

POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN GROUP A					
Sl. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
1	2	3	4	5	6
I. 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, 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. Incumbents 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,		

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

			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		
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)		
7.	Additional Controller Auditor General of India / Pr. CGA	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,	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 with good communication skill. For field work, mobility of the incumbent should not be restricted. Incumbents should be considered with
8.	Assistant	S, BN, MF, RW,	a) B, LV		

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	Controller of Accounts	SE, C	<p>b) D, HH</p> <p>c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV</p> <p>d) MD involving(a) to (c) above</p>	<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</p> <p>Sec 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</p>	appropriate aids& appliances as per needs.
9.	Deputy Director (Accounts)	S, BN, MF, RW, SE, C	<p>a) B, LV</p> <p>b) D, HH</p> <p>c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV</p> <p>d) MD involving (a) to (c) above</p>		

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