs that may be assigned from time to time by his superiors.

( I.I. No. 40 dated 25.8.1982 ).

#### **Sr. Punch/Verifier Operator/Sr. Data Entry Operator**

- (a) To perform all the jobs of Punch/Verifier Operator besides following jobs.
- (b) To give an average output of 10,000 key depressions per hour instead of 8000 key depressions meant for Punch/Verifier Operator.
- (c) To do the punching job as and when required, even though the main job is verifying.
- (d) To guide the PVOs in case of difficult documents or jobs, and if assigned, to do such jobs.
- (e) To perform any other job that may be assigned by the superior/supervisors from time to time.

( I.I. No. 40 dated 25.8.1982 ).

**Jr. Console Operator/Magnetic Tape/Disc Librarian**

( I.I. No. 48 dated 22.7.1985 ).

**Input/Output Control Assistant**

( I.I. No. 48 dated 22.7.1985 ).

**GRADE—C**

✓ **1. Punch/Verifier Operator/Data Entry Operator**

- (a) To collect documents from supervisors as per advice and in case of difficulty, to get guidance from the supervisor in understanding and sorting out the problem.
  - (b) To process the documents by operating machine. (i.e.) punching the documents on fresh cards or, Verify the punched cards on punching and verifying machines respectively as per job requirements and card designs.
  - (c) To take fresh cards from stacked/punched cards from supervisor as the case may be and feed them in the machine.
  - (d) To make programme panels or programme cards and feed them in the machine.
  - (e) To submit the processed/completed cards along with the connected documents to the supervisor.
  - (f) To report to the supervisor about the machine trouble/ breakdown.
  - (g) Not to uncover and touch the hardware areas of the machine.
  - (h) To maintain the cleanliness around the working area.
  - (i) To give an average output of 8000 key depressions per hour.
  - (j) To route application through the supervisor.
  - (k) To perform any other job and may be assigned by the supervisors/superiors from time to time.
- (I.I. No. 40 dated 25.8.82 and I.I. No. 48 dated 27.7.85).

## **2. Jr. Machine Operator**

- (a) To operate unit record machine alongwith allied machines, such as, sorter, collator, re-producer etc.
- (b) To load cards for processing on the machine.
- (c) To fit proper panel, proper carriage tape, proper stationary etc. on the machine.
- (d) To give the desired output to the supervisor or to input output section, as the case may be.
- (e) To unload processed cards panel, carriage taps and stationary etc. and keep them at the proper places.
- (f) To assist the machine operators in making panels and wire small job panels himself.
- (g) To maintain different registers for different jobs and their progress.
- (h) To maintain the individual machine log book attached to the machine itself.
- (i) To report to the machine operator or Sr. Machine Operator or machine room supervisor about the breakdown.
- (j) To call the engineer directly, in case of emergency.
- (k) To maintain the cleanliness of the machine and surrounding areas.
- (l) To change printer ribbons.
- (m) To do any other jobs that may be assigned by superior/ supervisors from time to time.

( I.I. No. 40 dated 25.8.1982 ).

## **3. Jr. Input/Output Control Assistant**

( I.I. No. 48 dated 27.7.1985 ).

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**NOTE : Jr. Machine Operators after completion of two years in the grade will be placed in Tech. & Sup Grade-B as Machine Operator.**

## GRADE—D

### 1. Machine Operator (Trainee)

- (a) Minimum qualification for entry as Machine Operator Trainee is B.Sc./B.Com.
- (b) In future, Trainee Machine Operators will be taken in Tech. & Sup. Grade-D only. On completion of one year training the candidates will have to appear in Proficiency test. On passing the same they will be placed in Tech. & Sup. Grade-C as Jr. Machine Operator.  
(I.I. No. 40 dated 25.8.1982).

### ✓2. Jr. Punch/Verifier Operator/Jr. Data Entry Operator

- (a) To create data file by punching/verifying/keying data entry machine as the case may be as per the directions of the superiors and as per job requirements.
- (b) To give the average output of 8000 key depressions per hour on Punch/Verify machine.
- (c) To maintain the log sheet/book attached to each machine by filling up all the columns therein.
- (d) To undertake clerical work, whenever necessary, in connection with the creation of input data file.
- (e) To maintain cleanliness around the working area including the machine.
- (f) To report the malfunctioning of the machine to superiors for rectification of faults.
- (g) To collect input data document from superiors and to return the same along with the output as applicable.
- (h) To perform any other job that may be assigned by the superiors/supervisors from time to time.  
(I.I. No. 40 dated 25.8.82 & I.I. No. 48 dated 27.7.85).

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**NOTE :** Jr. Punch/Verifier Operator/Jr. Data Entry Operator after completion of two years in Grade 'D' will be placed in Tech. & Sup. Grade-C as Punch/Verifier Operator/Data Entry Operator.

## **GRADE—E**

### **1. Punch/Verifier Operator Trainee/Data Entry Operator Trainee**

- (a) Minimum qualification for entry as Punch / Verifier Operator Trainee/Data Entry Operator Trainee is matriculation.
- (b) In future Punch/Verifier Operator/Data Entry Operator will be taken in Tech. & Sup. Grade-E only. On completion of one year training the candidates will have to appear in proficiency test. On passing the same, they will be placed in Tech. & Sup. Grade-D as Jr. Punch/Verifier Operator/Data Entry Operator.  
( I. I. No. 40 dated 25.8.1982 & I. I. No. 48 dated 27.7.1985 ).

**NOTE : All the above job descriptions are only illustrative and not exhaustive.**

**2. Punch/Verifier Operator and Data Entry Operator in Grade-G.**

#### **Job Descriptions :**

**Punch/Verifier Operator and Data Entry Operator in Grade-G.**

**Examination papers who are in Tech. & Sup. Grade-E will be given a proficiency test on basicing the same which will be based on a practical paper. One star ★ will be awarded to those who pass the examination.**

**A. Examining Microfilm Operator who are in Tech. & Sup. Grade-G or Clerical Operator who continues to be despatched to Mysore Office.**



## R E M A R K S

( I.I. No. 40 dated 5.8.1982 )

### For Punch/Verifier Operators :

1. Existing trainees who have not completed one year as trainee will continue to be in the Grade in which they are.
2. Existing trainees who have completed one year as trainee will be given a proficiency test and on passing the same will be placed in Tech. & Sup. Grade-D and be designated as Jr. Punch/Verifier Operator.
3. Existing Jr. Punch/Verifier Operator in Grade-D or Grade-C or Clerk Gr. I will be placed in Grade-C and redesignated as Punch/Verifier Operator.
4. Existing Sr. Punch/Verifier Operator in Grade-B or Grade-C or Clerical Special Grade will continue to be designated as Sr. Punch/Verifier Operator and be placed in Grade-B.

### For Machine Operators :

5. Existing trainees who have not completed one year as trainee will continue to be in the Grade in which they are.
6. Existing trainees who are in Tech. & Sup. Grade-C or Clerk Grade-I and have completed one year as trainee will be given a proficiency test on passing the same will be placed in Tech. & Sup. Grade-B and will be designated as Machine Operator.
7. Existing Machine Operators who are in Tech. & Sup. Grade B or Clerical Special will continue to be designated as Machine Operator in Grade-B.



# **Implementation Instruction No. 71 dt 30-12-1986**

## **Job description and Cadre Scheme for Press Personnel.**

1. At the 27th Meeting of the Promotion Policy Committee of III JBCCI held on 19th December, 1986, the report of the Sub-Committee constituted earlier to examine the cadre scheme for Press personnel along with their job description was discussed and approved. It was agreed that the Member Secretary may issue implementation instruction in respect of the same.

2. Accordingly, the Cadre Scheme and job description of Press personnel as detailed below is enclosed :—

- i ) Covering note of the cadre scheme for Press Personnel —Cadre Scheme No. XVII
- ii ) Book Binding Section —Annexures-XVII-1 & XVII-2
- iii) Composing Section
  - a) Mechanical composing —Annexure-XVII-3 & 4
  - b) Hand Composing —Annexure-XVII-5 & 6
- iv) Process Section —Annexure-XVII-7, 8, 9, 10 & 11.
- v) Printing Section
  - a) Letter Press —Annexure-XVII-12
  - b) Off-set —Annexure-XVII-13
- vi) General —Annexure-14, 15 & 16
- vii) Supervisory —Annexure-XVII-17

3. It will be noted that with the enforcement of this cadre scheme, all the existing instructions and orders on the subject shall be deemed to have been repealed simultaneously.

4. Managements have been requested to take necessary action to implement the above Scheme with immediate effect.

## **JOB DESCRIPTION, NOMENCLATURE AND CATEGORISATION OF PRESS PERSONNEL**

### **A. Book Binding Section :**

#### **1. General Mazdoor (Press)-Category-I :**

A workman who lifts raw materials/finished goods, printed forms from different sections to place of work/stores including assistance in packing, loading and unloading and other miscellaneous jobs.

#### **2. Packer, Grade-H :**

A workman who lifts raw materials/finished goods, printed forms from different section to place of work/stores including packing and maintenance of printed materials, up-keep of ware house and despatch of materials.

#### **3. Book Binder, Grade-E :**

A workman who operates paper cutting machine, ruling machine, wire stitching machine, thread sewing machine, varnishing machine, gold blocking machine, perforating and spiral printing machine and numbering machine and does binding job of register/books/pads etc. including related functions pertaining to finishing of printed materials as per programme.

#### **4. Senior Book Binding, Grade-D :**

A workman who in addition to normal book binding work done by Binder is responsible for operating including maintenance of various binding machines required in book-binding operation.

#### **5. Head Binder/Section Holder, Grade-C :**

A workman who supervises/distributes day to day work to individuals in the book binding section as per programme. He also prepares, makes challans of finished goods and maintains official records relevant to the department including submission of office report and assistance in the preparation of programme.

## **B. Composing Section :**

### **Mechanical Composing :**

#### **6. Mono Key Board Operator - Grade-D :**

A workman who operates mono key board punching machine in Hindi, English and/or in any one of the regional language in which printing is done in the press as per specific technical instructions maintaining stipulated speed.

#### **7. Senior Mono Key Board Operator - Grade-C :**

A workman who in addition to the operation done by Mono Key Board Operator undertakes quality and complicated composition of tabular work.

#### **8. Mono Caster - Grade-D :**

A workman who operates short-type casting and composition casting machine in Hindi, English and/or in any one of the regional language in which printing is done in the press as per specific technical instructions maintaining stipulated speed.

#### **9. Senior Mono Caster - Grade-C :**

A workman who in addition to the operation done by Mono Caster is responsible for quality casting of intricate jobs.

#### **10. Hand Composing :**

A workman who distributes, text & display type matter including spacing materials in type case after cleaning, proof pulling and supply composition materials to compositors. He also lifts printed matters from Machine Section and keeps them in proper places, cuts rules & lead in different sizes and also keeps all the printed blocks properly.

#### **11. Senior Distributor - Grade-E :**

A workman who in addition to cleaning, maintenance of printing jobs and assisting compositor in relevant composing work shall be responsible for identifying short-type, lead & rules casting as well as assist compositor in short composing.

**12. Composer - Grade-D :**

A workman who composes in Hindi, English and/or in any of the regional languages from print/hand-written/typed manuscript as per specific instructions. He also maintains stipulated speed, carries out galley/machine correction, page make-up, colour insertion, block insertion, compiling of the proof of the composed materials including distribution of printed matters/display type etc as and when required.

**13. Senior Composer - Grade-C :**

A workman who in addition to the job performed by Composer should be capable of composing quality technical, mechanical and similar such intricate composition work.

**C. Process Section :**

**14. Junior Artist - Grade-D :**

A workman who assists the Artist in preparation of all the work including letter designing, colour composition.

**15. Artist - Grade-C :**

A workman who prepares visual/art work for display and for printing.

**16. Senior Artist - Grade-B :**

A workman who prepares lay out model and art work for reproduction/display.

**17. Assistant Cameraman - Grade-E :**

A workman who assists in the preparation of negative/positive and processing.

**18. Cameraman - Grade-D :**

A workman who prepares negative/positive including processing and chemical preparation.

**19. Senior Cameraman - Grade-C :**

A workman who in addition to normal negative/positive making work done by the Cameraman shall be responsible also for quality jobs requiring higher skill.

**20. Assistant Engraver - Grade-E :**

A workman who assists in the preparation of block making including imposing and other related block making work.

**21. Engraver - Grade-D :**

A workman who prepares block including imposition, finishing and chemical preparation etc.

**22. Senior Engraver - Grade-C :**

A workman who in addition to normal block making work done by Engraver shall be responsible for quality jobs requiring higher skill.

**23. Assistant Off-set Plate Maker - Grade-E :**

A workman who assists in the preparation and maintenance of off-set plate including imposition and other related plate making work.

**24. Off-set Plate Maker - Grade-D :**

A workman who prepares off-set plate including imposition and chemical preparation etc.

**25. Senior Off-set Plate Maker - Grade-C :**

A workman who in addition to normal plate making work done by off-set plate maker shall be responsible for quality jobs requiring higher skill

**26. Assistant Off-set Plate Grainer - Grade-F :**

A workman who assists in maintaining and running of the graining machine for preparation of off-set plate and other related work.

**27. Off-set Plate Grainer - Grade-E :**

A workman who operates plate graining machine including surface preservation of off-set plate and its maintenance.

**28. Senior Off-set Plate Grainer - Grade-D :**

A workman who in addition to normal graining operation done by Off-set Plate grainer shall be responsible for maintenance, adjustment and undertaking of minor repairs for upkeep of graining machine.

## **D. Printing Section :**

### **Letter Press :**

#### **29. Assistant Machineman (Letter Press) - Grade-E :**

A workman who assists the Machineman (Letter Press) and operates the letter press printing machine as and when required, including oiling, cleaning, inking, packing-changing, imposing of the form of printing machine, rollers setting.

#### **30. Machineman (Letter Press) - Grade-D :**

A workman who operates letter press machine, including imposition and all other relevant operation and minor maintenance/adjustment.

#### **31. Senior Machineman (Letter Press) - Grade-C :**

A workman who in addition to normal operation of the printing machine done by the Machineman ( Letter Press ) shall be responsible for maintenance of letter press machine in proper order and printing of quality jobs requiring higher skill.

### **Off-set :**

#### **32. Assistant Machineman ( Off-set ) - Grade-D :**

A workman who assists the Machineman ( Off-set ) and operates the off-set printing machine as and when required, including oiling, cleaning, inking of off-set machine, rollers setting.

#### **33. Machineman ( Off-set ) - Grade-C :**

A workman who operates and handles automatic off-set printing machines, looks after all relevant information like, make-ready, ink-mixing, registration, file printing including preventive maintenance.

#### **34. Senior Machineman (Off-set) - Grade-B :**

A workman who in addition to normal off-set printing operation done by Machineman ( Off-set ) shall be responsible for proper maintenance of the machine including undertak-

king machine adjustment. He shall be undertaking printing of quality jobs requiring higher skill.

**E. General :**

**35. Assistant Estimator - Grade-D :**

A workman who segregates work order receipts, maintains documents relating to work order, enter into bulking register and prepares job estimates and maintains relevant documents.

**36. Estimator - Grade-C :**

A workman who in addition to bulking of indents and maintenance of relevant register etc. as done by Asstt. Estimator shall also assist for preparation of production programme according to priority list and follow-up estimate approval.

**37. Assistant Proof Reader - Grade-D :**

A workman who makes proof correction in Hindi, English and one of the regional languages in which work is done in the press.

**38. Proof Reader - Grade-C :**

A workman who in addition to general proof reading work done by Assistant Proof Reader shall arrange submission of proof of indenter as per priority display.

**39. Assistant Mechanic - Grade-E :**

A workman who assists mechanic as a helper in the maintenance of printing and book-binding machine.

**40. Mechanic - Grade-D :**

A workman who maintains various printing and book-binding equipment and machine on the press log.

**41. Senior Mechanic - Grade-C :**

A workman who repairs & maintains spares including operation of leg, welding and other related machines.

**F. Supervisors :**

**42. Foreman Incharge - Grade-A :**

A workman who draws production programme as per prio-

rity list and coordinates production amongst composing, processing, printing and book binding sections in both shifts for maintenance of smooth job floor and implementation of the programme. Maintains machines, discipline, scrutinises and submits shift and monthly progress reports and other related jobs to his superiors.

**43. Foreman - Grade-B :**

A workman who allocates daily work to different relevant sections, maintains efficient production flow, production targets, cleanliness and upkeeps the machines and floor, submits shifts progress report, maintains job dockets/machine log books and ensures correctness of printing as per manuscript/approved proof.

**44. Asstt. Foreman - Grade-C :**

A workman who distributes day to day jobs to Compositors, Machineman etc. in accordance with weekly production programme. He is also responsible for drawing of materials, maintenance of smooth production floor, maintenance of machines, job dockets and machine log books, preparation of shift progress reports and assisting in preparation of weekly progress programmes and other allied jobs.



-lood bon geting arany emdian uva unchess  
-gol esetq nli no salaner bntvmt ipa mifid  
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## **Job description of Supervisor**

**( Auto ) and Garage Incharge.**

### **Supervisor (Auto)—T & S - Grade-B :**

A workman conversant with the Automobile Engineering and be responsible for their operation and maintenance. He should also be able to guide men under his charge to carry out the maintenance and operation of Car/Lorry/Truck/Tippers/Pay Loaders etc. He should also be able to keep control over diesel consumption.

### **Garage Incharge—T & S - Grade-A :**

A workman fully conversant with the running and maintenance of garage. He will be responsible for its proper functioning. He should be able to take complete charge of the garage. He should also be able to carry out inspection of different vehicles under his charge and plan preventive maintenance.



# I N D E X

## **I. DAILY RATED WORKERS**

<b>DESIGNATION</b>	<b>CATEGORY</b>	<b>PAGE NO.</b>
1. Anti-malaria Mazdoor	I	4
2. Armature Winder Gr. II (W)	V	22
3. Armature Winder Gr. I (W)	VI	25
4. Ash Cleaning Mazdoor	I	3
5. Bailing Mazdoor	I	2
6. Ball Mill Mazdoor	I	5
7. Banksman	IV	13
8. Ball Mill Operator	II	9
9. Bellows Mazdoor	I	4
10. Bit Sharpener	VI	16
11. Blacksmith	VI	16
12. Blacksmith Gr. II (W)	V	22
13. Blacksmith Gr. I (W)	VI	26
14. Boat/Sand Pontoon Operator	III	11
15. Body Searcher	II	6
16. Boiler Fireman (2nd Class)	IV	15
17. Boiler Fireman (1st Class)	V	19
18. Boring/Mill/Milling Machine Operator Grade-II (W)	V	21
19. Boring Mill/Milling Machine Operator Grade-I (W)	VI	24
20. Brattice Mazdoor	I	2
21. Brattice Mistry	III	12
22. Brakeman	IV	18
23. Bucketman (Ropeway)	II	7
24. Canteen Salesman/Vendor/Carrier	II	8
25. Car Driver/Lorry Driver	V	20
26. Car and Lorry Driver Mechanic	VI	24
27. Carpenter helper	II	9
28. Carpenter	IV	17
29. Carpenter	V	22
30. Clay Cartridge Mazdoor	I	4
31. Charger Safety Lamp	III	12

32.	Clipman/Pointsman/ Coupler/Signalman	IV	13
33.	Coal Sampling Mazdoor	I	5
34.	Coal Cutting Machine Helper	III	10
35.	Coal Cutting Machine Driver Gr. II	V	20
36.	Coal Cutting Machine Driver Gr. I	VI	24
37.	Coal Laboratory Sampling Assistant	II	9
38.	Coal Laboratory Technician	IV	18
39.	Colliery Workshop Machinist	IV	17
40.	Colliery Workshop Machinist	V	20
41.	Colliery Workshop Machinist (W)	VI	24
42.	Compressor Operator	II	11
43.	Compressor Operator (operating more than one or a battery of compressors simultaneously)	IV	18
44.	Contact Fitter (W)	V	22
45.	Conveyor Shifting Mazdoor	II	6
46.	Conveyor Operator	III	12
47.	Conveyor Fitter/Conveyor Mover	VI	16
48.	Cook/Confecctioner	III	12
49.	Crusher Mazdoor	I	4
50.	Crusher Operator	II	9
51.	Dresser	III	12
52.	Drill Mazdoor	II	7
53.	Driller/Drill Operator	IV	14
54.	Electrician	IV	16
55.	Electrician	V	20
56.	Electrician Gr. II (W)	V	22
57.	Electrician Gr. I (W)	VI	25
58.	Engine Cleaning Mazdoor	II	6
59.	<u>Explosive Carrier Mazdoor</u>	II	6
60.	Fan/Pump Mazdoor	I	2
61.	Fan Operator Below 75 HP	II	9
62.	Fan Operator (75 HP & above)	III	10
63.	Fan Operator ( 00 HP & above)	VI	18
64.	Fitter Mazdoor (Tool carrying only)	I	1
65.	Fitter helper	II	8
66.	Fitters	IV	16

67. Fitters	V	20
68. Fitter Gr. II (W)	V	21
69. Fitter Gr. I (W)	VI	25
70. Friction Roller/Oiling/ Roller Mazdoor	I	1
71. Friction Roller Mistry	II	8
72. Friction Fitter	V	22
73. Garden Mazdoor	I	3
74. Gate Mazdoor	I	2
75. Haulage Operator (Below 75 HP)	III	10
76. Haulage Operator (From 75 HP upto 125 HP)	IV	14
77. Haulage Operator (125 HP above)	V	19
78. Haulage-cum-Switch Attendant	IV	18
79. Haulage-cum-Switch Attendant	V	23
80. Haulage-cum-Switch Attendant	VI	26
81. Hammerman	III	11
82. Jungle Cutting Mazdoor	I	5
83. K. Oil/Oil Pourers/Oil Mazdoor	I	3
84. Lamp Mazdoor	I	2
85. Lamp Cleaning Mazdoor	II	6
86. Lamp Fitter	IV	16
87. Lamp Fitter	V	20
88. Line Mazdoor	II	6
89. Line Mistry (Below 30 lb.)	III	12
90. Line Mistry (From 30 to 50 lb.)	IV	16
91. Line Mistry	V	20
92. Load Haul Dumper Helper	IV	17
93. Load Haul Dumper Operator Gr. II	VI	26
94. Loco Mazdoor	II	8
95. Loco Driver	IV	15
96. Loco Driver	V	19
97. Loco (Steam) Driver	V	19
98. Long hole Drill Helper	III	13
99. Long hole Drill Operator	V	23
100. Lorry Cleaner	II	7
101. Mali	II	8
102. Mason	I	1

		<u>IV</u>	16
103.	Mason	<u>II</u>	9
104.	Mortar Mill Operator	<u>IV</u>	17
105.	Mine Service Crew	<u>IV</u>	21
106.	Machineman Gr. II (W)	<u>V</u>	22
107.	Motor Mechanic Gr. II (W)	<u>V</u>	25
108.	Motor Mechanic Gr. I (W)	<u>VI</u>	24
109.	Marker/Draughtsman (W)	<u>VI</u>	22
110.	Moulder Gr. II (W)	<u>V</u>	25
111.	Moulder Gr. I (W)	<u>VI</u>	4
112.	Oil/Greaser/Roller Mazdoor	<u>I</u>	13
113.	Onsetter	<u>IV</u>	21
114.	Pattern Maker Gr. II (W)	<u>V</u>	25
115.	Pattern Maker Gr. I (W)	<u>VI</u>	11
116.	Pick Sharpener	<u>III</u>	6
117.	Pipe fitting Mazdoor	<u>II</u>	16
118.	Pipe Fitter	<u>IV</u>	3
119.	Pithead Bath Attendant	<u>I</u>	5
120.	Pontoon/Boat (Sand) Mazdoor	<u>I</u>	18
121.	Pointman	<u>IV</u>	8
122.	Pump Operator (upto 35 HP surface)	<u>II</u>	10
123.	Pump Operator (35 HP & above)	<u>III</u>	4
124.	Ration/Food/Store Mazdoor	<u>I</u>	17
125.	Road Header helper	<u>IV</u>	17
126.	Roof Bolting/Stitching Crew	<u>IV</u>	20
127.	Rope Splicer	<u>V</u>	
128.	Sand Cleaning Mazdoor	<u>I</u>	2
129.	Sand Mixing Chamber Mazdoor	<u>I</u>	4
130.	Sand Mixing Chamber Operator	<u>II</u>	9
131.	Screening Plant including Tippler, Creeper, Hoist Screems, Belt, Etc.	<u>III</u>	10
132.	Scraper Slusher/Dragline Operator	<u>III</u>	11
133.	Scraper Slusher/Dragline Operator	<u>IV</u>	14
134.	Shale Picking Mazdoor	<u>I</u>	3
135.	Sheavesman	<u>V</u>	20
136.	Shunting Mazdoor	<u>II</u>	8
137.	Setrider/Setman/Looseman	<u>IV</u>	14
✓138.	Side Dump Loader Helper	<u>IV</u>	17
✓139.	Side Dump Loader Operator Gr. II	<u>VI</u>	26

140.	Signalman	V	23
141.	Senior Roof Bolter/Switchingman	V	23
142.	Stone Cleaning Mazdoor	II	5
143.	Stone Dusting Mazdoor	I	2
144.	Stone Cutter	IV	15
145.	Steam Loco Fireman	IV	17
146.	Stowing Mazdoor	II	7
147.	Stowing Pipe Mazdoor	II	6
148.	Stowing Mazdoor	III	10
149.	Stowing Mistry	IV	15
150.	Stowing Pipe Fitter Mistry	IV	16
151.	Stowing Pipe Fitter/Mistry	V	20
152.	Substation Mazdoor	I	1
153.	Substation Attendant	III	13
154.	Substation Attendant/ Switch Board Attendant	IV	18
155.	Substation Attendant	V	23
156.	Survey/Centre Mazdoor	I	1
157.	Sweeping Mazdoor	I	3
158.	Sweeper	II	6
159.	Sweeper Mate/Sanitary Zamadar	III	13
160.	Timber Mazdoor	II	7
161.	Timber treatment plant helper	II	9
162.	Timber Mazdoor/ Steel Prop Mazdoor	III	9
163.	Timber/Steel Prop Mistry	IV	15
164.	Timber Treatment Plant Operator	V	23
165.	Tinsmith/Plumber (Gr. II) (W)	V	22
166.	Track/Road cleaning & Packing Mazdoor	I	1
167.	Trainee (Dresser)	I	1
168.	Trainee Wardboy/Aya/Midwife (Unqualified)	-	5
169.	Trammer (Time-rated)	III	5
170.	Tub/Wagon Cleaning Mazdoor	I	12
171.	Tub repairing/making Mazdoor	II	3
172.	Tub repairing/making Mistry	IV	5
173.	Turner/Latheman Gr. II (W)	V	15
			21

174. Turner/Latheman Gr. I (W)	VI	24
175. Tyndel	IV	14
176. Tyndel Supervisor/Head Jamadar	V	19
177. Water Mazdoor	I	2
178. Wagon Picking Mazdoor	I	3
179. White washing Mazdoor	I	1
180. Welder Gr. II (W)	V	21
181. Welder Gr. I (W)	VI	26
182. Winding engine operator	IV	14
183. Winding Engine Operator (2nd class certificate holder)	V	19
184. Winding Engine Operator (1st class certificate holder)	VI	26

## II. TECHNICAL AND SUPERVISORY STAFF

### (A) MINING DEPARTMENT

	GRADE	
1. Head Overman or Sr. Overman or Overman Incharge	A	27
2. Mining Sirdar/Shot-firer	C	27
3. Overman, Safety Assistant/Production Assistant/Stowing Incharge	B	27
4. Shot-firer not having certificate	D	27

### (B) SURVEY DEPARTMENT

1. Asstt. Surveyor (Unqualified)	E	27
2. Chainman (Survey)	F	27
3. Deputy Surveyor	C	27
4. Ferro Printer	F	27
5. Head Chainman (Survey)	E	27
6. Surveyor	A	27
7. Tracer	E	27

### (C) ENGINEERING DEPARTMENT

1. Asstt. Foreman/Chargeman (Mech.)	C	28
2. Asstt. Foreman/Chargeman (Elec.)	C	28
3. Asstt. Head Fitter	C	28

4.	Foreman-in-charge (Mech.)	A	28
5.	Foreman-in-charge (Elec.)	A	28
6.	Foreman (Mech.)	B	28
7.	Foreman (Elec.)	B	28
8.	Head Fitter	B	28
9.	Koepe Winder Operator (upto 5000 BOB, i.e. 550 HP & above)	B	8
10.	Koepe Winder Operator (K. 6000) Above 5000 BOB	B	28
			with 3 advance increments

#### (D) MEDICAL DEPARTMENT

1.	Chief Pharmacist	A	28
2.	Chief Technician	A	28
3.	Compounder (unqualified)	E	29
4.	Creche Nurse	D	28
5.	Dresser	H	29
6.	Jr. Nurse (Qualified)/Auxiliary Nurse/Mid-wife (qualified)	D	28
7.	Jr. Sanitary Inspector (qualified)	D	29
8.	Operation Theatre Assistant	E	29
9.	Pharmacist Gr. I	C	28
10.	Pharmacist Gr. II	D	28
11.	Pharmacist (Trainee/Probationer)	D	29
12.	Sr. Pharmacist	B	28
13.	Sr. Dresser	G	29
14.	Sr. Sanitary Inspector (Qualified)	B	28
15.	Sr. Operation Theater Assistant	D	28
16.	Sr. Technician	B	28
17.	Sr. Ward Boy/Aya/Mid-wife	G	29
18.	Sr. Staff Nurse	B	28
19.	Staff Nurse	C	28
20.	Sanitary Inspector (Qualified)	C	28
21.	Sister-in-charge/Matron	A	28
22.	Technician/Pathological	C	28
23.	Technician/Radiographer	C	28
24.	Vaccinator	H	28
25.	Ward Boy/Mid-wife/Dai/Aya	H	29

## **(E) WATCH AND WARD STAFF SECURITY**

### **PERSONNEL AND OFFICE PEONS**

1. Armed Guard	F	30
2. Assistant Security Sub-Inspector	D	30
3. Chaprasi	H	30
4. Head Security Guard/Havildar	E	30
5. Head Peon	F	30
6. Peon	H	30
7. Senior Security Guard	F	30
8. Senior Security Inspector	A	30
9. Security Inspector	B	30
10. Security Sub-Inspector	C	30
11. Security Guard/Night Watchman	G	30

## **(F) CANTEEN STAFF**

1. Asstt. Supervisor or Asstt. Manager	Cl. Gr. III	30
2. Canteen Boy	H	30
3. Canteen Cook	F	30
4. Canteen Supervisor or Manager	Cl. Gr. II	30

## **(G) TEACHERS**

1. Graduate Teacher	Cl. Gr. I	30
2. Matriculate Trained Teacher	Cl. Gr. II	30
3. Matriculate untrained teacher or non-matriculate trained teacher	Cl. Gr. III	30
4. Non-matriculate untrained teacher	F	30

## **(H) CIVIL ENGINEERING DEPARTMENT**

### **i ) General**

1. Engineering Assistant	A	30
2. Overseer	C	30
3. Senior Overseer	B	30

### ii) Estimating

1. Chief Estimator	A	31
2. Estimator	C	31
3. Sr. Estimator	B	31

### (I) DRAWING OFFICE

1. Assistant Draftsman	D	31
2. Chief Draftsman	A	31
3. Draftsman	C	31
4. Jr. Tracer/Ferro Printer	F	31
5. Sr. Draftsman	B	31
6. Tracer/Dark Room Operator	E	31

### (J) QUALITY CONTROL

1. Assistant Chemist	C	31
2. Assistant Technical Inspector	C	31
3. Chemist	B	31
4. Junior Chemist	D	31
5. Junior Technical Inspector	D	31
6. Senior Chemist	A	31
7. Senior Technical Inspector	A	31
8. Technical Inspector	B	31

### III PIECE RATED WORKERS

	Group	
1. Basket Loader (M.C. Loader)	V A	39
2. Coal Screening (both products)	III	36
3. Coal Stocking	III	36
4. Coal Stacking (Soft coke manufacture)	III	36
5. Coal Supplier (Hard Coke manufacture)	III	36
6. Depot Sand Loader	II	35
7. Dresser-cum-Loader/Drill Coal Miners	V A	39
8. Dyke Cutter	V	37
9. Earth Cutter (outside quarry)	I	34
10. Filler (Andhra Pradesh)	V A	39

11.	Hard Coke Loading/Unloading	HII	36
12.	Jhama	V	37
13.	Main Driver	V	37
14.	Mechanised Face Crew	V A	39
15.	Overburden Remover	HII	35
16.	Pick Miner	VA	38
17.	Quarry Loader	VA	39
18.	Quarry Miner	VA	38
19.	Quarry Pick Miner	VA	38
20.	River Sand Loader	H	35
21.	Sand Cleaner	I	34
22.	Soft Coke Maker	IV	36
23.	Soft Coke Loading/Unloading	HII	36
24.	Shovel Loader (Face)	VA	39
25.	Stacking Soft Coke/Hard Coke	HII	36
26.	Stone Stacker (Underground)	IV	37
27.	Stone Cutter	V	37
28.	Trammer	V	38
29.	Truck Loading/Unloading	HII	36
30.	Wagon Loader	HII	35

#### IV. CLERICAL STAFF

##### Tech. & Sup.

		Grade	
1.	Asstt. Lamp Room Incharge	D	41
2.	Asstt. Loading Inspector/ Asstt. Loading Superintendent	C	40
3.	Central Despatcher Desk Operator Gr. I	C	40
4.	Central Despatcher/Desktop Operator	D	41
5.	Chief Cashier	A	40
6.	Chief Store Keeper	A	40
7.	CHP Operator-cum-Despatcher	D	44
8.	Cost Accountant and Accountant	A	40
9.	Junior Scientific Assistant	C	43
10.	Asstt. Lamp Room Incharge/ Junior Lamp Room Incharge	D	41

11. Lamp Room Incharge	<b>C</b>	40
12. Loading Inspector/ Loading Superintendent	<b>B</b>	40
13. Office Superintendent	<b>A</b>	40
14. Sr. Loading Inspector/ Sr. Loading Superintendent	<b>A</b>	40
15. Senior Personnel Asstt.	<b>A</b>	40
16. Senior Scientific Assistant	<b>B</b>	43

<b>Clerical Grade</b>		
1. Cashier	<b>I</b>	41
2. Cost Asstt./Accounts Asstt.	<b>Spl.</b>	41
3. Cost/Accounts Clerk	<b>I</b>	41
4. Personal Asstt.	<b>Spl.</b>	41
5. Sr. Cashier	<b>Spl.</b>	41
6. Sr. Store Keeper	<b>Spl.</b>	41
7. Special Grade Clerk/Sr. Clerk	<b>Spl.</b>	41

#### **HINDI CELL (Official Language)**

<b>Tech. &amp; Sup. Grade</b>		
1. Officer Supdt (OL)/Sr. Translator	<b>A</b>	44
2. Sr. Personnel Asstt. (OL)	<b>A</b>	44
<b>Clerical Grade</b>		
3. Clerk (OL) Gr. I Translator	<b>I</b>	44
4. Clerk (OL) Gr. II	<b>II</b>	44
5. Clerk (OL) Gr. III	<b>III</b>	44
6. Personnel Assistant (OL)	<b>Spl.</b>	44
7. Sr. Clerk (OL)/Translator	<b>Spl.</b>	44
8. Stenographer (OL)	<b>I</b>	44
9. Typist (OL)	<b>II</b>	44

#### **CENTRAL COAL WAGE BOARD**

<b>Grade</b>		
1. Accounts Clerks	<b>II</b>	42

2.	Accounts Clerk	III	42
3.	Agent's Clerks	II	42
4.	Asstt. Cashiers	II	42
5.	Asstt. Head Clerks	II	42
6.	Asstt. Loading Clerks	III	43
7.	Asstt. Magazine Clerks/ Magazine Assistant	III	43
8.	Asstt. Rice Keepers (Asstt. Ration-in-charge)	III	43
9.	Asstt. Storekeepers	II	42
10.	Asstt. Time Keeper	II	42
11.	Attendance Clerks	II	42
12.	Audit Clerks	I	42
13.	Audit Clerks	II	42
14.	Bill Clerks	II	42
15.	Bonus Clerks	II	42
16.	Book Keepers	II	42
17.	Building Clerks	III	43
18.	Canteen Manager	II	42
19.	Cash Clerk/Asstt. Clerks	II	42
20.	Cash Clerks	II	42
21.	Census Clerks	III	43
22.	Checking Clerks	III	43
23.	Coal Bill Clerks	II	42
24.	Coal Bill Clerks/Coal Sheet Clerks	III	43
25.	Coal Inspectors	I	42
26.	Compensation Clerks	II	42
27.	Comptometer Clerks	II	42
28.	Comptometer Operators	II	42
29.	Comptometer Operator	II	42
30.	Correspondence Clerk	III	43
31.	Cost Clerks	II	42
32.	Despatch Clerks	I	42
33.	Despatch Clerks	II	42
34.	Dhowrah Clerks/ Dhowrah-in-charge	III	43
35.	Dhowrah Supervisor	III	43
36.	General Asstt./General Clerk	II	42

37.	G.K.P./C.R.O. Clerks (Colliery employed)	III	43
38.	Gomostas	I	42
39.	Head Clerks (Jr.) Cashiers	II	42
40.	Head Clerks (Sr.) Cashiers	I	42
41.	Head Timekeepers	II	42
42.	Junior Gomosthas/ Asstt. Gomosthas/Zamindari Clerks	II	42
43.	Lamp Clerks (Return & Issue)	III	43
44.	Leave Clerks	III	43
45.	Ledger Keepers	II	42
46.	Letter Registration Clerks	III	43
47.	Loading Clerks	II	43
48.	Loading Inspectors	I	42
49.	Loading Superintendents	I	42
50.	Magazine Clerks	III	43
51.	Magazine-in-charge/ Magazine Clerks	II	42
52.	Maternity Clerks	III	43
53.	Memo writers/Card writers	III	43
54.	Oil Issue Clerks	III	43
55.	Pay Clerks	II	42
56.	P.Os Clerks	II	42
57.	Production Clerks	III	43
58.	Pit Munshi/Sircar/Traffic Munshi	III	43
59.	Provident Fund Clerks	II	42
60.	Railway Fare Clerks	III	43
61.	Ration-in-charge (Rice Keeper)	II	42
62.	Ration Issue Clerks	III	43
63.	Record/Filing Clerks	II	42
64.	Register Keeper	II	42
65.	Sanitary Inspector	II	43
66.	Service Record Clerks	III	43
67.	Stenographers	I	42
68.	Stock holders	II	42
69.	Store Clerks	II	42
70.	Storekeepers	I	42
71.	Storekeepers	II	42

72.	Stores Issue Clerks/Storemates	III	43
73.	Timekeepers	II	42
74.	Traffic-in-Charge/ Traffic Munshi-in-charge	II	43
75.	Tub Checkers	III	43
76.	Tub Receiver	III	43
77.	Typist	II	42
78.	Underground Expense Clerks	III	43
79.	Wages Clerks	II	42
80.	Weigh Bridge Clerks/ Weigh Bridge Checking Clerks	III	43
81.	Weigh Bridge Overseer	I	42
82.	Workshop Clerks/Engineer's Clerks/Stowing Clerks	II	42
83.	W O s Clerks	II	42

#### V. WORKERS EMPLOYED IN UNDERGROUND MINES PLACED IN EXCAVATION GRADE

Excavation Grade	
1.	Load-haul-dumper Operator Gr. I C 45
2.	Road header Operator Gr. I A 46
3.	Road header Operator Gr. II B 46
4.	Side Dump Loader Operator Gr. I C 46

#### VI. WORKERS EMPLOYED IN LARGE SIZE INTEGRATED WATER SUPPLY SCHEME FOR TWO MILLION GALLONS CAPACITY

1.	Chemical Mazdoor	Cat. II	47
2.	Filter Plant Attendant	Cat. IV	47
3.	Filter Plant Operator	Cat. VI	47
4.	Pipe Fitter-cum-Plumber	Cat. VI	47

#### VII. ALLIED MISCELLANEOUS JOBS IN UNDERGROUND MINES

1.	Coal Handling Plant (CHP) Operator-cum-Despatcher	Gr. D	48
2.	Duplicator Operator	Gr. E	48

3. Junior Scientific Assistant	Gr. C	48
4. Senior Scientific Assistant	Gr. B	48

## VIII. EXCAVATION WORKERS

1. Crane Operator Gr. I	A	50
2. Crane Operator Gr. II	B	52
3. Crane Operator Gr. III/EOT Crane Operator/Fork Lift Operator	C	57
4. Crane Operator/Jr. EOT Crane Operator/Jr. Fork Lift Operator	D	59
5. Cableman	Cat. III	60
6. Drill Operator Gr. I	B	54
7. Drill Operator Gr. II	C	54
8. Drill Operator Gr. III	D	59
9. Dumper Operator Gr. I	B	52
10. Dumper Operator Gr. II	C	55
11. Dumper Operator Gr. III	D	57
12. Dumpman/Tripman/Pitman	Cl. Gr. III	60
13. E.P. Senior Electrician	A	50
14. E.P. Senior Mechanic	A	50
15. E.P. Electrician Gr. I	B	53
16. E.P. Electrician Gr. II	C	56
17. E.P. Electrician Gr. III	D	58
18. E.P. Fitter-cum-Mechanic Gr. I	B	53
19. E.P. Fitter Gr. II	C	56
20. E.P. Fitter Gr. III	D	58
21. E.P. Greaser/Helper	E	59
22. E.P. Machinist Gr. I	B	54
23. E.P. Machinist Gr. II	C	56
24. E.P. Machinist Gr. III	D	59
25. E.P. Turner Gr. I	B	53
26. E.P. Turner Gr. II	C	56
27. E.P. Turner Gr. III	D	59
28. E.P. Welder Gr. I	B	53
29. E.P. Welder Gr. II	C	56
30. E.P. Welder Gr. III	D	58
31. Excavator Operator Spl. Gr.	Spl.	49
32. Excavator Operator Gr. I	A	49

33.	Excavator Operator Gr. II	B	52
34.	Excavator Operator Gr. III	C	57
35.	Excavator Operator Junior	D	58
36.	Grader Operator Gr. I	B	52
37.	Grader Operator Gr. II	C	55
38.	Pay Loader Operator Gr. I	B	54
39.	Pay Loader Operator Gr. II	C	55
40.	Pay Loader Operator Gr. III	D	57
41.	Pit Supervisor	Pit Supervisor Gr.	60
42.	Senior Dozer Operator	A	51
43.	Senior Drill Operator	A	51
44.	<u>Sr. Dumper Operator Spl. Gr.</u>	<u>Spl.</u>	49
45.	Senior Dumper Operator	A	50
46.	Tractor/Dozer Operator Gr. I	B	51
47.	Tractor/Dozer Operator Gr. II	C	54
48.	<u>Trainee Operator</u>		61

## IX. COAL WASHERIES WORKERS

		Scale/ Category	
1.	Assistant Chemist	Tech. Gr. C	65
2.	Assistant Foreman/Chargeman Master Fitter/Master Operator ( M & E )	Tech. Gr. C	65
3.	Asstt. Shunting Master	Tech. Gr. C	66
4.	Asstt. Yard Master/Shunting Master	Gr. B	64
5.	Asstt. Shunting Master	Gr. C	66
6.	Asstt. Vulcaniser	Cat. IV	75
7.	B.G. Diesel Loco Supervisor	Gr. A	62
8.	B.G. Steam/Diesel Loco maintenance Fitter-cum Mechanic	Gr. B	65
9.	B.G. Loco Driver (Diesel)	Gr. C	66
10.	B.G. Steam Loco-in-charge	Gr. C	66
11.	B.G. Diesel Loco Fitter	Gr. C	66
12.	B.G. Loco Driver (Steam)	Gr. D	67
13.	B.G. Loco Fireman	Cat. IV	74
14.	Blacksmith Gr. I (W)	Cat. VI	70
15.	Blacksmith Gr. II (W)	Cat. V	71

16.	Blacksmith	Cat. IV	75
17.	Brakeman	Cat. IV	74
18.	Chemist	Gr. B	64
19.	Carpenter	Cat. V	73
20.	Carpenter	Cat. IV	75
21.	Carpenter helper	Cat. II	79
22.	Crane Operator	Exc. Gr. C	80
23.	Electrical Supervisor (Foreman-in-charge Technical)	Gr. A	63
24.	Electrical Fitter/Electrician Gr. I	Cat. VI	69
25.	Electrical Fitter/Electrician Gr. II	Cat. V	72
26.	Electrical Fitter/Electrician Gr. III	Cat. IV	75
27.	Electrical Helper	Cat. II	78
28.	Foreman-in-charge (E & M)	Gr. A	62
29.	Foreman (E & M)	Gr. B	63
30.	Fitter Foreman	Gr. C	67
31.	Fitter-cum-Operator Gr.	Gr. C	67
32.	Fitter-cum-Operator Gr. II	Cat. VI	70
33.	Fitter-cum-Operator Gr. III	Cat. V	72
34.	Fitter Helper/Greaser	Cat. II	78
35.	General Mazdoor	Cat. I	79
36.	Hammerman	Cat. III	76
37.	Haulage Operator (125 HP & above)	Cat. V	71
38.	Haulage Operator (75 HP to 125 HP)	Cat. IV	74
39.	Haulage Operator (Below 75 HP)	Cat. III	75
40.	Helper (Machinist)	Cat. II	79
41.	Junior Chemist	Gr. D	68
42.	Laboratory Technician	Cat. IV	73
43.	Loco Driver (Steam/Diesel/ Loco Fitter)	Cat. V	73
44.	Lab. Asstt./Sampling Assistant	Cat. II	78
45.	Lineman Helper	Cat. II	79
46.	Loco Mazdoor/Fitter Helper	Cat. II	79
47.	Mechanical Fitter Gr. I	Cat. VI	68
48.	Machinist Gr. II	Cat. V	71
49.	Mechanical Fitter Gr. II	Cat. V	71
50.	Mechanical Fitter Gr. III	Cat. IV	74
51.	Machinist Gr. III	Cat. IV	75

52.	Operator Gr. I	Cat. VI	68
53.	Operator Gr. II	Cat. V	72
54.	Operator Gr. III	Cat. IV	75
55.	Permanent Way Inspector	Gr. B	64
56.	Pointsman	Cat. IV	73
57.	Painter	Cat. IV	75
58.	Pump Operator (35 HP & above)	Cat. III	76
59.	Points Cleaner	Cat. II	76
60.	Painting Mazdoor	Cat. II	77
61.	Pump Operator (upto 75 HP surface)	Cat. II	77
62.	Painting helper	Cat. II	79
63.	Piece-rated workers		80
64.	Senior Chemist	Gr. A	63
65.	Shunting Jamadar	Cat. V/Gr. F	70
66.	Senior Painter	Cat. V	73
67.	Switch Board/Room Attendant	Cat. III	76
68.	Sampling Attendant/ Laboratory Helper	Cat. II	77
69.	Sand Mazdoor	Cat. II	77
70.	Sherwen Feeder Attendant	Cat. II	77
71.	Shunting Porter	Cat. II	77
72.	<u>Sampling Mazdoor</u>	Cat. I	79
73.	Shale Pickers	Cat. I	79
74.	Siding/Wagon Cleaning Mazdoor	Cat. I	79
75.	Tippler Operator	Gr. C	65
76.	Tyndal Supervisor	Cat. V	71
77.	Tyndals	Cat. IV	73
78.	Tippler helper	Cat. IV	74
79.	Tippler-cum-Conveyor Operator	Cat. III	76
80.	Tractor/Shovel Operator	Exc. Gr.	80
81.	Vulcaniser Gr. I	Cat. VI	69
82.	Vulcaniser Gr. II	Cat. V	73
83.	Vulcanising helper	Cat. II	79
84.	Welder Gr. I	Cat. VI	70
85.	Welder Gr. II	Cat. V	72
86.	Welding helper	Cat. II	78
87.	Workshop helper	Cat. II	79
88.	Yard Master/ Fireman-in-Charge Yard	Gr. A	62

## **X. DRILLING PERSONNEL**

1. Assistant Driller	Gr. B	81
2. Drill helper	Cat. II	83
3. Rigman Gr. I	Gr. D	82
4. Rigman Gr. II	Gr. E	83
5. Sr. Asstt. Driller	Gr. A	81
6. Sr. Rigman	Gr. C	82

## **XI. ROPEWAYS**

1. Auto Electrician	Cat. V	85
2. Auto Mechanic	Cat. V	85
3. Bucketman-cum-helper Attendant	Cat. III	84
4. Dredger Operator Gr. III	Cat. IV	84
5. Dredger Operator Gr. II	Cat. V	85
6. Dredger Operator Gr. I	Cat. VI	86
7. Fitter-cum-Operator	Cat. V	85
8. General Mazdoor/Splicer Mazdoor/ Water Mazdoor/Pontoon Mazdoor	Cat. I	84
9. Sarang/Tyndal Jamadar	Cat. V	86
10. Telephone Mechanic	Cat. V	85

## **XII. COKE OVEN AND BY PRODUCT PLANTS**

1. Acid Plant Mazdoor	Cat. IV	90
2. Bellowman	Cat. I	87
3. Boiler Mazdoor	Cat. I	87
4. Breeze Heap Mazdoor	Cat. I	87
5. Boiler Assistant/Helper	Cat. II	88
6. Benzol Plant Oilman	Cat. II	87
7. Bellow Mill Operator	Cat. III	87
8. Carpenter Mazdoor	Cat. I	88
9. Coke Depot Mazdoor	Cat. I	87
10. Crusher House Asstt./Helper	Cat. II	87
11. Coke Side Quencher/ Signal Man/Benchman	Cat. III	87
12. Coke Side Winchman	Cat. III	88
13. Coke Side Keyman	Cat. III	88
14. Coke Side Doubman	Cat. III	88

15.	Coal Bunker Operator	Cat. IV	89
16.	Charging House Operator	Cat. IV	89
17.	Crusher House Operator	Cat. IV	89
18.	Crude Benzol Operator	Cat. V	90
19.	Dust Bunker Mazdoor	Cat. I	87
20.	Doorman/Door Sealer	Cat. III	88
21.	Dragger Mazdoor	Cat. III	88
22.	Exhaust house cleaner/Oilman	Cat. II	87
23.	Elevator Belt cleaner	Cat. II	87
24.	Exhaust house Asstt. Operator	Cat. II	88
25.	Elevator Operator/Oilman	Cat. III	88
26.	Elevator & Disintegrate Driver	Cat. III	88
27.	Exhauster House Operator/ Recovery House Operator	Cat. IV	89
28.	Gasman Assistant/Helper	Cat. V	90
29.	Ghaniman (Beehive)	Cat. II	88
30.	Gasman	Cat. II	88
31.	Hydro Valveman	Cat. IV	90
32.	Hard Coke Stackers (Beehive)	Cat. III	88
33.	Head Gasman/Flute of Gasman	Cat. V	89
34.	Jam Cutter Mazdoor	Cat. I	91
35.	Line/Coke Car Truck Mazdoor	Cat. I	87
36.	Lead Burner Helper	Cat. II	87
37.	Lead Burner	Cat. V	91
38.	Mortar Mill Mazdoor	Cat. I	87
39.	Mortar Mill Operator	Cat. II	87
40.	Mortar Miller	Cat. II	87
41.	Mortar Pug Mill Operator (Below 35 H.P.)	Cat. II	87
42.	Neutraliser	Cat. II	88
43.	Net Bunker Driver	Cat. III	88
44.	Nepthalene Still Operator	Cat. IV	88
45.	Oven Tyndal Sirdar/ Trolleyman Sirdar	Cat. V	89
46.	Pitch Cleaner/cutter	Cat. III	91
47.	Ram Car Cleaner	Cat. II	88
48.	Ram Oilman	Cat. II	87
49.	Ram Car Assistant/Helper	Cat. II	87

50.	Ram Side Winchman	Cat. III	88
51.	Ram Side Doubman	Cat. III	88
52.	Ram Side Fireman	Cat. III	88
53.	Recovery House Oilman	Cat. III	88
54.	Ram Car Driver	Cat. V	90
55.	Slack Suppliers (Beehive)	Cat. I	87
56.	Sulphate Amonia Operator	Cat. III	88
57.	Sulphate Amonia Operator	Cat. V	91
58.	Tar Cleaner	Cat. II	87
59.	Tar Mazdoor	Cat. II	88
60.	Tar Extracter Operator	Cat. III	88
61.	Tar Plant Operator	Cat. V	90
62.	Track Cleaning Mazdoor	Cat. I	87
63.	Valve Cleaner	Cat. II	87
64.	Water Treatment Plantman	Cat. III	88

### XIII. CENTRAL WORKSHOP BARKAKANA AND KORBA

1.	Armature Winder Senior (heavy Electrical Shop)	Exc. Cat. B	98
2.	Armature Winder Senior (Heavy electrical shop)	Exc. Cat. C	95
3.	Armature Winder Gr. III	Cat. D	103
4.	Auxiliary Machine Operator	Cat. D	106
5.	Blacksmith Senior (Heavy Forging)	Cat. B	96
6.	Blacksmith Junior (Heavy Forging)	Cat. C	99
7.	Blacksmith Gr. III (Heavy Forging)	Cat. D	103
8.	Crank Shaft Grinding Operator Jr. Gr. III	Cat. D	106
9.	Crank Shaft Grinding Operator Gr. II	Cat. C	99
10.	Chrome Plater Gr. II	Cat. C	100
11.	Cupola-cum-Furnace Operator Gr.II	Cat. C	102
12.	Cupola-cum-Furnace Operator Gr. III/Furnace Liner	Cat. D	106
13.	Carpenter-cum-Pattern Maker	Cat. D	106
14.	Crank Shaft Grinding Operator (Jr.)	Cat. D	106
15.	E. P. Senior Mechanic	Cat. A	92
16.	E. P. Crane Operator Gr. I	Cat. A	92

17.	E. P. Electrician Gr. I	Cat. B	93
18.	E.P. Fitter-cum-Mechanic Gr. I	Cat. B	94
19.	E. P. Tyre Fitter Gr. I	Cat. B	94
20.	E. P. Welder Gr. I	Cat. B	95
21.	E. P. Mechanist-cum-Turner Gr. I	Cat. B	96
22.	E. P. Fitter-cum-Mechanist Gr. I	Cat. B	97
23.	E P. Crane Operator Gr. II	Cat. B	98
24.	E. P. Machinist-cum-Turner Gr. II	Cat. C	99
25.	E. P. Welder Gr. II	Cat. C	100
26.	E. P. Fitter Gr. II	Cat. C	100
27.	E. P. Tyre Fitter Gr. II	Cat. C	101
28.	E. P. Electrician Gr. II	Cat. C	102
29.	E. P. Welder Gr. III	Cat. D	103
30.	E. P. Machinist-cum-Turner Gr. III	Cat. D	104
31.	E. P. Electrician Gr. III	Cat. D	105
32.	E. P. Greaser/Helper	Cat. E	107
33.	Fitter (Structural) Gr. I	Cat. B	94
34.	Forklift-cum-EOT Crane/Crane Operator Senior Gr. III	Cat. C	99
35.	Fitter (Structural) Gr. II	Cat. C	101
36.	Fireman	Cat. D	104
37.	Forklift-cum-EOT Crane Operator Jr.	Cat. D	104
38.	Fitter Gr. III	Cat. D	104
39.	Heat Treatment Man/Chrome Plater (Senior)	Cat. B	97
40.	Heat Treatment man Gr. II	Cat. C	101
41.	Heat Treatment man Junior Gr. III	Cat. D	103
42.	Master Armature winder (Heavy Electrical Shop) Gr. A	Cat. A	92
43.	Moulder Senior (Heavy Casting)	Cat. B	93
44.	Moulder Junior (Heavy Casting)	Cat. C	102
45.	Moulder Gr. III	Cat. D	106
46.	Mazdoor (Workshop)	Cat. II	107
47.	Oil Filter Operator	Exc. Cat. D	105
48.	Pattern Maker Senior (Casting)	Cat. B	94
49.	Painter Senior	Cat. C	101
50.	Pattern Maker Junior (Heavy Casting)	Cat. C	102

51.	Painter Junior	Cat. D	105
52.	Pattern Maker Gr. II	Cat. D	105
53.	Pourer	Cat. D	106
54.	Rigger Gr. I	Cat. B	95
55.	Rigger Gr. II	Cat. C	100
56.	Rigger Gr. III	Cat. D	103
57.	Trailor Operator Senior	Cat. B	96
58.	Trailor Operator Junior	Cat. C	98
59.	Foreman-in-charge	Tech. A	108
60.	Foreman	Tech. B	109

#### XIV. TELECOMMUNICATION PERSONNEL

1.	Asstt. Foreman Telecom	Gr. C	112
2.	Asstt. Foreman Radio	Gr. C	113
3.	Asstt. Supervisor Telecom	Gr. B	114
4.	Foreman-in-charge (Technician)	Gr. A	112
5.	Foreman-in-charge (E & T)	Gr. A	112
6.	Foreman (Technician)	Gr. B	112
7.	Foreman (E & T)	Gr. B	113
8.	Helper	Cat. II	117
9.	Helper Trainee	Cat. I	118
10.	Lineman	Cat. IV	117
11.	Radio Mechanic	Gr. D	113
12.	RT Operator	Gr. D	115
13.	Supervisor Telecom	Gr. A	113
14.	Supervisor Lines	Gr. C	117
15.	Sr. Wireless Operator Gr. I	Gr. B	114
16.	Sr. Wireless Operator Gr. II	Gr. C	114
17.	Sr. Operator Gr. I (RT)	Gr. B	114
18.	Sr. Operator Gr. II (RT)	Gr. C	115
19.	Sr. Operator Gr. I (Telex/T.P.)	Gr. B	115
20.	Sr. Operator Gr. II (Telex/T P)	Gr. C	115
21.	Sr. Operator Gr. I (Telephone)	Gr. B	116
22.	Sr. Operator Gr. II (Telephone)	Gr. C	116
23.	Sr. Lineman	Gr. D	116
24.	Telecom Mechanic	Gr. D	117
25.	Telex/T.P. Operator	Gr. D	112

26. Telephone Operator	Gr. D	116
27. Wireless Operator	Gr. D	114

## XV. ELECTRONIC DATA PROCESSING PERSONNEL

1. Console Operator	Gr. A	120
2. Input/Output Control Supervisor	Gr. A	121
3. Input/Output Control Assistant	Gr. B	122
4. Junior Console Operator/Magnetic Tape/Disc Librarian	Gr. B	122
5. Jr. Machine Operator	Gr. C	123
6. Jr. Input/Output Control Assistant	Gr. C	123
7. Jr. Punch/Verifier Operator/Jr. Data Entry Operator	Gr. D	124
8. Machine Supervisor	Gr. A	119
9. Machine Operator	Gr. B	121
10. Machine Operator Trainee	Gr. D	124
11. Punch/Verifier Operator/ Data Entry Operator	Gr. C	122
12. Punch Verifier Operator Trainee/ Data Entry Operator Trainee	Gr. E	125
13. Shift Supervisor Punch Room/ Data Entry Supervisor	Gr. A	120
14. Sr. Machine Operator	Gr. A	119
15. Sr. Punch Verifier Operator Sr. Data Entry Operator	Gr. B	121

## XVI. PRESS PERSONNEL

### A. BOOK BINDING SECTION :

1. Book Binder	Gr. E	128
2. General Mazdoor	Cat. I	128
3. Head Binder/Section Holder	Gr. C	128
4. Packer	Gr. H	128
5. Senior Book Binder	Gr. D	128

### B. COMPOSING SECTION :

#### Mechanical Composing :

1. Compositor	Gr. D	130
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2.	Hand Composing		129
3.	Mono Caster	Gr. D	129
4.	Mono Key Board Operator	Gr. D	129
5.	Senior Compositor	Gr. C	130
6.	Senior Distributor	Gr. E	129
7.	Senior Mono Caster	Gr. C	129
8.	Senior Mono Key Board Operator	Gr. C	129

#### C. PROCESS SECTION :

1.	Artist	Gr. D	130
2.	Assistant Cameraman	Gr. E	130
3.	Assistant Engraver	Gr. E	131
4.	Assistant Off-set Plate Grainer	Gr. F	131
5.	Assistant Off-set Plate Maker	Gr. E	131
6.	Cameraman	Gr. D	130
7.	Engraver	Gr. D	131
8.	Junior Artist	Gr. D	130
9.	Off-set Plate Grainer	Gr. E	131
10.	Off-set Plate Maker	Gr. D	131
11.	Senior Artist	Gr. B	130
12.	Senior Cameraman	Gr. C	130
13.	Senior Engraver	Gr. C	131
14.	Senior Off-set Plate Grainer	Gr. D	131
15.	Senior Off-set Plate Maker	Gr. C	131

#### D. PRINTING SECTION :

##### Letter Press :

1.	Assistant Machineman (Letter Press)	Gr. E	132
2.	Machineman (Letter Press)	Gr. D	132
3.	Senior Machineman (Letter Press)	Gr. C	132

##### Off-set :

1.	Assistant Machineman (Off-set)	Gr. D	132
2.	Machineman (Off-set)	Gr. C	132
3.	Senior Machineman (Off-set)	Gr. B	132

## **E. GENERAL :**

1. Assistant Estimator	Gr. D	133
2. Assistant Mechanic	Gr. E	133
3. Assistant Proof Reader	Gr. D	133
4. Estimator	Gr. C	133
5. Mechanic	Gr. D	133
6. Proof Reader	Gr. C	133
7. Senior Mechanic	Gr. C	133

## **F. SUPERVISORS :**

1. Assistant Foreman	Gr. C	134
2. Foreman	Gr. B	134
3. Foreman Incharge	Gr. A	133

### **Job Description of Supervisor (AUTO) and Garage Incharge :**

1. Garage Incharge T & S	Gr. A	135
2. Supervisor (Auto) T & S	Gr. B	135

## REFERENCES

### **CHAPTER I**

1. Wage Board
2. I.I. No. 33 dated 22.06.1980
3. I.I. No. 34 dated 06.11.1980
4. I.I. No. 35 dated 06.11.1980
5. I.I. No. 36 dated 02.02.1981
6. I.I. No. 38 dated 16.03.1981
7. I.I. No. 39 dated 10.08.1982
8. I.I. No. 41 dated 08.10.1982
9. I.I. No. 30 dated 26.06.1984
10. I.I. No. 50 dated 26.08.1985
11. I.I. No. 68 dated 05.09.1986
12. I.I. No. 31 dated 04.07.1984
13. I.I. No. 39 dated 29.07.1984

### **CHAPTER II**

1. I.I. No. 33 dated 22.06.1980
2. I.I. No. 35 dated 06.11.1980
3. I.I. No. 45 dated 28.06.1985
4. I.I. No. 50 dated 26.08.1985
5. I.I. No. 54 dated 17.10.1985
6. I.I. No. 55 dated 17.12.1985
7. I.I. No. 66 dated 02.09.1986
8. I.I. No. 30 dated 26.06.1984

### **CHAPTER III**

1. NCWA-I dated 11.10.1984
2. I.I. No. 62 dated 08.07.1986

### **CHAPTER IV**

1. Wage Board
2. I.I. No. 36 dated 02.02.1981
3. I.I. No. 39 dated 10.08.1982
4. I.I. No. 41 dated 08.10.1982
5. I.I. No. 30 dated 26.06.1984

6. I.I. No. 34 dated 17.07.1984
7. I.I. No. 38 dated 25.09.1984
8. I.I. No. 49 dated 22.07.1985
9. I.I. No. 63 dated 14.07.1986
10. I.I. No. 68 dated 05.09.1986

### **CHAPTER V**

1. I.I. No. 41 dated 08.10.1982

### **CHAPTER VI**

1. I.I. No. 39 dated 10.08.1982

### **CHAPTER VII**

1. I.I. No. 36 dated 02.02.1981
2. I.I. No. 39 dated 10.08.1982
3. I.I. No. 41 dated 08.10.1982

### **CHAPTER VIII**

1. Wage Board
2. I.I. No. 36 dated 02.02.1981
3. I.I. No. 16 dated 22.02.1984
4. I.I. No. 51 dated 26.08.1985

### **CHAPTER IX**

1. Wage Board
2. I.I. No. 38 dated 16.03.1981
3. I.I. No. 39 dated 10.08.1982
4. I.I. No. 43 dated 02.09.1983
5. I.I. No. 60 dated 08.07.1986

### **CHAPTER X**

1. I.I. No. 57 dated 17.12.1985

### **CHAPTER XI**

1. I.I. No. 38 dated 16.03.1981

CHAPTER XII

1. Das Gupta Award
  2. I.I. No. 38 dated 16.03.1981
  3. I.I. No. 70 dated 03.11.1986

## CHAPTER XIII

1. I.I. No. 38 dated 16.03.1981
  2. I.I. No. 51 dated 26.08.1985
  3. I.I. No. 67 dated 03.09.1986

## CHAPTER XIV

- J. LI No. 43 dated 19.03.1985

CHAPTER XV

1. I.I. No. 40 dated 25.08.19 2
  2. I.J. No. 48 dated 22.07.1985

## CHAPTER XVI

1. I.I. No. 71 dated 30.12.1986

## **ANNEXURE XVIII**

- (i) Supervisor (Auto) and
  - (ii) Garage Incharge

## Publications of the Institute

### In English :

1. Workers' Participation in Safety in Coal Mines	Rs. 12.00
2. National Coal Wage Agreement-II	Rs. 5.00
3. National Coal Wage Agreement-III	Rs. 10.00
4. National Coal Wage Agreement-IV	Rs. 15.00
5. National Coal Wage Agreement-III Part-II ( Implementation Instructions No. 1 to 40 )	Rs. 25.00
6. National Coal Wage Agreement-III Part-III ( Implementation Instructions No. 41 to 57 )	Rs. 12.00
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