

POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN GROUP A

ANNEXURE-C

Sl. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks	
					5	6
1. ACCOUNTS & AUDIT						
1.	Assistant Accounts General (Audit) / Assistant Accountant General (Audit)	S, BN, RW, SE, C, MF	a) D, HH b) OA, BA, OL, BL, OAL, LC, Dw, AAV c) MD involving (a) to (b) above	They examine account books and records of business establishments, Government or private institutions, Government or Quasi Government offices for accuracy and completeness of book keeping records and financial statement. Check items of entries in day book or journal for correct recording, scrutinise bills, vouchers and relevant entries in cash books. Verify ledger entries against receipts for cash payment. Check total for proper observance of accounts procedure and ensure that all revenue and expenditure and disbursements and properly authorized, vouched and correctly classified. Report to appropriate authority irregularities in accounts, improper expenditure etc. May prepare financial statement and	The work is performed mostly inside in well lighted rooms. The workers usually work alone. Occasional group activity is required. No hazards are involved. Mobility should not be restricted with use of appliance for field duties. Incumbent should be considered with appropriate aids & appliances as per needs.	
2.	Director (Audit)	S, BN, RW, SE, C, MF	a) D, HH b) OA, BA, OL, BL, OAL, LC, Dw, AAV c) MD involving (a) to (b) above			
3.	Joint Director (Audit)	S, BN, RW, SE, C, MF	a) D, HH b) OA, BA, OL, BL, OAL, LC, Dw, AAV c) MD involving (a) to (b) above			
4.	Deputy Director (Audit)	S, BN, RW, SE, C, MF	a) D, HH b) OA, BA, OL, BL, OAL, LC,			

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

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

			Dw, AAV MD involving (a) to (b) above	Dw, AAV MD involving (a) to (b) above	final accounts such as profit and loss.
5.	Assistant Director (Audit)	S, BN, RW, SE, C, MF	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 (a) to (b) above	
6.	Senior Audit Officer	S, BN, RW, SE, C, MF	a) D, HH b) OA, BA, OL, BL, OAL, LC, DW, AAV c) MD involving (a) 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	The work is mostly performed inside proper proper books, records of accounts, accounts maintenance of accounts, accounts 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, Incom
7.	Additional Controller Auditor General of India / Pr. CGA	S, BN, MF, RW, SE, C			The work is mostly performed inside well lighted rooms. Worker usually works alone. It does not involve any hazards. They have to perform supervisory and leadership role with good communication skill. For field work, mobility of the incumbent should not be restricted. Incom
8.	Assistant	S, BN, MF, RW,	a) B, LV		

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	Controller of Accounts	SE, C	b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA,LC, Dw, AAV d) MD involving(a) to (c) above	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 appropriate authority on financial matters including revenue and	appropriate aids& appliances as per needs.
9.	Deputy Director (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		

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			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.,	
10.	Assistant Director (Finance & Tariff)	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above	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.
11.	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	The work is mostly performed inside 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

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		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 appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials.
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			machinery and other purchases and also disposal of assets, write off 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.
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.
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 subordinates. Work delegation to juniors.

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			d) MD involving (a) to (c) above	Incumbent should be considered with appropriate software, aids & appliances as per needs.
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	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.
16.	Finance Manager	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	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 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
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	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, 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 Legs, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

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		<p>consolidated under their supervision and place it before 'Board' or appropriate authority for consideration.</p> <p>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.</p> <p>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.</p> <p>Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off depreciation, award of contract etc.</p>
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<p>18. Accounts Manager</p>	<p>S, BN, MF, RW, SE, C</p>	<p>a) B, LV b) D, HH c) OA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above</p>	<p>They ensure proper maintenance of 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 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.</p>	<p>The work is mostly performed inside well lighted rooms. Worker usually works alone. It does not involve any hazards. They have to perform supervision 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.</p>
<p>19. Joint Manager (Accounts)</p>	<p>S, BN, MF, RW, SE, C</p>	<p>a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above</p>		

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			establishments and institutions and account books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Make periodical and surprise checks of accounts. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off depreciation, award of contract etc.
20.	Deputy 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
21.	Deputy Manager (Finance and Accounts)	S, ST, W, BN, RW, SE, H, C, MF	Maintain books and accounts register, prepare periodic returns, Pass bills, Work delegation to juniors. a) B, LV b) D, HH c) OA, BA, OL

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.

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		BL, OAL, LC, Dw, AAV d) MD involving (a) to (c) above	organization seminars/workshops 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.	development, for quality software, aids& appliances as per needs.
22.	Assistant 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	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	The work is mostly performed inside well lighted rooms. Worker usually works alone. It does not involve any hazards. They have to perform supervisory and leadership role. Good communication 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.

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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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			machinery and other purchases and also disposal of assets, write off depreciation, award of contract etc.	
23.	Assistant Finance Manager	S, BN, MF, RW, SE, C	<p>a) D, HH b) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV c) MD involving (a) to (b) above</p> <p>Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors.</p> <p>Planning and scheduling work of section, shall deal with non-routine cases referred, keep track of paper movement , hold meeting to discuss sections work.</p>	<p>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.</p> <p>In case, work place is in 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.</p>
24.	Assistant Manager (F & A)	S, ST, W, BN, MF, RW, SE	<p>a) D, HH b) OA, BA, OL, LC, Dw, AAV c) ASD(M), SLD, MI e) MD involving</p>	<p>All Taxation matter Financial Analysis, Accounts</p> <p>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.</p>

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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 information necessary for solution of any problem and obtain or devise methods for collecting necessary information. Determine most effective techniques for production of data required according to nature of available information and type of problem under Deputy Interpreter and present data in the required form. May write reports analyzing and 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.
25.	Officer, Corporate Finance	S, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, LC, Dw, AAV, MDy d) ASD (M), MI e) MD involving (a) to (d) above	The work is performed inside. The work place is well lighted and comfortable. The worker usually works alone though some public dealing is required. The Branch incharge has to do field work also and the in the field, may be work place is hot, humid and dusty. Should have normal bilateral hand functions. Incumbent to be considered with use of aids / appliances as per needs.

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			Collection, analyzing of statistical data, preparation of reports, update statistics etc.
26.	Corporate Finance Officer	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.
27.	Assistant Divisional Accounts Officer	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, 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.
28.	Chief Accountant	a) D, HH b) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV c) MD involving (a) to (b) above	The work is mostly performed inside 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 skill. For field work, mobility of the incumbent should not be restricted. Incumbent should be considered with appropriate software, aids & appliances as per needs.
29.	Chief Accounts	S, BN, MF, RW, SE, C	Get annual budget prepared and

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	Officer	SE, C	b) D, HH c) OA, OL, BL, OAL, BLOA, BLA, LC, DW, AAV d) MD involving (a) to (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 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 off depreciation, award of contract etc.
30.	Deputy Chief Accounts Officer	S, BN, MF, RW, SE, C	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
31.	Assistant Chief Accounts Officer	S, BN, MF, RW, SE, C		

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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- routine Cases referred, keep track of paper movement , hold meeting 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 checked..Incubents to be considered with aids and assistive devices as per needs.
33.	Accounts Officer-I	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	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
34.	Finance Officer		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	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 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-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 prescribed accounting procedure is followed by offices, establishments and institutions as per needs.
35.	Officer Scale - I	S, ST, W, BN, RW, SE, H, C, MF	<p>a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy (a) to (c) above</p> <p>d) MD involving (a) to (c) above</p>

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			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.	
36.	Financial & Accounts Officer	S, BN, MF, RW, SE, C	<p>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 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. 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</p> <p>a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above</p>	

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			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 off depreciation, award of contract etc.
37.	Finance & Accounts Officer	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, S, BN, MF, RW, SE, C	Maintain payment records, Bill passing, Record keeping, Maintain records of sales tax, income tax etc. Payments Documentation, Data feeding of financial transactions, Budget

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		d) MDy (a) to (c) above	MDy preparation, Supervisory.	Maintain books and accounts register, Prepare periodic returns, Pass bills, Work delegation to juniors.	assistive devices.
		a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above	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.	In case, work place is in difficult terrains and field independent mobility with the help of aids and appliances should be checked. Incumbents to be considered with the use of aids and assistive devices.
38.	Deputy Finance Officer	S, BN, MF, RW, SE, C	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	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 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. During discussion and presentation good communication skill is required. For field work, mobility of the incumbent should not be restricted.

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		<p>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</p>	<p>Incumbent should be considered with appropriate software, appliances as per needs, aids &</p>
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			appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off depreciation, award of contract etc.
40.	Assistant Finance Officer	S, BN, MF, RW, SE, C	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. (a) B, LV (b) D, HH (c) OA, BA, OL, BL, CP, LC, (d) MD involving (a) to (c) above
41.	Section Officer (Accounts & Audit)	S, BN, MF, RW, SE, C	B, LV D, HH OA, BA, OL, BL, CP, LC, DW, AAV, MDY (a) to (c) above (d) MD involving (a) to (c) above
42.	Selection Grade in JAG	S, BN, MF, RW, SE, C	B, LV D, HH OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, DW, AAV, MDY (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, DW, AAV, MDY

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		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, 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.	aids& appliances as per needs.
43.	Senior Administrative Grade	<p>S, BN, MF, RW, SE, C</p> <p>a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, DW, AAV, MDy</p> <p>d) MD involving (a) to (c) above</p>	<p>Get annual budget prepared and consolidated under their supervision and place it before 'Board' or appropriate authority for consideration.</p> <p>Prepare final accounts such as trial balance, profit and loss statement or such</p>	

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			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 off depreciation, award of contract etc.	
44.	Senior Time Scale	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	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.	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.

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45.	Executive (Finance /Account)	<p>a) LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy (a) to (c) above S, ST, W, BN, RW, SE, H, C, MF d) MD involving supervision and place it before Board or appropriate authority for consideration.</p> <p>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.</p>	<p>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-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 as</p>
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			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.
46.	Junior Executive (Finance)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy S, ST, W, BN, RW, SE, H, C, MF	Controlling & supervising cash section,scrutiny of files relating to purchase/amounts spent by Administration Department Works Contract Tax, Deposit of Work 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 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

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				Preparation 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
47.	Junior	S, BN, MF, RW,	a) B, LV		

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	Administrative Grade	SE, C	b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDY d) MD involving (a) to (c) above	passing, record keeping, maintaining records of sales tax, income tax etc. payments documentation, data feeding of financial transactions, budget preparation, supervisory work.	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.
48.	Junior Time Scale	S, BN, MF, RW, SE, C	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		
49.	Management Trainee (Accounts)	S, BN, MF, RW, SE, C	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		

2. ADMINISTRATIVE OFFICER (SECRETARIAL)

50.	Secretary	S, ST, W, RW, SE,	a) B, LV	Administering the institutions.	The work is mostly performed inside
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