

**REPORT ON THE EXPERT COMMITTEE ON  
IDENTIFICATION OF POSTS SUITABLE FOR ALL  
CATEGORIES OF DISABILITIES**

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FOR DGT AND REGIONAL OFFICES

UNDER THE ADMINISTRATIVE CONTROL OF DGT, MSDE, NEW DELHI



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by  
**MEMBERS EXPERT COMMITTEE –  
IDENTIFICATION OF POST SUITABLE FOR ALL CATEGORIES OF DISABILITIES**

**REPORT ON THE EXPERT COMMITTEE ON  
IDENTIFICATION OF POSTS SUITABLE FOR ALL CATEGORIES OF DISABILITIES  
UNDER THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016  
(SECTION SUB RULE 1 OF RULE 34)**

**1. INTRODUCTION**

1.1 The Central Government has enacted the Rights of person with disabilities act 2016, which came into effect from 19 Apr 2017. As per Section 34(1) of the said act every Government establishment is required to reserve not less than four percent vacancies for various categories of persons with benchmark disabilities. The following are clauses of reservation.

Sl. No.	Clauses	Percentage
A	(a) Blindness and low vision	1%
B	(b) Deaf and hard of hearing	1%
C	(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
D	(d) Autism, intellectual disability, specific learning disability and mental illness.	1%
E	(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.	

[For DoPT Order Please refer order No. DoPT Order Ref:-36035/02/2017- Estt(Res) dated 15 Jan 2018]

1.2 Section 33 of the said act mandates the appropriate Government to Identify posts in the establishments which can be held by respective category of persons with bench mark disabilities in respect of the vacancies reserved in accordance with provision of section 34 of the Act.

**2. IDENTIFICATION OF POST**

2.1 In accordance with the said provision, DGT, MSDE, New Delhi identified the post suitable for Persons with disabilities under the said act in respect of DGT (HQ) & Regional Offices under the administrative control of DGT for Group “A”, Group “B & Group “C” under DR and submitted the same to Under Secretary (Co-ordination), MSDE, New Delhi vide their OM No.DGT-Z-2025/02/2021-Estt dated 16 Jun 2021, wherein total 35 posts are identified. The above OM along with list of identified posts are placed at Annexure I.

2.2 Further, DGT, MSDE, New Delhi constituted Expert committee for the purpose of identification of suitable category of Bench mark disabilities for the posts identified by DGT, MSDE, New Delhi vide their OM referred above and nominated the officials therein vide their Office Order No.DGT-Z-2025/02/2021-Esttl dated 16 Jun 2021. The said order is placed at Annexure II.

3. **REVIEW ON IDENTIFICATION OF POST**

- 3.1 The committee have a deliberation on the post identified by DGT, MSDE vide their OM said above.
- 3.2 Committee observes that the post identified by DGT, MSDE vide the said OM above have identical job roles and both feeder cadre & Promotional cadre are listed together. In this regard, committee, referred the following notes from the notification issued by Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) No.38-16 /2020/D-III dated 4<sup>th</sup> Jan 2021.
- a) if a post is identified in the feeder grade, all the posts in the promotional grade should also stand identified.
  - b) if a post having identical nature and place of job with respect to any identified post, the post should be construed to be identified even if the post has a different nomenclature and/or is placed in a different group.
- 3.3 On considering the above points, thirty-five (35) posts as mentioned therein vide DGT, MSDE OM have been reviewed to Twenty-five (25). The list of posts, the committee identified is placed at Annexure -III.

4. **IDENTIFICATION OF CATEGORIES**

- 4.1 For the purpose of identification of categories of Bench mark disabilities, Committee has referred the guidelines in the Notification issued by Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) No.38-16 /2020/D-III dated 4<sup>th</sup> Jan 2021.
- 4.2 Identification of Categories are submitted in two categories, Technical Posts as Annexure IV (Tech) and Non-Technical Post as Annexure IV (Non- tech)
- 4.3 For the post of Training officer. Identification of Categories have been made trade wise, as per the prevailing RR, there are around 27 Trades. The details are submitted in Annexure IV (TO).
- 4.4 For the Post of Vocational Instructor, the same list in the Annexure IV (TO) may be considered, as Vocational Instructor being the feeder cadre for Training Officer.

4.5 In addition to the identification of categories, functional requirement for the post other than Training Officer has also been listed along with the above categories. The intent to mention the functional requirement is for the purpose of reservation, instead of Physical requirement, the term Functional requirement of the post will be used as per the said notification above.

4.6 Notwithstanding the above, this above list will be the principal list in respect of the posts identified suitable for persons with benchmark disabilities. However, in case a list of post is separately identified by any DGT offices the list having wider range of identified categories (i.e. having more sub-categories under each category) would prevail.

## 5. SUBMISSION

5.1 Draft report has been circulated to all DGT field institutes for comments/Feedback /Suggestion through Email, but there was no comments from any RDSDEs.

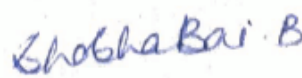
5.2 The Clarification as sought by DG(T) and Estt. section during discussion over the committee's submissions have been cleared.

5.3 The suggestion /advice given by the DG(T) have been incorporated in the report.

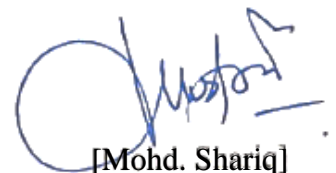
5.4 The Committee submits its report to DGT, HQ, New Delhi for further review if any.



[HB Meena]  
Member



[Shobha Bhawani Singh Bai]  
Member



[Mohd. Shariq]  
Member



[G. Venkatesh]  
Chairman

No.DGT-Z-2025/02/2021-Estt.  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

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1st & 2nd Floor, Employment Exchange Building,  
Pusa Complex, New Delhi-110 012

Dated: 16 .06.2021

**OFFICE MEMORANDUM**

**Subject: Identification of posts suitable for Persons with benchmark disabilities under the Rights of Persons with Disabilities Act, 2016- Notification regarding.**

In continuation to this Directorate O.M. of even number dated 09.04,2021 on the above-mentioned subject, I am directed to say that the identification of posts suitable for Persons with benchmark disabilities under the Rights of Persons with Disabilities Act, 2016 in respect of DGT (HQ) and Regional Offices under administrative control of DGT for Group 'A', 'B' and "C" posts under DR is annexed at Annexure-I.

2. Information on Group C posts of the offices from whom it has not been received would be provided immediately on receipt.
3. This issue with the approval of competent authority.



(Sonu Bhatia)

Under Secretary to the Govt. of India

To

Under Secretary (Coordination)  
MSDE,  
Shram Shakti Bhawan,  
New Delhi

Annexure-I

Identification of posts suitable for Persons with disabilities in respect of DGT and its Regional Offices:

S. NO.	Name of the Post	Group
1.	Assistant Director (ISDS)	Group 'A'
2.	Training Officer/Technical Officer	Group 'B'
3.	Vocational Instructor/Junior Technical Assistant	Group 'B'
4.	Upper Division Clerk	Group 'C'
5.	MTS(Peon)	Group 'C'
6.	MTS (Safai karamchari)	Group 'C'
7.	MTS(Chowkidar)	Group 'C'
8.	Hostel Warden	Group 'C'
9.	Workshop Attendant	Group 'C'
10.	Hostel Attendant	Group 'C'
11.	Office Superintendent	Group 'B'
12.	Senior Hindi Translator	Group 'B'
13.	Stenographer Grade I	Group 'C'
14.	Library Cum Information Assistant	Group 'C'
15.	Assistant	Group 'C'
16.	Hostel Superintendent	Group 'C'
17.	Internal Auditor	Group 'C'
18.	Pharmacist	Group 'C'
19.	Stenographer Grade II	Group 'C'
20.	Hindi Typist	Group 'C'
21.	Painter	Group 'C'
22.	Coupon Clerk	Group 'C'
23.	Assistant Storekeeper	Group 'C'
24.	Draughtsman Mechanical	Group 'C'
25.	Tool Store In-charge	Group 'C'
26.	Cinema-cum-Library Attendant	Group 'C'
27.	Stenographer Grade III	Group 'C'
28.	Daftry	Group 'C'
29.	MTS (Dresser)	Group 'C'
30.	MTS (Gate Keeper)	Group 'C'
31.	Librarian	Group 'C'
32.	Store Keeper	Group 'B'
33.	Accountant	Group 'C'
34.	Stenographer	Group 'C'
35.	Lower Division Clerk	Group 'C'

Note: Information in respect of RDSDEs Haryana, Maharashtra, UP, NSTI(W) Bengaluru and NSTI(W) Mumbai will be sent immediately on receipt from these offices.

DGT-Z-2025/02/2021-EsttI  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
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1st & 2nd Floor, Employment Exchange Building,  
Pusa Campus, New Delhi – 110012

Dated: June 16, 2021

OFFICE ORDER

In pursuance of Ministry of Social Justice and Empowerment OM no. 34-16/2018-DD-II dated 13.11.2019, the following Officers of DGT are nominated as members of the Expert Committee constituted for the purpose of Identification of posts, suitable for all categories of disabilities under Section 34(1) of the Rights of Person with Disability Act, 2016: -

1. Sh. G. Venkatesh, Dy. Director, RDSDE, Bengaluru, Chairman
2. Sh. H.B. Meena, RDSDE Kanpur, Member
3. Ms. Shobha Bhawani Singh Bai, NSTI, Bengaluru, Member
4. Sh. Mohd. Shariq, RDSDE Kanpur, Member

This issues with the approval of the Competent Authority.



(Sonu Bhatia)  
Under Secretary to the Govt. of India

To: -

1. Sh. G. Venkatesh, Dy. Director, RDSDE, Bengaluru
2. Sh. H.B. Meena, RDSDE Kanpur
3. Ms. Shobha Bhawani Singh Bai, NSTI, Bengaluru
4. Sh. Mohd. Shariq, RDSDE Kanpur

Copy to:

1. Sr. PPS to DG(T), PPS to DDG(SS),
2. The Director (Adm.), MSDE, S.S. Bhawan, Rafi Marg, New Delhi - 110001

**IDENTIFICATION OF POST SUITABLE FOR PERSON WITH BENCHMARK DISABILITIES IN DGT AND REGIONAL OFFICES**

SL. NO.	NAME OF THE POST	GROUP
1.	ASSITANT DIRECTOR	GROUP "A"
2.	TRAINING OFFICER	GROUP "B"
3.	VOCATIONAL INSTRUCTOR/JUNIOR TECHNICAL ASSITANT	GROUP "B"
4.	OFFICE SUPERINTENDENT	GROUP "B"
5.	SENIOR HINDI TRANSLATOR	GROUP "B"
6.	STORE KEEPER	GROUP "B"
7.	DRAUGHTSMAN MECHANICAL	GROUP "C"
8.	LIBRARY & INFORMATION ASSISTANT.	GROUP "C"
9.	PHARMACIST	GROUP "C"
10.	PURCHASE ASSITANT	GROUP "C"
11.	HOSTEL SUPRINTENDENT	GROUP "C"
12.	INTERNAL AUDITOR	GROUP "C"
13.	ACCOUNTANT	GROUP "C"
14.	DRIVER	
15.	STENOGRAPHER	GROUP "C"
16.	PHOTOGRAPHER	
17.	DATA ENTRY OPERATOR	GROUP "C"
18.	LOWER DIVISION CLERK	GROUP "C"
19.	HINDI TYPIST	GROUP "C"
20.	WORK SHOP ATTENDANT	GROUP "C"
21.	FERRO PRINTER	GROUP "C"
22.	SEMI SKILLED	GROUP "C"
23.	CARPENTER /PAINTER	GROUP "C"
24.	CINEMA CUM LIBRARY ATTENDENT	GROUP "C"
25.	MTS	GROUP "C"



**POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES**

SL. NO.	NAME OF THE POST	NATURE OF WORK PERFORMED	SUITABLE CATEGORY OF BENCHMARK DISABILITIES	FUNCTIONAL REQUIREMENTS
1.	ASSITANT DIRECTOR	<p>Identifies training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with Industries and human resources departments design and expand training and development programmes. Based on the needs of the organisation and the individual work in a team to produce programmes that are satisfactory to all relevant parties in an organisation.</p> <p>Becoming increasingly important develop effective induction programmes conduct appraisals devise individual learning plans produce training materials for in-house courses manage the delivery of training and development programmes and, in a more senior role, devise a training strategy for the organisation monitor and review the progress of trainees through questionnaires and discussions with officials ensure that statutory training requirements are met evaluate training and development programmes amend and revise programmes as necessary, going to meetings and attending relevant courses have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages research new technologies and methodologies in workplace learning and present this research.</p>	<p>a) B, LV  b) D, HH  c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy  d) MI  e) MD involving (a) to (d) above</p>	S, ST, W, BN, RW, SE, H, C, MF

2.	TRAINING OFFICER	They identify training needs, plan formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest Suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organizations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	Attached Separately Trade wise	‘--
3.	VOCATIONAL INSTRUCTOR/ JUNIOR TECHNICAL ASSISTANT	They identify training needs, plan formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organizations/Depts. Aimed at improving personnel efficiency and output Advise and assist in development of syllabi programmes, training materials /aids study policies, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	Attached Separately Trade wise	--

4.	Draughtsman Mechanical	Prepares drawings of machines ,plants, mechanical components, equipment, etc. From sketches, notes, data or sample for purposes of manufacture or repairs. Takes instructions from Mechanical Engineer and calculates dimensions as required from available materials(notes, data etc)or sample. Draws to scale detailed drawings, assembly drawings, showing plan, elevations, sectional views etc. According to nature of work and operations required. Prints(writes) dimensions, tolerances, material to be used and other details to gives clear picture and facilitate understanding. Maintains copies of drawings and makes blueprints.	a) D, HH b) OA, BA, OL, BL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H
5.	WORK SHOP ATTENDANT	Maintains cleanliness of instruments and surroundings of the workshop. Helps other staff in the installation and movements of the instruments.	a) B, LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, L, PP, MF, RW, SE, H
6.	FERRO PRINTER	To perform job in Ferro Printing	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD	S, SE, ST, BN, W, MF
7.	<i>SEMI SKILLED</i>	Working on machines, material handling, directly involved in production and maintenance activities.	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C

8.	<i>CARPENTER/ PAINTER</i>	Makes, assembles, alters and repairs wooden structures and articles according to sample or drawing using hand or power tools or both. Studies drawing on sample to understand type of structure or article to be made and calculates quantity of timber required.	a) B, LV b) D, HH c) OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C
		Painter, General applies decorative or protective coats of paint, varnish, shellack, enamel, lacquer or other materials on exterior or interior surfaces, trimming and fixtures of glass, metal, wood, plaster concrete brick, building boards or other objects using brush, spray gun, roller, stencils etc.	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID,	S, ST, W, BN, RW, SE, H, C

#### APPEREVIATIONS

**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 by 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 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

**POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES**

SL. NO.	NAME OF THE POST	NATURE OF WORK PERFORMED	SUITABLE CATEGORY OF BENCHMARK DISABILITIES	FUNCTIONAL REQUIREMENTS
1.	OFFICE SUPERINTENDENT	Section Officers; Office Superintendent; Head Clerk; Section-in-charge; Head Assistant; Supervisor (clerical) organize and controls all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving	S, ST, W, RW, SE, H, C
2.	SENIOR HINDI TRANSLATOR	To undertake the translation into Hindi of the technical and other publication of the Bureau, assisting the publication unit in proof reading of Hindi Publication prepare publicity material in Hindi.	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF
3.	STORE KEEPER	Store Keeper; Store Clerk Godown Keeper; Warehouse-man receives stores and issues various types of goods, tools, equipment raw materials etc., and maintains record of each item. Checks incoming supplies against orders, bills or vouchers, identifies,	a) D, HH b) OA, OL, LC, Dw, AAV c) ASD (M, MoD), ID,	S, ST, SE, RW, H, C

		weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods. Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superiors periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice of superiors. Supervises work of subordinates engaged in lifting goods.	SLD, MI d) MD involving (a) to (c) above	
4.	LIBRARY CUM INFORMATION ASSISTANT	Librarians and Related Information Professionals, other include all other Librarians engaged in cataloguing, preserving and maintaining books, manuscripts, magazines, of historical, scientific and literary importance, not elsewhere classified.	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, L, MF, SE, RW, C
5.	PHARMACIST	Storing medicine, Distribution / issue medicine, Maintaining records, making indent	a) D, HH b) OL, BL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H
6.	PURCHASE ASSISTANT	Purchases goods at favourable prices on behalf of wholesalers, big consumers, Government authorities, etc. on salary or commission basis. Receives instructions from clients on specification of goods and rates at which goods are to be purchased. Contacts Manufacturers Agents or Wholesale Dealers and finds out prevailing rates, quality and quantity of goods available. Acquaints clients with latest	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, MF, SE, RW, H, C

7.	HOSTEL SUPERINTENDENT / HOSTEL WARDEN	They formulate and execute policies, relating to recruitment, training, review of terms and conditions, implementation of statutory and other welfare scheme and effective utilization in hostels. Advise and assist in development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management.	a) LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	ST, W, BN, MF
8.	INTERNAL AUDITOR	Conducting the verification of the records and files in Sub Offices and showrooms of the Board in connection with the Internal Audit and providing of necessary assistance to the Senior Auditor and Accounts Officer (IA), Submission of Internal Audit Reports and its follow up.	a) B, LV b) D, HH c) OA, OL, OAL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF
9.	ACCOUNTANT	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. 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, 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 accounts 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	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above	S, ST, W, BN, MF, RW, SE, H, C

		other purchases and also disposal of assets, write off, depreciation and award of contract etc.		
10.	DRIVER	Driver, Auto Rickshaw; Driver, Motor Cycle Rickshaw drives auto rickshaw on hire or as paid employee for transporting men and material, observing traffic rules and signals. Cleans and washes vehicle and does running repairs. May maintain book of journey.	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD d) MD involving (a) to (c) above	S, ST, W, BN, MF
11.	STENOGRAPHER-III	All office work including typing, short hand, note taking, maintaining files & documents.	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	S, ST, W, RW, SE, H, C
12.	PHOTOGRAPHER	To shootout photograph inside place of consulting department	a) LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	S, SE, RW, ST, MF, C
13.	DATA ENTRY OPERATOR	Data entry operators enter numerical and other data in to electronic equipment for processing and transmission, or enter data on cards and tapes, using punching machines.	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, MF, RW, SE, H
14.	LOWER DIVISION CLERK	Lower Division Clerk, performs variety of clerical duties such as maintenance of records, receipt and dispatch of dak, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV,	S, ST, W, MF, RW, SE, C



		record of issue and receipt of library books, maintaining record of incoming and outgoing railway wagons and carriages, booking and delivering of goods, maintaining auction accounts, calculating and releasing attending to clerical duties of court, allocating and supervising work of process serving staff, receiving applications for granting arms licences, doing clerical work for legal practitioner copying and comparison work, etc. uses typewriters or word processing equipment's to check and transcribe correspondence and other documents, deal with incoming and outgoing mail, and deal with routine correspondence on their own initiative not elsewhere classified.	MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above	
<b>15.</b>	<b>HINDI TYPIST</b>	Types from manuscripts, reports, statements statistical tables, etc. Using typewriter. Receives material for typing. Adjusts paper and carbon on typewriter. Places material to be typed by side of typewriter and types by operating key board with fingers. Manipulates hand lever to change position of paper when line is typed. Removes typed papers. Compares typed matter with manuscript and makes corrections wherever necessary. Cuts stencils on typewriter for use in duplicating machine.	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, L, MF, RW, SE, H, C
<b>16.</b>	<b>Cinema-cum-Library- Attendant</b>	Maintaining Books & Journals in library.	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, MF,RW,SE,C
<b>17 (a)</b>	<b>MTS (PEON)/ /</b>	Help in unskilled work (Peon)  To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	S,ST,W,BN,L,K C, PP, MF, SE,H, C

<b>b)</b>	<b>SAFAI KARMCHARI</b>	Dusting Man, Office; Farash, Office performs routine unskilled duties in office or establishment such as dusting of rooms and furniture and opening and closing office. Gets rooms swept by Sweeper in his presence. Dusts office tables, chairs, doors, windows, etc. Sprays periodically DDT or other insecticides. May sweep office or institution. May work as watchman and guard office or institution during day or night.	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, L, KC, PP, SE, C
<b>c)</b>	<b>CHOWKIDAR</b>	Checks entrance and exit of unauthorized persons and goods to and from residential and commercial buildings, industrial premises / institutions etc.	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, MF, RW, H, C
<b>d)</b>	<b>DRESSER</b>	Dresser dresses wounds, cuts, sores, boils etc. And applies ointment, liniments, and paints and gives first aid in emergency cases. Cleans wounds, cuts, sores with antiseptic material and applies ointments, paints, gauze, lint or other sterile material as prescribed by Surgeon, or under medical advice. Touches throat with throat paint, drops medicine, in eyes, nose or ears. Bandages wounds and other affected part of body. May massage any part of body under guidance of doctor. May prepare patients for operations and give them pre-operational care.	a) LV b) D, HH c) OL, Dw, AAV d) ID, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, L, MF, RW, C

## APPREVIATIONS

**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 by 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 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

**CATEGORIES IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES- TRAINING OFFICERS TRADEWISE**

SL. NO.	NAME OF THE TRADE	SUITABLE CATEGORY OF BENCHMARK DISABILITIES
1.	<i>Work Shop Calculation</i>	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above
2.	<i>Engg. Drawing</i>	a) D, HH b) OA, BA, OL, BL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
3.	<i>Draughtsman (civil)</i>	a) LV b) D, HH c) OA, BA, OL, BL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
4.	<i>Welder</i>	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
5.	<i>Turner</i>	a) LV b) D c) LC, DW, AAV d)SLD
6.	<i>Carpenter</i>	SLD, CP, LC, DW, AAV, DEAF, HH, AUTISM, ID, SLD
7.	<i>Electrician</i>	SLD, LC, DW, AAV, DEAF, HH
8.	<i>Fitter</i>	LD, LC, DW, AA, LV, DEAF
9.	<i>Machinist</i>	LD, LC, DW, AA, LV, DEAF
10.	<i>Instrument Mechanic</i>	LD, LC, DW, AA, LV, DEAF, AUTISM
11.	<i>Radio and television</i>	LD, CP, LC, DW, AA, LV, AUTISM, SLD
12.	<i>Audio visual aid</i>	LD, CP, LC, DW, AA, LV, AUTISM, SLD

<b>13.</b>	<i>Printing Technology</i>	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
<b>14.</b>	<i>Electronics</i>	LD, LC, DW, AA, LV, DEAF, AUTISM, SLD
<b>15.</b>	<i>Diesel Mechanic</i>	LD, LC, DW, AA, LV, DEAF
<b>16.</b>	<i>Moulder</i>	a) LV b) D, HH c) OL,Dw,AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
<b>17.</b>	<i>Wire man</i>	LD, LC, DW, AA, DEAF, HH
<b>18.</b>	<i>Motor Mechanic Vehicle</i>	LD, LC, DW, AA, LV, DEAF
<b>19.</b>	<i>Cutting and Tailoring</i>	a) LV b) D, HH c) OL, BL, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
<b>20</b>	<i>Machine Tool Maintenance</i>	LD, CP, LC, DW, AA, BLIND, LV, DEAF, HH, AUTISM, ID, SLD
<b>21</b>	<i>Tool and Die making</i>	LD, LC, DW, AA, LV, DEAF
<b>22</b>	<i>Grinder</i>	ÎD, ÎC, DY, AA, ÎX, DEAE
<b>23</b>	<i>Sheet Metal Worker</i>	LD, LC, DW, AA, DEAF, HH
<b>24</b>	<i>RAC</i>	LD,CP,LC,DW,AA,,LV,DEAF,HH
<b>25</b>	<i>Black smithy</i>	a) B, LV b) D, HH c) OL, BL, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
<b>26</b>	<i>Process control Instrumentation</i>	LD, LC, DW, AA, LV. Deaf, Autism
<b>27</b>	<i>Chemical</i>	LD, LC, DW, AA, LV. Deaf, Autism

## APPEREVIATIONS

**CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, LC= *Locomotor Disability* 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