	ITSOA	DENTIFIED TO BE I	RESERVED FOR PER	POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN GROUP A	ANNEXURE-C
SI. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
1	2	3	7	5	9
			1. AC	1. ACCOUNTS& AUDIT	
	Assistant Accounts General	S, BN, RW, SE, C,	a) D, HH b) OA, BA, OL, BL, OAL, LC,	They examine account books and records of business establishments, private institutions, Government or	They examine account books and The work is performed mostly inside records of business establishments, in well lighted rooms. The workers private institutions, Government or usually work alone. Occasional group
<u>:</u>	Acountant Accountant	MF	Dw, AAV c) MD involving	Quasi Government offices for accuracy and completeness of book	activity is required. No hazards are involved. Mobility should not be
_	General (Audit)		(a) to (b) above	keeping records and financial	restricted with use of appliance for
			Ι	statement. Check items of entries in	1
			(b) OA, BA, OL,	day book or journal for correct	considered with appropriate aids&
2.	Director (Audit)	S, BN, RW, SE, C,	BL, OAL, LC,	recording, scrutinise bills, vouchers	appliances as per needs.
i _		MF	Dw, AAV	and relevant entries in cash books.	
_			c) MD involving	Verify ledger entries against	
			(a) to (b) above	receipts for cash payment. Check	
			a) D, HH	total for proper observance of	
			(b) OA, BA, OL,	accounts procedure and ensure that	
ч	Joint Director	S, BN, RW, SE, C,	BL, OAL, LC,	all revenue and expenditure and	
;	(Audit)	MF	Dw, AAV	disbursements and properly	
_			c) MD involving	authorized, vouched and correctly	
			(a) to (b) above	classified. Report to appropriate	
	Deputy Director	S BN RW SF	a) D, HH	authority irregularities in accounts,	
4.	(Andit)	3, DIV, IVW, DL, C,	b) OA, BA, OL,	improper expenditure etc. May	
	(Junus)	1711	BL, OAL, LC,	prepare financial statement and	

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

			They ensure proper The work is mostly performed inside maintenance of accounts, accounts in well lighted rooms. Worker usually books, records of business and works alone. It does not involve any financial establishments, private hazards. They have to perform institutions, Govt. or Quasi-Govt. supervisory and leadership role with offices. Supervise subordinates e.g. good communication skill. For field Account Clerks engaged in work, mobility of the incumbent maintenance of accounts and should not be restricted.	records. Scrutinize bills, receipts, Incumbentshould be considered with
final accounts such as profit and loss.			They ensure proper The work maintenance of accounts, accounts in well ligh books, records of business and works alon financial establishments, private hazards. institutions, Govt. or Quasi-Govt. supervisory offices. Supervise subordinates e.g. good command the count Clerks engaged in work, mo maintenance of accounts and should	records. Scrutinize bills, receipts,
Dw, AAV c) MD involving (a) to (b) above	 a) D, HH b) OA, BA, OL, BL, OAL, LC, DW, AAV c) MD involving (a) to (b) above 	 a) D, HH b) OA, BA, OL, BL, OAL, LC, Dw, AAV c) MD involving d) to (b) above d) 	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above	a) B, LV
	S, BN, RW, SE, C, MF	S, BN, RW, SE, C, MF	S, BN, MF, RW, SE, C	S, BN, MF, RW,
	Assistant Director (Audit)	Senior Audit Officer	Additional Controller Auditor General of India / Pr. CGA	Assistant
	S.	6.	7.	8.

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

MI= Mental Illness, MD=Multiple Disabilities

Controller of	SE, C	b) D, HH	payment etc. for proper entries in	appropriate	aids& appliances as per	as per
Accounts		_	cash -book, journal, ledger and		•	•
		BL, OAL,	other records. Keep record of all			
		BLOA,	taxes, licenses, fees etc., required to			
		BLA,LC, Dw,	be paid by organization in which			
		AAV	engaged and ensure that they are			
		d) MD	paid in time and kept up-to-date.			
		involving(a) to	Get annual budget prepared and			
		(c) above	consolidated under their			
			supervision and place it before			
			'Board' or appropriate authority for			
			consideration. Prepare final			
			accounts such as trial balance,			
			profit and loss statement or such			
		,	balance sheet etc., as required			
		a) D, LV b) D HH	depending upon type of industry or			
			organization in which engaged			
Downtry Discotor	C DN ME DW		See that prescribed accounting			
Deputy Director	S, DIN, IMIL, IAW,	DL, OAL,	procedure is followed by offices,			
(Accounts)	or, c	DLOA, DLA,	establishments and institutions			
			and account books are			
		(a) IMD IIIVOIVIIIB	properly maintained. Ensure that			
		(a) to (c) above	instructions given or objections			
			raised are carried out or rectified.			
			Make periodical and surprise			
			checks of accounts. Advise			
			appropriate authority on financial			
			matters including revenue and			

10.	Assistant Director (Finance & Tariff)	S, BN, MF, RW,		expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off depreciation, award of contract etc., tinance & Tariff fixation matters, supervise work of subordinates. They ensure proper maintenance of accounts, accounts	Work is performed inside and Should have functional communication skills with assistive listening devices to communicate with subordinates. Incumbent should be considered with appropriate aids& appliances as per needs. The work is mostly performed inside in well lighted rooms. Worker usually
_;	Assistant Registrar (Accounts)	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above	books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and	

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

11- J- F 71 - F 11-	other records. Neep record of all taxes licenses fees etc. required to	be paid by organization in which	engaged and ensure that they are	paid in time and kept up-to-date.	Get annual budget prepared and	consolidated under their	supervision and place it before	'Board' or appropriate authority for	consideration. Prepare final	accounts such as trial balance,	profit and loss statement or such	balance sheet etc., as required	depending upon type of industry or	organization in which engaged	See that prescribed accounting	procedure is followed by offices,	establishments and institutions	and account books are	properly maintained. Ensure that	instructions given or objections	raised are carried out or rectified.	Make periodical and surprise	checks of accounts. Advise	appropriate authority on financial	matters including revenue and	expenditure such as procedure	for procurement of raw materials,

				machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	
12.	General Manager (Finance)	S, BN, MF, RW, SE, C	 a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above 	Planning and scheduling work of section, deal with non-routine cases referred to, keep track of paper movement, hold meetings to discuss sections work.	Planning and scheduling work of section, deal with non-routine paper movement, hold meetings to discuss sections work. In case work place is in difficult terrains and field independent mobility with the help of aids and appliances should be considered with appropriate software, aids& appliances as per needs.
13.	Deputy General Manager	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above	Maintain books and accounts register, prepare periodic returns, Pass bills, supervise and delegate work to juniors.	Maintain books and accounts In case work place is in difficult register, prepare periodic returns, terrains and field independent mobility. Pass bills, supervise and delegate with the help of aids and appliances work to juniors. Incumbent should be considered with appropriate software, aids& appliances as per needs.
14.	Chief Finance Manager	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV	Maintain books and accounts register, prepare periodic returns, Pass bills, supervise work of sub-ordinates. Work delegation to juniors.	In case work place is in difficult terrains and field independent mobility with the help of aids and appliances should be checked.

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			d) MD involving (a) to (c) above		Incumbent should be considered with appropriate software, aids &
15.	Finance Manager	S, BN, MF, RW, SE, C	 a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above 		appliances as per needs.
16.	Finance Manager	S, BN, MF, RW, SE, C	 a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BL, OAL, DW, AAV d) MD involving (a) to (c) above 	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and	The work is mostly performed inside in well lighted rooms. Worker usually works alone. Itdoes not involve any hazards. They have to perform supervisory and leadership role. During discussion and presentation, good communication skill is required. For field work, mobility of the
17.	Manager (Financial)	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV d) MD involving (a) to (c) above	records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Gets annual budget prepared and	incumbent should not be restricted. Incumbent should be considered with appropriate software, aids& appliances as per needs.

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	consolidated under their	
	d place it b	
	'Board' or appropriate authority for	
	consideration. Prepare final	
	accounts such as trial balance,	
	profit and loss statement or such	
	balance sheet etc., as required	
	depending upon type of industry	
	ororganization in which engaged	
	See that prescribed accounting	
	procedure is followed by offices,	
	establishments and institutions	
	and account books are	
	properly maintained. Ensure that	
	instructions given or objections	
	raised are carried out or rectified.	
	Make periodical and surprise	
	checks of accounts. Advise	
	appropriate authority on financial	
	matters including revenue and	
	expenditure such as procedure	
	for procurement of raw materials,	
	machinery and other purchases and	
	also disposal of assets, write of	
	depreciation, award of contract etc.	

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			a) B, LV b) D, HH c) OA. OL. BL	They ensure proper maintenance of accounts, accounts hooks, records of business and	proper The work is mostly performed inside scounts in well lighted rooms. Worker usually say and works alone. It does not involve any	
2	Accounts	S, BN, MF, RW,	_	financial establishments, private		
.01	Manager	SE, C	BLA, LC, Dw,	institutions, Govt. or Quasi Govt.		
			AAV	offices. Supervise subordinates e.g.	discussion and presentation, good	
			d) MD involving	Account Clerks engaged in		
			(a) to (c) above	maintenance of accounts and	field work, mobility of the incumbent	-
				records. Scrutinize bills, receipts,	should not be restricted. Incumbent	
				payment etc. for proper entries in	should be considered with appropriate	
				cash -book, journal, ledger and	software, aids& appliances as per	
				other records. Keep record of all	needs.	
				taxes, licenses, fees etc., required to		
				be paid by organization in which		
			a) B, LV	engaged and ensure that they are		
			b) D, HH	paid in time and kept up-to-date.		
			c) OA, BA, OL,	Get annual budget prepared and		
10	Joint Manager	S, BN, MF, RW,	BL, OAL,	consolidated under their		
19.	(Accounts)	SE, C	BLOA, BLA,	supervision and place it before		
			LC, Dw, AAV	'Board' or appropriate authority for		
			d) MD involving	consideration. Prepare final		
			(a) to (c) above	accounts such as trial balance,		
				profit and loss statement or such		
				balance sheet etc., as required		
				depending upon type of industry or		
				organization in which engaged		
				See that prescribed accounting		
				procedure is followed by offices,		

				establishments and institutions	
				and account books are	
				properly maintained. Ensure that	
				instructions given or objections	
				raised are carried out or rectified.	
				Make periodical and surprise	
				checks of accounts. Advise	
				appropriate authority on financial	
				matters including revenue and	
				expenditure such as procedure	
				for procurement of raw materials,	
				machinery and other purchases and	
				also disposal of assets, write of	
				depreciation, award of contract etc.	
			a) B, LV		In case, work place is in difficult
			b) D, HH		terrains and field independent mobility
			c) OA, BA, OL,	Maintain books and accounts	with the help of aids and appliances
00	Deputy Finance	S, BN, MF, RW,	BL, OAL,	register, prepare periodic returns,	should be checked. Incumbent should
.07	Manager	SE, C	BLOA, BLA,	Pass bills, Work delegation to	be considered with appropriate
			LC, Dw, AAV	juniors.	software, aids& appliances as per
			d) MD involving		needs.
			(a) to (c) above		
	Deputy Manager	Na M LS S	a) B, LV	Administrating the Institutions,	The work is performed both inside and
21.	(Finance and	DW CF II C ME	b) D, HH	monitoring, day-to-day functioning	
	Accounts)	ΝΝ, ЭΕ, Π, С, ΜΓ	c) OA, BA, OL,	of the institutions, staff training,	Touring is involved. Incumbent
					L

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ty software, aids& appliances as per lic needs. in. on tte he sonsidered with appropriate as per lic needs. in. on tte he so software, aids& appliances as per lic needs. on tte he so software, aids& appliances as per lic needs.	nts The work is mostly performed inside in well lighted rooms. Worker usually ate works alone. It does not involve any ovt. hazards. They have to perform supervisory and leadership role. Good in communication is required. For field and work, mobility of the incumbent should not be restricted. Incumbent in should be considered with appropriate and software, aids& appliances as per all needs.
organization development, seminars/workshops for quality improvement, IT solutions, public relations. To advise on all matters of policy and administration. Scrutinize proposals for expansion of administrative staff, Coordinate activities of various units of the office, decide the disciplinary action to be taken against staff as per rules and regulations laid down by the Department of personnel and make policy decisions in the matter of administration. Implement policies of the Govt.	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to
BL, OAL, LC, Dw, AAV d) MD involving (a) to (c) above	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above
	S, BN, MF, RW, SE, C
	Assistant Manager (Finance)
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	be paid by organization in which	
	engaged and ensure that they are	
	paid in time and kept up-to-date.	
	Get annual budget prepared and	
	consolidated under their	
	supervision and place it before	
	'Board' or appropriate authority for	
	consideration. Prepare final	
	accounts such as trial balance,	
	profit and loss statement or such	
	balance sheet etc., as required	
	depending upon type of industry or	
	organization in which engaged	
	See that prescribed accounting	
	procedure is followed by offices,	
	establishments and institutions	
	and account books are	
	properly maintained. Ensure that	
	instructions given or objections	
	raised are carried out or rectified.	
	Make periodical and surprise	
	checks of accounts. Advise	
	appropriate authority on financial	
	matters including revenue and	
	expenditure such as procedure	
	for procurement of raw materials,	

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	Maintain payment records, Bill passing, Record keeping, In case, work place is in terrains and Maintain records of sales tax, field, independent mobility with the income tax etc. Payments income tax etc. Payments help of aids and appliances should be checked. Incumbent should be financial transactions, Budget considered with appropriate software, aids& appliances as per needs. Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors. Planning and scheduling work of section, shall deal with non-routine cases referred, keep track of paper movement, hold meeting to discuss sections work.	Should have Managerial capacity, Should have functional commutation skills with effective listening devices. Incumbent should be considered with appropriate software, aids& appliances as per needs.
machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc. Payments Documentation, Data feeding of financial transactions, Budget preparation, Supervisory. Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors. Planning and scheduling work of section, shall deal with non-routine cases referred, keep track of paper movement, hold meeting to discuss sections work.	All Taxation matter Financial Analysis, Accounts
	a) D, HH b) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV c) MD involving (a) to (b) above	a) D, HH b) OA, BA, OL, LC, Dw, AAV c) ASD(M), SLD, MI e) MD involving
	S, BN, MF, RW, SE, C	S, ST, W, BN, MF, RW, SE
	Assistant Finance Manager	Assistant General Manager (F & A)
	23.	24.

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				(a) to (c) above		
					They develop and apply most	
					effective methods for collecting,	
					tabulating & interpreting data in	
					any one of wide variety of fields.	
					Determine character and volume of	The work is performed inside. The
					information necessary for solution	
					of any problem and obtain or	comfortable. The worker usually
					devise methods for collecting	
			a)	B, LV	necessary information. Determine	
			p)	D, HH	most effective techniques for	
			ં	OA, BA, OL,	production of data required	the in the field, may be work place is
3.0	Officer, Corporate	S, W, MF, RW,		BL, OAL, LC,	according to nature of available	hot, humid and dusty. Should have
.67	Finance	SE, C		Dw, AAV, MDy	information and type of problem	normal bilateral hand
			(p	ASD (M), MI	under Deputy Interpret and present	functions.Incumbent to be considered
			©	MD involving	data in the required form. May	with use of aids / appliances as per
				(a) to (d) above	write reports analyzing and	needs.
					evaluating conclusions on the basis	
					of variable conditions affecting	
					interpretation of validity. May	
					advise and consult private	
					industrial concerns or government	
					agencies on matters such as	
					operating efficiency, marketing	
					methods and fiscal problems.	

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				Collection, analyzing of statistical data, preparation of reports, update statistics etc.	
26.	Corporate Finance Officer	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, LC, Dw, AAV, MDy d) MD involving (a) to (c) above	Duties assigned by appropriate authority, Informs financial position of the organization, responsible for proper implementation of financial transactions as per accounts code/ Statutes/ Ordinances/ rules & regulations.	Incase work place is in difficult terrains and field independent mobility with the help of aids and appliances should be checked. Incumbent to be considered with use of aids / appliances as per needs.
27.	Assistant Divisional Accounts Officer	S, BN, MF, RW, SE, C	 a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy d) MD involving a) to (c) above 	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts,	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards. They have to perform supervisory and leadership role. Should have good communication
28.	Chief Accountant	S, BN, MF, RW, SE, C	_	payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date.	skill. For field work, mobility of the incumbent should not be restricted. Incumbent should be considered with appropriate software, aids & appliances as per needs.
.67	Chief Accounts	S, BN, MF, KW,	a) B, LV	Get annual budget prepared and	

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consolidated under their	supervision and place it before	'Board' or appropriate authority for	consideration. Prepare final	accounts such as trial balance,	profit and loss statement or such	balance sheet etc., as required	depending upon type of industry or	organization in which engaged	See that prescribed accounting	procedure is followed by offices,	establishments and institutions	and account books are	properly maintained. Ensure that	instructions given or objections	raised are carried out or rectified.	Make periodical and surprise	checks of accounts. Advise	appropriate authority on financial	matters including revenue and	expenditure such as procedure	for procurement of raw materials,	machinery and other purchases and	also disposal of assets, write of	depreciation, award of contract etc.
b) D, HH	c) OA, OL, BL,	OAL, BLOA,	BLA, LC, Dw,	AAV	d) MD involving	(a) to (c) above	a) B, LV	b) D, HH	c) OA, OL, BL,	OAL, BLOA,	BLA, LC, Dw,	AAV	d) MD involving	(a) to (c) above		a) B, LV	b) D, HH	c) OA, OL, BL,	OAL, BLOA,	BLA, LC, Dw,	AAV	d) MD involving	(a) to (c) above	
SE, C										S, BN, MF, RW,	SE, C								S, BN, MF, RW,	SE, C				
Officer										Deputy Chief	Accounts Officer								Assistant Chief	Accounts Officer				
										00	20.								,	51.				

32.	Accounts Officer- II	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy d) MD involving (a) to (c) above	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc. Payments Documentation, Data feeding of financial transactions, Budget preparation, Supervisory. Planning and scheduling work of section, shall deal with non-	In case work place is in difficult terrains and field independent mobility with the help of aids and appliances should be checkedIncubents to be considred with aids and assistive devices as per needs.
33.	Accounts Officer-	S, BN, MF, RW, SE, C	 a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy d) MD involving (a) to (c) above 	routine Cases referred, keep track of paper movement, hold meeting to discuss sections work.	
34.	Finance Officer	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy d) MD involving(a) to (c) above		

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				They ensure proper maintenance of	They ensure proper maintenance of The work is mostly performed inside	
				accounts accounts books records	accounts accounts books records the well-lighted rooms. They have to	
				accounts, accounts books, records	the well-lighted foolis. They have to	_
				of business and financial		_
				establishments, private institutions,	role. During discussion and	_
				Govt. Or Quasi Got. Offices.		
				Supervise subordinates engaged in		41
				maintenance of accounts and	incumbent should not be	45
				records. Scrutinize ledger and other restricted.Incumbent should	restricted.Incumbent should be	-
				records. Keep record of all taxes,	considered with appropriate software,	_
				licenses, fees etc. required to be	aids& appliances as per needs.	
			a) D, LV b) n uu	paid by the organization in which		
			_	engaged and ensure that they are		
3 6	Off: 0.100 1.00	S, ST, W, BN,		paid in time and kept up-to-date.		
55.	Officer Scale - 1	RW, SE, H, C, MF	Der A W. M.	Get annual budget prepared and		
				consolidated under their		
			a) INID involving	supervision and place it before		
			(a) to (c) above	Board or appropriate authority for		
				consideration. Prepare final		
				accounts such as trial balance,		
				profit and loss statement or such		
				balance sheet etc. as required		
				depending upon type of industry or		
				organization in which engaged. See		
				that prescribed accounting		
				procedure is followed by offices,		
				establishments and institutions as		

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

	side any sory sion triion oork, not be and t. t.
	The work is mostly performed inside in well lighted rooms. Worker usually works alone. Itdoes not involve any hazards. They have to play supervisory and leadership role. During discussion and presentation, good communication skill is required. For field work, mobility of the incumbent should not be restricted Incubents to be considered with the use of aids and assistive devices as per requirement.
	satly perions. We does not we to pla sole. Duringood co do. Hor incumbe the use as per re
	rk is mo lighted r alone. It They ha dership r sentation, require v of the stricted red with
	The works in well works and lear and lear and presskill is mobility be reconside assistive
oroperly ructions ed are Make ecks of	books, inancial itutions, offices. Account tance of crutinize etc. for -book, records. licenses, paid by ged and in time annual olidated place it propriate Prepare as trial atement atement.
oks are properties of that instructions rais ectified.	proper maintenance, usiness and financial s, private institutions, Quasi Govt. offices. ordinates e.g. Account ed in maintenance of a records. Scrutinize s, payment etc. for es in cash -book, ar and other records. Of all taxes, licenses, quired to be paid by n which engaged and they are paid in time to-date. Get annual ared and consolidated appervision and place it urd or appropriate consideration. Prepare is such as trial it and loss statement
count boo Ensure objection objection and sur	accounts, accounts books, ds of business and financial lishments, private institutions, or Quasi Govt. offices. ravise subordinates e.g. Account ss engaged in maintenance of unts and records. Scrutinize receipts, payment etc. for er entries in cash -book, all, ledger and other records. record of all taxes, licenses, etc., required to be paid by nization in which engaged and re that they are paid in time kept up-to-date. Get annual sept up-to-date. Get annual sept repeared and consolidated r their supervision and place it re Board or appropriate ority for consideration. Prepare accounts such as trial nee, profit and loss statement
well as account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts.	To ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account and presentation, good communication Clerks engaged in maintenance of accounts and records. Scrutinize proper entries in cash -book, accounts and records. Scrutinize proper entries in cash -book, accounts and other records. Reep record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement
a n n n n n	·
	B, LV D, HH OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy (a) to (c) above
	a) B, LV b) D, HH c) OA, B/ BL, OA BLOA, Dw, A/ MDy d) MD inv (a) to (c
	S, BN, MF, RW, SE, C
	S, B,
	Financial &Accounts Officer
	36.

				or such balance sheet etc., as required depending upon type of industry ororganization in which engaged See that prescribed accounting procedure is followed by offices, establishments and institutions and account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	
37.	Finance & Accounts Officer	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV,	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc .Payments Documentation, Data feeding of financial transactions, Budget	Maintain payment records, Bill passing, Record keeping, In case work place is in difficult Maintain records of sales tax, terrains and field independent mobility income tax etc. Payments with the help of aids and appliances Documentation, Data feeding of should be checked. Incumbents to be financial transactions, Budget considered with the use of aids and

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

assistive devices. counts turns, on to rk of non- track hold	ork.	Duties assigned by appropriate authority, Informs financial position of the organization, responsible for with the help of aids and appliances proper implementation of financial statutes/ Ordinances/ rules & assistive devices. To ensure proper maintenance of accounts books, or Quasi Govt. or Quasi Govt. offices. Supervise subordinates e.g. During discussion and presentation good communication skill is required. Duties assigned by appropriate in difficult terrains and financial should not be restricted.
Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors. Planning and scheduling work of section, shall deal with non-routine Cases referred, keep track of paper movement hold	meeting to discuss sections work.	Duties assigned by appropriate authority, Informs financial position of the organization, responsible for proper implementation of financial transactions as per accounts code/ Statutes/ Ordinances/ rules & regulations. To ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize hills, receipts.
MDy d) MD involving (a) to (c) above		a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BL, OAL, BL, OAL, CP, LC, Dw, AAV, MDy d) MD involving d) MD involving
		S, BN, MF, RW, SE, C SE, C S, BN, MF, RW, SE, C
		Deputy Finance Officer Assistant AccountGeneral/A ssistant AccountGeneral/A General
		38.

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payment etc. for proper entries in Incumbent should be considered with	appropriate software, aids&																								
payment etc. for proper entries in	cash -book, journal, ledger and	other records. Keep record of all	taxes, licenses, fees etc., required to	be paid by organization in which	engaged and ensure that they are	paid in time and kept up-to-date.	Get annual budget prepared and	consolidated under their	supervision and place it before	'Board' or appropriate authority for	consideration. Prepare final	accounts such as trial balance,	profit and loss statement or such	balance sheet etc., as required	depending upon type of industry or	organization in which engaged	See that prescribed accounting	procedure is followed by offices,	establishments and institutions	and account books are	properly maintained. Ensure that	instructions given or objections	raised are carried out or rectified.	Make periodical and surprise	checks of accounts. Advise

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

aids& appliances as per needs.	The work is mostly performed inside in well lighted rooms. Worker usually works alone. It does not involve any hazards. They have to perform supervisory and leadership role. During discussion and presentation, good communication skill is required. For field work, mobility of the incumbent should not be restricted. Incumbent should be considered with appropriate software, aids&appliances as per needs.
	They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keeps record of all taxes, licenses, fees etc., required to be paid by organization in which engaged and ensure that they are paid in time and kept up-to-date. Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for accounts such as trial balance, profit and loss statement or such
d) MD involving (a) to (c) above	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
	S, BN, MF, RW, SE, C
	Senior Administrative Grade
	43.

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[PART I—SEC. 1]

	In case work place is in difficult terrains and field independent mobility with the help of aids and appliances should be cheked.Incumbent should be considered with appropriate software, aids& appliances as per needs.
balance sheet etc., as required depending upon type of industry or organization in which engaged See that prescribed accounting procedure is followed by offices, establishments and institutions and account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write of depreciation, award of contract etc.	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc. Payments Documentation, Data feeding of financial transactions, Budget preparation, Supervisory.
	a) LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
	S, BN, MF, RW, SE, C
	Senior Time Scale
	. 44

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

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In case work place is in difficult terrains and field independent mobility with the help of aids and appliances should be checked. Incumbent should be considered with appropriate software, aids& appliances as per needs.
They ensure proper maintenance of accounts, accounts books, records of business and financial establishments, private institutions, Govt. or Quasi Govt. offices. Supervise subordinates engaged in maintenance of accounts and records. Scrutinize ledger and other records. Keep record of all taxes, licenses, fees etc. Required to be paid by the organization in which engaged and ensure that they are paid in time and kept up-todate. Get annual budget prepared and consolidated under their supervision and place it before Board or appropriate authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. as required depending upon type of industry or organization in which engaged. See that prescribed accounting procedure is followed by offices, establishments and institutions as
a) LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
S, ST, W, BN, RW, SE, H, C, MF
Executive (Finance /Account)
45.

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	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Incumbent should be considered with appropriate software, aids& appliances as per needs.
well as account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts.	Controlling &supervising cash section, scrutiny of files relating to purchase/amounts spent by Administration Department Works Contract Tax, thereafter issuance of Form-IX TDS certificate to firms and submission of same to Sales Tax Department. Salary and payroll bills, of Head Office and Zonal Offices. TA Bills, Medical Bills, LTC Bills Leave Encashment Monthly Expenditure Bills /Statements of ZO. Submission of Monthly parameters related to Monthly parameters related to MOU to the Coordination Wing. Advance to staff. Work relating to placement of surplus funds with banks. Finalization of PF returns &Issuance related returns, monthly/Annual as per the statutory
	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
	S, ST, W, BN, RW, SE, H, C, MF
	Junior Executive (Finance)
	. 46.

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		4)											-												
Dusciasticas	requirements. Freparation of	schedules &Sub-schedules at the	time of closing of accounts, there	after preparation of Draft Balance	Sheet. Attending to queries/	suggestions /observations of	Statutory Auditors/CAG Auditors	and preparation of final Balance	Sheet. Participation of various	Committee formed in the	Corporation. Calculation of Income	Tax for the staff. Maintaining of	Records of Income Tax as per	requirement of revised rules of IT	act. Filing of Form 16 and Form 12	BA for staff. Issuance of Annual	Returns in Form no.26K and 26Cfor	contractors. Filing the Annual	Returns in Form 24.Issuance of	Form 16A for	contractors. Finalization of PF	returns &Issuance related returns	Monthly/Annual as per the statutory	requirements.	Maintain payment records, bill
																									S, BN, MF, RW, a) B, LV
																									47. Junior S

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	Administrative	SE, C	b) D, HH	passing, record keeping, maintain	In case, work place is in difficult
	Grade		c) OA, BA, OL,	records of sales tax, income tax	terrains and field independent
			BL, OAL,	etc. payments documentation, data	ith the
			BLOA, BLA,	feeding of financial transactions,	\equiv
			CP, LC, Dw,	budget preparation, supervisory	checked.Incumbent should be
			AAV, MDy	work.	considered with appropriate software,
			d) MD involving		aids& appliances as per needs.
			(a) to (c) above		•
			b) D, HH		
			c) OA, BA, OL,		
		C DM ME DW	BL, OAL,		
48.	Junior Time Scale	S, DIN, IMF, KW,	BLOA, BLA,		
		SE, C	CP, LC, Dw,		
			AAV, MDy		
			d) MD involving		
			(a) to (c) above		
			a) B, LV		
			_		
			c) OA, BA, OL,		
	Management	S BN MF RW	BL, OAL,		
49.	Trainee	CE CE	BLOA, BLA,		
	(Accounts)	ot, C	CP, LC, Dw,		
			AAV, MDy		
			d) MD involving		
			(a) to (c) above		
			2. ADMINISTRAT	2. ADMINISTRATIVE OFFICER (SECRETARIAL)	
50.	Secretary	S, ST, W, RW, SE,	a) B,LV	Administrating the institutions,	The work is mostly performed inside