# Job Descriptions

## Part - I

### GENERAL ADMINISTRATION CADER

**Introduction**

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- 33: Senior Deputy Manager
- 34: Deputy Manager
- 35: Senior Assistant Manager
- 36: Assistant Manager
- 37: Assistant Grade-I
- 38: Assistant Grade-II
- 39: Assistant Grade-III
- 40: Steno Typist

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- 38: Senior Deputy Manager
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## PLANNING & RESEARCH CADRE

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- 46: Assistant Financial Adviser
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- 50: Joint Manager
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- 55: Assistant Electrical (Hindi)
- 56: Assistant Assistant Engineer (Hindi Translator)
- 57: Clerk
- 58: Assistant Chemist
- 59: Hindi Typist
- 60: Library Assistant
- 61: Computer Operator
- 62: Proof Reader
- 63: Vehicle Driver (Grade-I)
- 64: Medical Officer
- 65: Pharmacist (Compounding)
INTRODUCTION

The duties and responsibilities of all categories of staff except Engineering Posts have been defined in the Job Descriptions in this Book and are circulated herewith for general information and guidance.

The duties and responsibilities as given are only illustrative and only broadly defined. Officers in the Headquarters, Zonal, Regional and other offices may supplement/amend these Job Descriptions to suit the requirements of work.

The Job Descriptions of Engineering staff are given in a separate volume—Job Descriptions—Part II.

B.C. BHAGIN
Senior Deputy Manager (G M 1 & S)

New Delhi,
Characteristics of the Class:

This is the first level post from which the specialized cadres except on the Accounts, Engineering, Legal and Production sides get merged. The incumbent, under the general direction of higher officers, is responsible for the implementation of the broad policy decisions, directives and methods of work to be followed by the various subordinate officials/reports under his charge. He is required to assist in the formulation of policies and for issuing suitable directives to the subordinate officials in order to see that the activities of the Corporation proceed on proper lines. He exercises such original and appellate jurisdiction with regard to disciplinary matters over the employees of the Corporation as may be prescribed from time to time.

When posted in the Head Office, Zonal Office or in the Regional Office other than in charge of the Division/Region, he is responsible for coordinating the activities of the various sections under his charge. He plans, organizes, assigns and directs flow of work in the offices and sections under him. He ensures that all the officers and staff working under him are properly trained to the objectives, plans, policies, procedures and office methods.

If posted in the Regional office, as Regional Manager, he will be the in-charge of the Region and be primarily responsible for supervision and control of all the District Offices and the Depots within the area of his jurisdiction. To achieve this purpose he gets returns and periodicals from his subordinate officers and reviews them to see that his subordinate officers efficiently implement the policy directives. Conducts periodical and detailed Inspection of District offices and Depots, exercises such powers in financial matters like settling of contracts, write-off of losses, re-appropriation of funds etc. Ensures that the various functions such as storage, procurement, sales, transportation, quality control and general administration etc. are efficiently and economically done with or without controlling authority. He is required to maintain good working relations with the State Office, at District high level and good public relations.

Grade Pay: Rs. 400-500. 

Promotion: 60% to 70%, by transfer on deputation, or by direct recruitment.

Experience: 3 years as Senior Deputy Manager, General Administration/Technical/ Marketing/Planning & Research Cadre.
Class Title
Senior Deputy Manager
(General Administration)
Pay Scale
Rs. 900-50-1450.

Characteristics of the Class:
Under the general direction of higher officials, is responsible for coordinating the activities of the various sections under his charge. Examines/receives proposals/letters relating to the different subjects dealt with in the sections under his charge, decides/recommends action according to precedents and policy, puts up policy matters on which advice of superiors is needed for their approval/endorse.

Coordinates the various activities of the sections under his charge and obtains/supplies information from/to other divisions relating to the subjects dealt with under his charge. Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures and office methods. Plans, organizes, assigns and directs flow of work in the offices and sections under him.

Exercises general administrative control over the prompt disposal of work, elimination of delays, timely submission of Reports and Returns through periodical reports received from him and superior inspection/visits.

Is usually posted in office of the level of Regional Office and above. In the Regional Office, he acts as the second-in-charge and is responsible for directing the Regional Manager in different activities may be given independent charge of some Division in the Regional/other offices.

Mode of Recruitment: 100% promotion.
Experience: 5 years as Deputy Manager (General Adm.)

Class Title
Deputy Manager (General Adm.)
Pay Scale
Rs. 900-50-1250.

Characteristics of the Class:
Under the general direction of higher officials, is responsible for coordinating the various activities of the sections under his charge. Examines/receives proposals/letters relating to the different subjects dealt with in the sections under his charge, decides/recommends action according to precedents and policy, puts up policy matters on which advice of superiors is needed for their approval/endorse.

Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures and office methods. Plans, organizes, assigns and directs flow of work in the sections under his charge.

Exercises general administrative control over the staff ensuring prompt disposal of work, elimination of delays, timely submission of Reports and Returns, etc.

Functions as the District Manager if posted in the District Office and is directly in charge of all the operations of the Corporation in the District. He is then personally responsible for the proper implementation, coordination and strict compliance of the instructions laid down by the Corporation. As District Manager, he is the main field official of the Corporation within his District and in that capacity has to maintain close liaison with the District authorities & good public contact.

Mode of Recruitment: Direct 25%, promotion 75%.

Qualifications & Experience:

For Promotion: 3 years as Subordinate Assistant Manager.

For Direct Selection: Graduate, Diploma in Business Management; 5 year experience in Food and Allied Goods.
Characteristics of the Class:

Under general supervision/genera direction of Deputy Manager/Higher officials, organizes, supervises and co-ordinates the activities of the staff in his section. Allocates work in a manner which secures coordinated motion and completion of individual tasks according to established priorities and in accordance with the rules and instructions, review work performed by the Assistants in his Section. Ensures that relevant facts are collected and assimilated in a way which facilitates decision by himself/his superior.

Checks data incorporated in correspondence, statements etc. for accuracy, drafts letters to be issued on different subjects dealt with in the section where he is posted, issues routine letters under his signature and puts up cases involving financial implications and policy matters to his superior for approval; checks attendance register to ensure regularity and maintains discipline in the section. Teases, helps, advises and motivates his staff to work cooperatively and conscientiously.

May be required to work as District Manager of a small District Office, where he is directly in charge of all the operations of the Corporation. He is then personally responsible for the proper implementation and for strict compliance of the instructions laid down by the Corporation. An District Manager, he is the main operational field officer of the Corporation within his District. In that capacity, he has to maintain close liaison with the District Authorities and close public contact.

Mode of Recruitment: 50%, Promotion 50%.

Qualifications & Experience:

For Promotion: 3 years as Assistant Manager (General Administration/Goods).

For Direct Recruitment: Graduation 4 years experience in food and allied fields.

States of Assistant Managers and their duties and responsibilities:

There has been a great deal of confusion about the status of Assistant Manager in the Food Corporation of India. They are, as per Staff Regulations, placed in Category II of the Corporation but on the grounds that they are not performing any supervisory duties, they have generally joined the union as opposed to the staff associations. A plea has also been put forward that duties of Assistant Managers have never been clearly defined in the absence of which it is not possible to categorically assert that they perform largely supervisory functions.

2. Recently the management took up the question of defining the duties of Assistant Managers on the basis of work actually performed by them and this exercise has brought out the fact that Assistant Managers are in fact the first line of management and function as front line managers in the various sections to which they are assigned. In fact, history records that the very creation of the post of Assistant Managers in the Corporation was an attempt to resolve the question of who would be the first line managers. When the Corporation was established, the creation of posts in the organization and fixing of pay scales thereof had to take account of the scale and posts existing in the respective Department of Food from which a large part of the Corporation staff was drawn and, by and large, the posts in the Corporation followed the Food Department pattern. However, there were two designations in the Regional Directorates of the Food Department in respect of which the Corporation deliberately made a departure. There were Office Superintendent and Goods Superintendent. These posts were in Category III in the Food Directorate on the scale of Rs. 250-300-375-475 and Rs. 335-415-525 respectively. These were similar posts to the Technical Officer in the scale of Rs. 135-165-195-232-275 which was in Category II. In the Corporation, the designation of Assistant Manager in the Category II was decided to include not only the Technical Officers but also the Goods and Office Superintendents in the scale of Rs. 335-415-525-605-705. Clearly, the intention was to raise the status of Goods/Office Superintendents and bring them up so as to give them greater responsibility to front line Managers. The spirit behind this decision was to make the Assistant Manager the first line of the Corporation, and to make him the one best placed to meet the demands of the moment. The fact that at this level the management considered it necessary to have his direct representation to increase and
3. Again, in the Corporation, there are two designations introduced for technical reasons in the managerial cadre mainly to fit Field Department Officers. These are the Senior Assistant Managers and the Senior Deputy Managers to correspond with the Assistant Director and the Joint Director. The management has already decided in favour of abolishing these designations. Once that happens, the responsibilities devolving on Assistant Managers would be far greater, leaving little room for doubt about their status as part of the management.

4. Against the above background and in line with the responsibilities discharged in the field, the duties and responsibilities of the Assistant Managers have been drawn up and may be seen in the annexure.

**ANNEXURE - I**

The duties of Assistant Managers:

Generally, the duties and the powers enjoyed by the Assistant Managers are as under:

1. **General**:
   - Applicable to all Assistant Managers irrespective of their Cadre.
   - The Assistant Managers are competent to grant casual leave to the employees working under them.
   - They take the performance appraisal of the Categories III and IV staff working under them.
   - They maintain the incoming and outgoing communications, directing them to the concerned official whenever required.
   - They have to allocate work to their subordinates and ensure proper coordination in their work.
   - They provide and advise the personnel working in their sections.
   - They check register and records maintained in the section to ensure proper maintenance.
   - They ensure maintenance of operation reference books, order books, and files.
   - They maintain discipline control over their subordinates—check attendance and to ensure that the output is given by all concerned.

2. **The duties and responsibilities of Assistant Managers in different Cadres: Assistant Manager (General):**
   - Supervisory charge of Administration Section in District Office and other General Sections in Regional Office/Field Office.
   - To ensure that all the routine works pertaining to individual cases are handled from filling up forms to the completion of cases. The Department and the Assistant Manager are expected to handle his own cases or supervision of cases handled by others.

3. **The duties and responsibilities of Assistant Managers in different Cadres: Assistant Manager (Field):**
   - Supervisory charge of Administration Section in District Office and other General Sections in Regional Office/Field Office.
   - To ensure that all the routine works pertaining to individual cases are handled from filling up forms to the completion of cases. The Department and the Assistant Manager are expected to handle his own cases or supervision of cases handled by others.
(iii) To supervise the accounts relating to different subjects dealt with in his station, check the bills for accuracy and for incorporating additional information pertaining to trade; purchase, fund etc., which may have been omitted generally all policy decisions begin at his level.

(iv) Such other duties as may be entrusted to them.

Assistant Manager (Depot):

(i) Supervisory charge of a Food Storage Depot.

(ii) To supervise, direct, guide, check and coordinate the work of operations, movement and office staff in the depot.

(iii) To exercise close control over all storage and movement operations with a view to reduce costs by avoiding damage, theft and pilferage, storage losses, etc.

(iv) To deal effectively with outside parties such as railways, transport contractors, labour unions, etc. to price shop dealings and others.

(v) To hold supervisory charge of the grain depot/deposits as well as to supervise the maintenance/keeping of all property of FCI at the Depot/Deposits; undertake physical verification of stocks as per instructions.

(vi) To ensure timely and up-to-date submission of prescribed returns/information in respect of the depot to higher authorities and to ensure up-to-date maintenance of all records pertaining to stock accounts.

(vii) To control and allot duties to departmental labour.

(viii) Such other duties as may be entrusted to them.

Assistant Manager (Accounts):

(i) Supervisory charge of Accounts Section in District Office.

(ii) To sign cheques for the bills passed for payment.

(iii) To check and recommend to competent authority the payment or otherwise of petty bills, T.A. bills and other miscellaneous bills.

(iv) To give general advice on statutory obligations, and observe observance of financial discipline in the district office.

(v) To keep proper watch on the operation of the trial account, maintenance of books of accounts and review the performance through internal audit system.

(vi) To supervise up-to-date keeping of books of original entries, subsidiary books, and other related accounts record.

(vii) To supervise preparation of yearly, quarterly and monthly trial balances.

(viii) To properly record the demand for and the use of funds to keep interest cost at an irreducible minimum.

(ix) To carry out the periodic inspection of various offices in the District/Region to verify the observance of accounting procedures.

(x) Such other duties as may be entrusted to them.

Assistant Manager (Verification/Claims):

(i) To maintain liaison with the Railways at the appropriate level for sorting out all problems connected with the store.

(ii) To carry out inspections of depots in regard to filling of claims, maintenance of claim records and transfer of claims to Regional Office—gives guidance whenever required.

(iii) To ensure timely action in regard to the matters relating to the payment of freight charges, demurrage charges, sale agreements, renewal of credit note facilities.

(iv) To arrange action in regard to linking of missing and unconnected wagons and arrange mobilization/withdrawal of the concerned missing wagon claims.

(v) To maintain liaison with the headquarters of the Railways in respect of claims statistics, claims solution, Railways Claims Commercial Policy, etc.

(vi) To ensure proper working of depot staff to put programme and to maintain contact with railways for supply of wagons and grant of clear Railway Receipts.

(vii) Such other duties as may be entrusted to them.

Assistant Manager (Quality Control) in the laboratory:

(i) Supervisory charge of the District/Regional Laboratory.

(ii) To supervise analysis of foodgrains, preserved internally or imported.

(iii) To arrange and supervise the maintenance of records showing the details of analysis on the samples received etc.

(iv) To make joint analysis of disputed stock.

(v) To ensure proper recording of results and maintain records through his supervision.

(vi) To arrange for prompt issue of quality certificate to facilitate payment.

(vii) To supervise maintenance of type samples and reference library.
(viii) To assist District/Regional Manager in day-to-day work in quality control matters. Implementation of Head Office/Zonal Office/Regional Office instructions.

(ix) To supervise working of quality control staff in District/Regional offices and ensure submission of quality control returns to Regional Office/Zonal Office and Head Office in time.

(x) To inspect storage depots where Assistant Managers are not posted and guide the quality control staff wherever necessary.

(xi) Such other duties as may be entrusted to them.

Assistant Manager (Quality Control) (in the depot):
(1) To keep watch on condition of grain in storage, and chalk out priority list for release of stocks being received in the depot from procurement centres/centres with particular reference to quality/specification.

(2) To ensure that quality of stocks being released for public consumption from storage is well within FCA limits.

(3) To ensure proper and timely treatment of stocks with chemicals with proper dosages.

(4) Such other duties as may be entrusted to them.

Assistant Manager (Quality Control) (in procurement):

Supervise procurement operations undertaken by Quality Inspectors in the field.

On the spot advice on quality and examination/analysis of stocks of foodgrains meant for purchases by Quality Inspectors. Surprise inspection of procurement centres and procured stocks, supervision of inspection of stocks procured by State Government/Agencies meant for traffic. Supervision of field experiments on procurement sponsored by Head Office/Regional Office/Regional Office. Maintenance of records on procurement with reference to target fixed. Supervision and surprise inspection of wagon loading. Such other duties as may be entrusted to them.

Duties and responsibilities of Assistant Manager (Motor Rail Mill):
1. Assistant Manager is a Junior Executive and Administrative Head of the Rice mill.

2. Supervises the working of the rice mill, laboratory, office and also the godowns. He directs, guides, checks and coordinates the work of operations, quality control, storage and movement of raw material, stores and finished products/poly products and office staff in the mill.

3. Responsible for maintenance and operation of the rice mill.

4. Supervises the work of the engineering and other staff in the rice mill to ensure maximum production with minimum down time and economy, compilation of returns, procurement of raw material, husker oil, spare parts, labour, etc.

5. Supervises analysis of products to ensure quality standard.

6. Supervises the working of the office to ensure timely submission of returns, reports, etc.

7. Disposal of products and by-products of the mill.

8. Responsible for the efficient functioning of the mill with regard to processing and production of rice mill and upkeep of machinery.

9. Ensure proper employment of labours and other staff.

10. Supervises receipt of paddy, production of rice, storage of rice, issuance dispensation of rice stocks.

11. Supervises the record of receipt/shipment of raw material, finished products.

12. Performs the work of the functionaries, staff members for storage of finished products up to Rs. 10,000/- at a time subject to a maximum of Rs. 20,000/- per month under financial powers delegated.

13. Performs all the functions of the Manager (Depot) wherever godown for storage of finished products i.e. rice is attached to the mill.

14. Competent to incur expenditure on emergencies (repair/purchase of spare) etc. up to Rs. 10,000/- at a time subject to a maximum of Rs. 20,000/- per month under financial powers delegated.

15. Any other function that may be entrusted from time to time.
Assistant Grade I (Ministerial)

Pay Scale

Characteristics of the Class:

This is the senior most clerical grade requiring sound knowledge and exercise of judgment and initiative in the application of a limited variety of pertinent regulations, procedures and instructions relating to the subjects dealt with. The incumbents under the immediate supervision of Assistant Manager/Higher officers perform a variety of clerical work including recording of notes recommending action to be taken in different types of cases dealt with by the office, drafting different types of letters to be issued, maintaining registers in ledgers, collecting information from different Sections and preparing returns and statements, posting entries in ledgers, linking, reconciling and preparing Trial Balance etc and other related work that may be assigned including duties listed for AG-II & AG-III.

The lower range of duties of AG-I overlaps with the higher range of duties of AG-II.

Typical Tasks:

The following are a few illustrative of the tasks generally performed by positions falling under this class:

(i) Depending on the branch where he is posted viz. Personnel, Commercial, Storage, Shipping, Quality Control etc., is responsible for all current files put up files with his name as and when required, takes follow up action for disposal of files submitted and reminds the concerned officers when the files are not received back within a reasonable time.

(ii) Examines matters relating to subjects allotted to him out of those dealt with by the section where he is posted, records his recommendations, writes draft reply and submits to Assistant Manager.

(iii) Prepares draft reply on Audit Objections, Inspection Reports etc.

(iv) Collects relevant data and prepares statements in connection with the items dealt with by him.

(v) Prepares Draft: Budget Estimates and Revised Budget Estimates and calculate income tax payable for officers and staff.

(vi) Calculates Leave Salary and Pension Contributions and Leave Salary Claims for deputation/de, makes entries in the Register, prepares L.P.Cs and draft letters relating to the same.

(56) Prepares General Vouchers, posts entries in ledgers, totals and balances the ledgers and reconciles the Trial Balance.

(57) Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: Promotion 100%, failing which direct recruitment.

Qualifications & Experience:

For Promotion: 3 years at AG-I/Tele Operation/Stores Gr-II.

For Direct Recruits: Graduate; 7 years experience in any office.

Class Title: Assistant Grade II (Ministerial)

Pay Scale
Rs. 120-10-250.

Characteristics of the Class:

This is the middle level clerical grade requiring sound knowledge of a limited variety of pertinent regulations, procedures and instructions relating to the subjects dealt with, which can be learnt after some experience. The incumbent, under the immediate supervision of AG-I/Higher officers, performs a variety of clerical work such as recording notes in files recommending action to be taken in routine cases, drafting routine letters to be issued by the office, posting entries in ledgers, maintaining statistics by keeping record in registers, preparing returns and statements and performing other related work that may be assigned to him including the duties listed for AG-I & AG-III.

The lower range of duties of AG-II overlaps with the higher range of duties of AG-III and the higher range of duties of AG-II overlaps with the lower range of duties of AG-I.

Typical Tasks:

The following are a few illustrative of the tasks generally performed by positions falling under this class:

1. Collects materials from Reports and Returns received from Sections/persons under the office, sorts relevant information in registers and consolidates and compiles Returns and Statements.
2. Collate and compile information relating to Budget Estimates, Expenditure etc.
3. Receive cheques, cheque books and other requisition slips for information to officers in the appropriate files, maintain guard files etc.
4. Prepare and submit periodic return and statements required by the office such as Sales Tax Return, Progress of Bills/Payments, received from A.P.O., Outstanding against State Governments/Private parties, Delayed Bills, Costing of Foodgrains to A.P.O., Employment Exchange Returns etc.
5. Issues Tender Forms, receives Tender Forms duly filled in by H & T Contractors, Transport Contractors, intending purchasers of changed food stuff, etc., checks for conformity with terms and conditions including payment of security deposits, and puts up the cases with his recommendations to the Assistant Manager/Office officer.
6. Does work connected with indexing, recording and needless out of old records.
7. Checks Pay, T.A., Medical Reimbursement and other bills.
9. May be required to work on holidays when he will have to receive and dispatch payments by cheques and cashed drafts, make entries in Cash Books and Central Ledgers and perform other duties of cashier.
10. Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: Promotion 100%, filling which direct recruitment.

Qualifications and Experience:

For Promotion: 3 years experience as AG-II/Typist/Telephone Operator.

For Direct Recruitment: Graduate; 4 years experience in any office.

Class Title
Telegraph Operator
Pay Scale
Rs. 19,050-36,000

Typical Tasks:

1. Types on the typewriter and the Teleprinter, messages to be transmitted and, after the message gets started, types the message on the typewriter.
2. Takes and copies of messages received.
3. Maintains diary register of incoming and outgoing messages and ensures prompt delivery of copies of messages to the concerned person, maintains the incoming and outgoing messages in the chronological order.
4. Performs other related work as may be assigned to him.

Mode of Recruitment: By transfer from the Grade of AG-II knowing typing, on a tenure basis.

Qualifications: Graduation.

Class Title
Assistant Grade-III (Ministerial)
Pay Scale
Rs. 10,000-16,000

Characteristics of the Class:

This is the beginning level clerical grade involving the performance, under close supervision of the A.M.(higher officer), of duties of a routine nature such as making simple entries in registers, dispatch of mail, drafting simple letters, maintaining annual leave record, recording movements of incoming and outgoing files, maintaining files of routine nature and other related work which can be easily learnt after a little on the job experience. The more difficult assignments normally to be assigned to AG-I and AG-II can also be required to be performed by this grade under close and immediate supervision of the Supervisors.

Typical Tasks:

The following are a few indications of the tasks generally performed by positions falling under this class:

1. Receives and dispatches incoming and outgoing communications and distributes to the concerned employee.
2. Lodge and dispatch outgoing mail for completeness, maintains for despatch a proper and complete register, proper signatures, proper enclosures and similar details and conformity to postal regulations.
3. Compiles typed material.
4. Maintains record of incoming and outgoing files.
5. Drafts simple letters and minitute files of routine nature.
6. Prepares identity cards for employees, medical attendants, in service books and embosses cancel leaves record.
7. Reorders monthly items for issues of stationery from different sections, maintains the issue register, issues in previous months and the stocks in hand with the sections concerned, and seeks orders of the superiors in respect of the quantity to be issued.

8. Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: Direct 90%, Promotion 10% from Matriculate Category IV employees with 3 years experience.

Qualifications and Experience:

For Promotion: Matriculate Category IV employee with 3 years experience.

For Direct Recruitment: Graduation.

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Class Title: Telephone Operator

Pay Scale: Rs. 120-10-240.

Typical Tasks:

1. Operates the Good Type P.B.X./PABX switch board for connecting the incoming calls and for connecting to Local/S.T.D. numbers.
2. Passes routine information relating to telephone numbers, extensions, etc. of the officers.
3. Records irreplaceable and maintains record of important calls booked.
4. Registers with Telephone Authorities complaints about defects in the Telephone connections.
5. Performs other related work as may be assigned to him/her.

Mode of Recruitment: Direct Recruitment.

Qualifications: Matriculation.

Experience: One year, preference being given to lady candidates.

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Class Title: Personal Secretary

Pay Scale: Rs. 400-4-900-50-950.

Characteristics of the Class:

The incumbent is required to perform the Personal Assistant duties of assisting an officer in the grade of Rs. 2000-2500 and above with whom he is attached in scheduling appointments, answering telephones, giving information to callers and referring his officer to routine administrative and clerical details.

Typical Tasks:

1. Schedules appointments; answers telephones and gives information to callers or examines them to the appropriate officials.
2. Receives visitors, determines nature of business and replies to routine enquiries where he has the required information; otherwise directs the visitors to concerned officials.
3. Hands and edits incoming mail and deals and attaches appropriate references to correspondences to be answered.
4. Compiles and types routine correspondence.
5. Takes dictation in shorthand or dictation from his officer so to the limit of action and puts up draft notes on behalf of his officer and drafts letters for his approval.
6. Checks outgoing letters from his officer for completeness of signatures, attachment of enclosures, date, full address etc.
7. Maintains confidencial and other records.
8. May record Minutes of Meetings.
9. Supervises the clerical and other staff attached with his officer.
10. Performs other related work that may be assigned to him.

Mode of Recruitment and Qualifications: To be determined on each occasion and when a vacancy arises.

Class Title: Stenographer Grade-II
Pay Scale: Rs. 23340-26650
Characteristics of the Class:
The incumbents are required to perform the following duties of assisting officers of the rank of Assistant Manager and above but below officers in the scale of Rs. 2000-2500 by scheduling appointments, answering telephones and giving information to callers, composing and typing routine correspondence, filing correspondence and performing other related work.

Typical Tasks:
1. Schedules appointments, answers telephones and gives information to callers or contacts them to the appropriate officers.
2. Receives visitors, maintains record of business and directs visitors to concerned officers.
3. Looks up records and attatches appropriate references to correspondence.
4. Compares and types routine correspondence.
5. Takes dictation, types, compares and puts up the letters and notes for signature.
6. Checks all outgoing letters from the officer for completeness of signatures, attachment of enclosures, date, full address etc.
7. Files correspondence and other records.
8. Performs other related work that may be assigned to him.

Class Title: Stenographer Grade-I
Pay Scale: Rs. 22040-25540
Characteristics of the Class:
The incumbents are required to perform the following duties of assisting officers of the rank of Assistant Manager and above but below officers in the scale of Rs. 2000-2500 by scheduling appointments, answering telephones and giving information to callers, composing and typing routine correspondence, filing correspondence and performing other related work.

Typical Tasks:
1. Schedules appointments, answers telephones and gives information to callers or contacts them to the appropriate officers.
2. Receives visitors, maintains record of business and directs visitors to concerned officers.
3. Looks up records and attaches appropriate references to correspondence.
4. Compares and types routine correspondence.
5. Takes dictation, types, compares and puts up the letters and notes for signature.
6. Checks all outgoing letters from the officer for completeness of signatures, attachment of enclosures, date, full address etc.
7. Files correspondence and other records.
8. Performs other related work that may be assigned to him.
Mode of Recruitment: Promotion of typists, failing which direct recruitment.

Qualifications and Experience:

For Promoters: 3 years experience. Typing speed 40 w.p.m. and shorthand 20 w.p.m. essential.

For Direct Recruits: Matriculation with a speed of 40 and 30 w.p.m. in typewriting and shorthand respectively.

Class Title: Gestetner Operator

Pay Scale: Rs. 103-5-150.

Typical Tasks:
1. Operates Gestetner machine to reproduce typed matter from the stencils.
2. Maintains record of copies made and account of duplicating paper consumed.
3. Prepares invoices for duplicating papers, ink etc. required.
4. Keeps the machine clean, greased and in proper operating condition.
5. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: 100% promotion, failing which direct recruitment.

Qualifications and Experience:

For Promoters: 3 years as Draft and qualification to operate a gestetner machine.

For Direct Recruits: Middle Standard Pass and qualification to operate a gestetner machine.

Class Title: Delivery

Pay Scale: Rs. 85-2-95-3-110.

Typical Tasks:
1. Stitches looseleaf files and files to be recorded and stores them in the shelves or other proper places.

2. Lists out in a register the files being recorded and copies in registers are other miscellaneous details.

3. Under supervision of superior, registers files and papers to be destroyed.

4. Searches and arranges all types of records, sorting them and arranging them by serial numbers, in chronological order or alphabetical order etc.

5. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: 100% promotion.

Qualifications and Experience:

For Promoters: 3 years as Prom.
Class Title: Wastruman (Chowkhidars in Office)  
Pay Scale: Rs. 800-1400

Typical Tasks:
1. Guards the premises against fire, theft, vandalism and illegal entry.
2. Takes rounds around the premises at regular intervals.
3. Examines doors, windows and gates to ensure that they are secure.
4. Watches for and reports irregularities such as fire hazards, leaking water and security doors left unlocked.
5. Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: 100% direct recruitment.
Qualifications: Middle Standard Pass.

Class Title: Picker  
Pay Scale: Rs. 100-5120

Typical Tasks:
1. Assists the Technical Assistants in procuring various requisitions from the given weighed samples and keeps a separate record for stock by Technical Assistants, Higher Officer and final settlement of various requisitions.
2. Arranges samples in the Reference Type Sample Library in a proper order.
3. Cleans laboratory equipment and maintains sterile conditions in the Laboratory.
4. Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: 100% promotion.
Qualifications and Experience: Middle Standard Pass; 3 years experience as Helper/Helper Operative/Washedman/Watchman.

Class Title: Head Wastruman  
Pay Scale: Rs. 80-215-3111

Typical Tasks:
1. Supervises and checks the work of about 15 watchmen in any shift, checks attendance and ensures punctuality and maintains discipline among the watchmen placed under his charge.
2. It is required to be personally present during each change of shifts and ensures that the watchmen detailed for the shift are present.
3. Makes surprise checks particularly during the night and as a token of his supreme visit signs the Cycle Register maintained in a Log Book, where he indicates whether the keys of the sheds under the charge of the watchmen were closed and found in order.
4. Recommends action against watchmen found neglecting duty.
5. Assign duties to watchmen and reorganization of duties in the event of any watchman proceeding on leave/not reporting for duty.
6. Watches for and reports irregularities such as fire hazards, leaking water and security doors left unlocked.
7. Performs other related work that may be assigned to him by his superior.

Mode of Recruitment: 100% promotion.
Experience: 3 years as Wastruman.

Class Title: Delaying Operator  
Pay Scale: Rs. 80-215-3110

Typical Tasks:
1. Assists in prephyrite treatment by operating Hand/Power Sprayers and other equipment as per programme and instructions of Technical Assistants/Higher Officers.
2. Assists in drawing of samples work in plant events and analysis.
3. Attends completion of work in the depots to ensure that no damaged/lost bags are not allowed.

Extra 22.
4. Assist in carrying out immigration operations for which he has to carry cover, backpack and get for same in the stocks, move the covers by hand-lifter/etc. for which he has to operate the multipliers.

5. Perform other related work as may be assigned to him.

Mode of Recruitment: Promotion 100%

Qualifications and Experience: Middle Standard Pass, 3 years experience as Singer/Watchman/Sweeper/Labourer.

Class Title: Singer
Pay Scale: Rs. 85-2-93-1-110.

Typical Tasks:
3. Takes points around the premises at regular intervals.
4. Examine doors, windows and gates to determine that they are secure.
5. Watches for and reports irregularities, such as the breakage, leaking water, and security doors left unlocked.
6. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: 100% direct recruitment.

Qualifications: Middle Standard Pass.

Class Title: Watchman (Gadown)
Pay Scale: Rs. 50-2-1-100.

Typical Tasks:
1. a) On each day receive lists of the goods from the Gadown/General/Shift-incharge, open, load, and close doors of sheds/galleries;
   b) At close of work and on direction of Gadown/General/Incharge, undertake inspection, controls and mark the key to Gadown/General/Shift-incharge.
2. Guard the premises against fire. Check, formation and report duty.

3. Takes points around the premises at regular intervals.
4. Examine doors, windows and gates to determine that they are secure.
5. Watches for and reports irregularities, such as the breakage, leaking water, and security doors left unlocked.
6. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: 100% direct recruitment.

Qualifications: Middle Standard Pass.
4. Supervises and removes damage for building and liquidation of stocks, handles goods on bales and makes bundles of empty bags, opens damaged bags for spreading food-grains for reconditioning, collects the reconditioned grain, cleans them in mills and fills them into bags.
5. Shifts and places bean bags for weighing operations.
6. Cleans truck platforms, spreads tarpaulins over them for loading bags and handling trucks.
7. Performs other related work as may be assigned to him.

Mode of Recruitment: 100% Direct.

Qualifications: Should be able to read and write in any language.

Class Title: Assistant Manager (Depot/Godown)
Pay Scale:

Duties and Responsibilities:
As indicated in Status of Assistant Managers and duties and responsibilities, listed on pages 5–11.

Class Title: Chief Labour Inspector
Pay Scale:

Characteristics of the Class:
Under the general supervision/guidance of higher officers deals with labour problems of departmental labour under his jurisdiction.

Typical Tasks:
1. Examines investigates complaints by individual workers/unionists and submits his recommendations.
2. Studies Charter of Demands by Labour Unions and gives his recommendations.
3. Meets Labour Union leaders/individual workers, discusses their grievances, explains the management's viewpoint and submits to management Labour Union's present demands along with his recommendations.
4. Attends Zonal Manager in meetings connected with labour matters and gives report on the deliberations and takes follow up action on the same.
5. Checks and suggests safety measures for workers and supervises maintenance of data relating to accidents arising out of and in the course of employment.
6. Ensures compliance with labour legislation requirements for which he liaises with the different labour departments.
7. Attends proceedings before Labour Officers/Constitution Officers etc., and submits report on the proceedings.
8. Examines and takes action, directions on various matters relating to departmental labour.
9. Ensures that the interests of the FCI in respect of the statutory provisions are safeguarded.

Class Title: Sweeper
Pay Scale:
Rs. 300-25-500-30-620-40-700.

Typical Tasks:
1. Sweeps, scrubs and mops/makes floor, alleys, stairways, work area and other areas.
2. Cleans dirt and dirt from ceiling, walls and fixtures etc., and keeps the premises in clean condition.
3. Washes and cleans latrines and toilets, using deodorizers and other materials.
4. Removes garbage and other waste material from the premises.
5. Performs other related work as may be assigned to him by his superiors.

Mode of Recruitment: 100% Direct recruitment.

Qualifications: Should be able to read and write in any language.
10. Prepares a monthly report of the state of industrial relations for the Zone for submission to H.O.

11. Performs all other related work as may be assigned to him by his superior.

Mode of Recruitment: 50% promotion, 50% direct recruitment.

Qualifications & Experience: For promotions, 3 years as Labour Inspector.

For direct recruits, Degree from a recognised University preferably with Social Service or Diploma in Social Service/Social Welfare from a Recognised Institution with 2 years experience in Labour Welfare work or Social Service.

Class Title

Labour Inspector
Pay Scale
Rs. 225-10/235-15 140-20-250.

Characteristics of the Class:

Under the immediate/general supervision of Chief Labour Inspector or higher officers, deals with labor problems of departmental labour.

Typical Tasks:

1. Examines complaints by individuals and submits his recommendations.

2. Studies chart of demands by Labour Unions and gives his recommendations.

3. Maintains data relating to accidents arising out of and in the course of employment, strikes, man days lost, monetary loss to the organisation as a result thereof.

4. Examines and suggests action, drafts letters on various matters relating to different Labour matters of departmental labour.

5. Performs other related work as may be assigned to him.

Mode of Recruitment: 100% direct recruitment.

Qualifications & Experience: Degree or equivalent with 2 years experience in Labour Welfare work or Social Service.
Class Title: Assistant Grade-II (Depot)
Pay Scale: Rs. 150-30-300

Characteristics of the Class:

This is the middle level clerical grade requiring some knowledge of a limited variety of pertinent regulations, procedures and instructions relating to the subject dealt with, which can be learnt after some experience. The incumbents when working in the godowns supervise and guide AG-III (D) in attending the godowns, inspecting stocks and in preparing for and carrying out loading, unloading, weighing and stacking operations. When posted in District Offices etc., the incumbents under the immediate supervision of Assistant Merchants/Senior officers perform variety of clerical work like compiling routine letters, maintaining statistics in registers etc., collecting information from different Sections/Depot/Quality Inspectors under the District Office, preparing returns and statements to be submitted, posting entries in ledgers linking and reconciling stock accounts and other related work that may be assigned including duties listed for AG-I (D) and AG-III (D).

The lower range of duties of AG-I (D) overlaps with the higher range of duties of AG-III (D) and higher range of duties of AG-II (D) overlaps with the lower range of duties of AG-I (D).

Typical Tasks:

1. Prepares, checks and reconciles various relevant records like weight measurements, stock take, conveyance, delivery memos, work slips, commodity register, stockwise register, daily diary, bin shear, stock accounts, daily, fortnightly and monthly issue and receipt reports and miscellaneous accounts and submits them under the signature to AG-I (D), AG-II (D), DM etc., as the case may be.
2. Deals routine letters to Railways, Regional or Zonal office, CPWD, private parties, technical staff regarding matters relating to quality, monthly stock position statement and other returns.
3. Assists his superiors in sealing the godown locks, maintaining godown daily opening and closing register, checking watchmen on duty, supervising cleaning and sweeping etc.
4. Prepares Shipping Claims, Time Sheets and deals letters seeking/giving clarifications.
5. When posted in the District Office, collects material from reports and returns received from Storage Depots/Quality Inspectors etc., enters relevant information in registers and compiles returns and statements.
6. When posted in the District Office, checks stock account statements received from storage depots, reconciles the same with the stock account maintained in the District Office also checks storage freight statement.
7. Prepares daily, fortnightly and monthly issue and receipt reports.
8. Guides, directs and supervises labour gang, stitchers, sweepers and others in performing their duties.
9. Performs other related work as may be assigned to him by his superiors.

Mode of Recruitment: Promotion IEO.

Experience: For Promotion: 3 years as AG-III (Depot).
Typical Tasks:

1. Assists his superiors in sealing the godown locks, maintaining of godown daily opening and closing register, checking watchman on duty, supervising cleaning and sweeping etc.

2. Attends to godown activities such as receipts, issues, physical verification of stock and sheds accounts and records, attends to loading, unloading, weighing and stacking operations and prepares the relevant records such as weightment sheets, custody note, truck dsl and delivery memo. Makes entries in the commodity register, storewise register, daily diary and bin cards, and signs all papers prepared by him.

3. Prepares daily, fortnightly and monthly issue and receipt reports.

4. Maintains account of the godown stock and miscellaneous articles.

5. Guides, directs and supervises labour gangs, guards, sweepers and officers in performing their duties.


7. Drafts simple letters and maintains files of routine nature.

8. Performs other related work as may be assigned to him by his superiors.

Mode of Recruitment: Promotion of Shed Tallyman taken over from Food Department falling within Direct 50%, Promotion 40% from Category IV employees who are matriculates.

Qualifications and Experience:

For Promotion: 3 years experience in category IV.

For Direct Recruitment: Graduation.

Class Title: Deputy Manager (Technical)

Pay Scale: Rs. 70,000-120,000

Characteristics of the Class:

Under the general direction of higher officers, is responsible for coordinating the activities of the various sections dealing with the Quality Control and Laboratory work, under his charge. Examines/Screen samples relating to the different subjects dealt with in the sections under his charge, decides/recommends action according to the precedents and policy, puts up policy matters on which advice of superiors is needed for their approvals/orders.

Coordinates the various activities of the sections under his charge and supplies information from other Divisions relating to the subjects dealt with under his charge.

Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures and working methods. Plans, organizes, directs and directs flow of work in the offices and sections under him.

Exercises general administrative control over the prompt disposal of work, elimination of delays, timely submission of reports and returns through periodic visits to him and periodic inspection checks. May be required to supervise government operations and inspect different offices in connection with Quality Control, disinfection and laboratory work.

The Sr. Dy. Manager (Technical) in the Region is required to control and supervise all technical operations both in field as well as in preservation order for which he is required to undertake visits to operational sections for ensuring compliance of Quality Control requirements and adequate measures towards health of food items.

Mode of Recruitment: Promotion 100%.

Experience: 3 years as Deputy Manager (Technical).

Class Title: Assistant Deputy Manager (Technical)

Pay Scale: Rs. 60,000-100,000

Characteristics of the Class:

Under the general direction of higher officers, is responsible for coordinating the activities of the various sections dealing with the Quality Control work and laboratory work, under his charge. Examines/Screen samples relating to the different subjects dealt with.
in the sections under his charge, checks facts in notes, correspondence etc., for accuracy and incorporates additional information based upon his technical knowledge and, or, in accordance with precedents, policy etc., which may have been omitted by his juniors; discusses routine cases at his level and puts up cases on policy matters/issues in which he is in doubt for advice of superiors or for their approval/orders.

Ensures that the staff working under him is properly trained to the objectives, plans, policies, procedures and working methods. Plans, organizes, assigns and directs the flow of work in the sections under his charge.

May be required to inspect Depots, Procurement Centres etc. for checking quality of grains being procured, disinfection arrangements and hygienic conditions and advise the staff on remedial measures. May be required to direct and supervise procurement activities and or to deal with any of the other activities dealt with in the Technical Division.

Where the Dy. Manager (Technical) is the senior most Technical Officer in the Region, he is required to control and supervise all technical operations in the Region both in the field as well as in the preservation section for which he is required to undertake visits to operational stations for ensuring compliance of Quality Control requirements and adequate measures towards health of foodgrains.

Mode of Recruitment: Direct 25%, Promotion 75%.

Qualifications & Experience:

See Direct Recruitment: Essential: Degree in Agriculture or degree in Science with Diploma in Food Technology or M.Sc. degree in Zoology or Biochemistry, or equivalent qualification. Desirable: Knowledge of toxicology or insecticides, fumigants and insecticides in use in grain stocks.

5 years experience in storage of foodgrains and maintenance of stocks or in the examination, inspection and analysis of foodgrains in Government/Public Private Ltd. Undertakings.

Class Title: Assistant Manager (Technical)

Pay Scale: Rs. 350-23-500-38,820-40,520

Duties and Responsibilities:

As indicated in Statem of Arts, Manager and duties and responsibilities, listed on pages 5-11.

Class Title: Section Assistant Manager (Technical)

Pay Scale: Rs. 400-20-550-70,000

Characteristics of the Class:

Under the general supervision, general direction of higher officers, organizes and coordinates the activities of the staff in the sections/sections under his charge. Allocates work in a manner which promotes coordinated action and completion of individual tasks according to established priorities and in accordance with the rules and instructions. Checks attendance registers to ensure punctuality and maintains discipline in the sections/sections under his charge. Trains, helps, advises and motivates his staff to work cooperatively and conscientiously.

If posted in the District Office, functions usually in charge of Quality Control and Laboratory sections and assists and advises District Manager on various matters relating to Quality Control. If dealing with Laboratory, supervises and is responsible for analysis of samples of foodgrains, procured, received and dispatched by the Storage Depots and Procurement Centre and for maintenance of records of analysis of samples received and maintenance of Type Samples and Reference Library.

May be required to inspect the Depots/Procurement Centres for checking quality of grain being procured, disinfection arrangements and hygienic conditions and advise the staff on remedial measures. May be required to deal with different activities in the Technical Division and may be posted in the Headquarters, Zonal Office, Regional Office or in the District Office.

Mode of Recruitment: Promotion 100%.

Experience: 3 years in Assistant Manager (Technical).

Class Title: Tenant Assistant Grade III

Pay Scale: Rs. 925-16-18-12,500

Characteristics of the Class:

The incumbent under the immediate/immediate supervision of Assistant Manager (QC)/higher officers, performs analysis of samples of foodgrains received and prepares...
The lower range of duties of Technical Assistant Grade-I overlaps with the higher range of duties of Technical Assistant Grade-II.

**Typical Tasks:**

1. Checks samples of incoming and outgoing stocks and records analysis of the same and points out deviations detected from the specified standards, ensures that the stocks conforming to prescribed specifications are received/issued so as to avoid complaints.

2. Supervises/undertakes salvaging operations and disinfection of stocks as required and prepares advance programme for treatment of stocks.

3. Carries out analysis of foodgrains such as performing Indole Test for determining the deahnd in Rice, checking the Length and Breadth Ratio on the gauge, checking moisture content, checking and studying various reflections as separated by the pickers and other physical and chemical tests as may be prescribed from time to time.

4. Maintains records of damaged/substandard foodgrains, forwards samples to District/Regional Laboratory as per instructions.

5. Maintains records of chemicals and equipments received and issued and prepares inventories for chemicals and equipment as per estimated requirements.

6. Maintains commodity-wise, grade-wise registers and enters therein the results of Periodical Inspection of stocks.

7. May be required to carry out surprise checks on the quality of foodgrains being processed and received in the Depots, etc. and assist in procurement operations.

8. Prepares various Returns and Statements prescribed to be submitted to District/Regional/Zonal/Head Offices.

9. Drafts letters on various subjects relating to Quality and Laboratory work dealt with in his section.

10. Performs other related work as may be assigned to him.

**Mode of Recruitment:**

Provision 1997

**Qualifications & Experience:** 3 years experience as Technical Assistant Grade-II.
Class Title: Technical Assistant Grade-III

Pay Scale: Rs. 120-18-240.

Characteristics of the Class:
This is the beginning level grade of Technical Assistants involving the performance under the close supervision of AM/QC/Higher officers and under the head of TA Grade-I or TA Grade-II in simple tests relating to analysis of samples of foodgrains and preparation of analysis report. The incumbent may be required to perform various physical and chemical tests as may be prescribed from time to time and maintain record of samples received along with results of analysis, prepare statements and returns, maintain records of equipment received and supplied and perform other related work that may be assigned. The higher range of duties of TA Grade-II overlap with the lower range of duties of TA Grade-I.

Typical Tasks:
1. Receives various samples and enters it in a register, gets the same arranged by Pickers in the sample room; may assist in preparing Analysis Report.
2. Checks maintenance of Reference Type Samples library arranged by the Pickers.
3. Carries out analysis of foodgrains such as performing iodine Test for determining the content in Rice, checking the Length and Breadth Ratio on the gauge, checking moisture content, sifting and studying various fractions as reported by the Pickers and other physical and chemical tests as may be prescribed from time to time.
4. Collects data for return and statements.
5. Checks quality of foodgrains at the time of receipt and issue.
6. Assists in sample checks.
7. Assists in procurement of foodgrains from supplies as well as taking over of foodgrains from State Governments from Central pool.
8. Performs other related work that may be assigned to him.

Mode of Recruitment: 100% direct.
Qualification: Degree in Science, preferably in Agriculture.

Class Title: Senior Deputy Manager (Movement)

Pay Scale: Rs. 600-90-1400.

Characteristics of the Class:
Under the general direction of higher officers, is responsible for coordinating the activities relating to movement by rail/road, claims for losses, waiver of restrictions on traffic, changes in destination, defective issue of Railway Receipts, missing wagons, overcharge by Railways and other matters connected with movement of foodgrains etc., dealt with under his charge.

Coordinates the various activities of the section under his charge and supplies/obtains information from other Divisions relating to the subjects dealt with under his charge. Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures, etc. Plans, organizes, assigns and directs flow of work in the offices and sections under his charge.

Participates in the formulation and implementation of Movement Plans. Maintains liaison with the Railways and other connected agencies at middle level/higher level, ensures that his junior officers also maintain liaison at appropriate levels efficiently and effectively.

Mode of Recruitment: 30% Promotion, 70% transfer on an empanelment.
Experience: For promotion, 3 years as Deputy Manager (Movement).

Class Title: Deputy Manager (Movement)

Pay Scale: Rs. 700-90-1250.

Characteristics of the Class:
Under the general direction of higher officers, is responsible for coordinating the various activities relating to movement by rail/road, claims for losses, waiver of restrictions on traffic, changes in destination, defective issue of Railway Receipts, missing wagons, overcharge by Railways and other matters connected with movement of foodgrains etc., dealt with under his charge.

Ensures that the staff working under him is properly trained as to objectives, plans, policies, procedures etc. Plans, organizes, assigns and directs flow of work in the section under his charge.
Maintains liaison with the Railways and other connected agencies on different matters relating to movement and ensures that his juniors put on liaison duty also perform their work properly.

Emphasizes administrative control over the prompt disposal of work, elimination of delays, timely submission of reports and returns etc. Performs other related work.

Mode of Recruitment: 50% Promotion from AM(Month); 50% transfer or on deputation.

Experience: For Promotions: 3 years as AM(Movement).

Class Title: Assistant Manager (Movement)

Pay Scale: Rs. 350-380-400-420-450-500.

Duties and Responsibilities:

As indicated in Senior of Staff. Manager and duties and responsibilities listed on pages 5-11.

Class Title: Assistant Grade-II (Movement)

Pay Scale: Rs. 225-250-275-300.

Characteristics of the Class:

This is the senior most clerical grade requiring knowledge of Railway operations and commercial operations and exercise of some judgement and initiative in the application of a limited variety of personal regulations, procedures and instructions relating to the subjects dealt with. The incumbent, under the immediate supervision of Assistant Manager/officers maintain contacts with Railway officials on different matters relating to movement operations, execution of movement plans, claims etc. and maintain statistics and draft letters to Railways, other officials of FCI etc., on such matters.

Typical Tasks:

1. Prepares and submits claims against Railways for losses incurred by FCI and drafts correspondence relating to the same.

2. As required by Assistant Manager/officers maintains contacts with Railway officials for movements of goods, trains, changes in direction, issues of Railway receipts, claims etc. and on other matters connected with movement; drafts letters to Railways, Regional Office, etc., on such matters.

3. Maintains registers showing statistics of Region/State-wise loading, despatch, claims, receipts and office of goods, padding railways claims, etc. and drafts reports and returns to be submitted to higher officials.

4. Performs other related work as may be assigned to him by his superior:

Mode of Recruitment: 50% Promotion, 50% transfer or on deputation.

Experience: For promotion, 3 years as Assistant Grade-II (C).
Class Title
Senior Deputy Manager (Planning & Research)
Pay Scale
Rs. 900-1800
Characteristics of the Class:
Under the general direction of the Manager (P & R), undertakes/policy studies on Agriculture and Price Intelligence; plans and coordinates studies on Market Intelligence, Market Research and Commodity Economics.
Facilitates and organizes organizational operations, undertakes feasibility studies for taking up new projects, formulates Project Reports and performs other related work.
Mode of Recruitment: Promotion 100%.
Experience: 2 years as Deputy Manager (P & R).

Class Title
Deputy Manager (Planning & Research)
Pay Scale
Rs. 700-1500
Characteristics of the Class:
Under the general direction of Manager (P & R), analyzes relevant statistical data relating to estimates of production under different food crops, index number of agricultural production, behavior of market prices and market trends and factors influencing them.
Conducts surveys, assigned to him and prepares notes, memoranda, bulletins, etc. Reviews regulatory measures of selective credit control.
Independently appraises crop outlook and prospects; behavior of market prices, arrivals, market trends etc. Identifies studies in new commodities leading to diversification of operations.
Applies operational Research technique to transport planning, storage utilization, optimum production mix, rotation of stocks etc. Performs other related work.
Mode of Recruitment: Direct.
Experience: Six years experience in a large undertaking in Industrial Engineering and in the application of Operations Research Techniques.

Class Title
Senior Assistant Manager (Planning & Research)
Pay Scale
Rs. 400-800-1200
Characteristics of the Class:
Under the general direction of Manager (P & R), performs data relating to Market Intelligence, Production, Market Actors, Price Behavior, Movement of Fodder, Maximum Order Limits of Forests, Forest Products, and other related work.

Class Title
Deputy Manager (Operational Research)
Pay Scale
Rs. 700-1500
Characteristics of the Class:
Under the general direction of Manager (P & R), analyzes relevant statistical data, adapts mathematical, statistical and other scientific methods to analyze operational problems for decision-making. Conducts studies to provide advice and the evaluation of the probable effects of alternate solutions to the problems under study. Applies techniques to Transport Planning, Storage Utilization, Optimization of Production, Rotation of Stocks, and other related studies. Studies and suggests improvements in Management Information System of the Corporation.
Mode of Recruitment: Direct.
Experience: Six years experience in a large undertaking in Industrial Engineering and in the application of Operations Research Techniques.
and is responsible for maintenance of "Data Bank"; gives recommendations on the operations and rationalization and streamlining of such work.

Conducts surveys and other studies and performs other related duties as may be assigned to him from time to time.

Mode of Recruitment: Promotion 100%.

Experience: 3 years at AAM & R.

Class Title: Assistant Manager (P & R)

Pay Scale:
Rs. 350-25-400-450-500.

Duties and Responsibilities:

Similar as for Assistant Manager (General) except that they deal with subjects dealt with in the P & R Division.

Class Title: Statistical Assistant

Pay Scale:

Characteristics of the Class:

Under the general supervision of Assistant Manager/lower officers, performs statistical work in relation to the collection, processing, compilation and computation, analysis and presentation of statistical data.

Typical Tasks:

1. Collects, compiles and analyses statistical data.
2. Prepares draft notes, reports etc. from the statistical data available worked out by him.
3. Performs other related work as may be assigned to him.

Mode of Recruitment: Direct (10%).


Class Title: Assistant Financial Adviser

Pay Scale:
Rs. 1900-50-2400-40-60-1600.

Characteristics of the Class:

Under the general direction of higher officers, is responsible for coordinating the activities of the Accounts and Finance Sections under his charge. Examines and supports proposals relating to the different subjects dealt with in the sections under his charge, decides/recommends action according to procedures and policy, puts up policy matters on which advice of superiors is needed for their approval/orders. Can be posted only in the bigger Regional Office where he acts as the Financial Adviser to the Senior Regional Manager/Regional Manager. In addition to the bigger Regional Office, can be posted in the Headquarters or in the Zonal Offices.

Coordinates the various activities of the sections under his charge and ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures and office methods. Plans, organizes, assigns and directs flow of work in the offices and sections under him.

Reviews proposals relating to contracts and other financial matters for financial propriety and accord concurrence according to the powers delegated to him and puts up to higher officers delegated with the powers to give financial concurrence where he does not have the powers to give financial concurrence.

Exercises general administrative control over the staff ensuring prompt disposal of work, elimination of delays, timely submission of reports and returns through periodical reports received by him and surprise inspections/audits.

Mode of Recruitment: Direct/Intercast.

Qualifications & Experience: 3 years at Senior Deputy Manager (Accounts)

For direct recruits: Graduates of a recognized University, Associate/Petitioner of the Institute of Chartered Accountants of India/ACCA/ACWA (London) with 7 years standing or 12 years experience after passing the SAS examination. Membership of any other body from U.K. or any other foreign country will be an advantage. Experience in a firm of Chartered Accountants of standing of Public/Private Sector/Commercial undertakings for not less than 7 years. Should be well versed in work of Joint Stock Companies, Secretarial and Income Tax work.
Class Title
Senior Deputy Manager (Accounts)

Payscale
Rs. 300-50-1400

Characteristics of the Class:
Under the general direction of higher officers, responsible for coordinating the activities of the Accounts and Finance Sections under his charge. Examinates/drafts proposals relating to the different subjects dealt with in the sections under his charge, decides/recommends action according to precedents and policy; puts up policy papers on which advice is needed for their approbation.

Coordinates the various activities of the sections under his charge and obtains/ supplies information from/to other divisions relating to the subjects dealt with under his charge. Ensures that the work is properly trained as to the objectives, plans, policies, procedures and office methods. Plans, organizes, assigns and directs flow of work in the offices and sections under him.

Reviews proposals relating to contracts and other financial matters; analyses propriety, records his views and gives financial concurrence; puts up to higher officers delegated with the power to give financial concurrence for according financial approval.

Exercises general administrative control over the staff ensuring prompt disposal of work, elimination of delays, timely submission of reports and returns through periodic reports received by him and surprise inspections/ checks.

If posted in a Regional Office, he functions as Financial Adviser to Regional Manager. When posted in the Headquarters and Zonal Office, he is usually next to the Deputy Financial Adviser.

Mode of Recruitment: Direct/Promotion.

Qualifications & Experience:
For Promotion: 3 years experience as DI (Accounts) or DI (Data Processing).
For Direct Recruitment: Chartered Accountant/AICA/ACCA/ACWA (London); 5 years experience.

Class Title
Deputy Manager (Accounts)

Payscale
Rs. 700-50-1200

Characteristics of the Class:
Under the general direction of higher officers, responsible for coordinating the various activities of the Accounts and Finance Sections under his charge. Studies proposals relating to the different subjects dealt with in the sections under his charge, checks facts in notes, correspondence, bills, statements, returns, contracts, etc. for accuracy and incorporates additional information in accordance with precedent which may have been omitted by the officers responsible for the reports; and puts up papers for policy matters/decisions in which he is in the nature of an officer superior or for their approbation. Records his views regarding financial propriety relating to contracts and other financial matters and gives concurrence; puts up to higher officers for approval. Watches the flow of funds to ensure optimum utilization and limitation of overdraft limits.

Ensures that the work carried out under him is properly trained as to the objectives, plans, policies, procedures and office methods. Plans, organizes, assigns and directs flow of work in the sections under him.

Exercises general administrative control over the staff ensuring prompt disposal of work, elimination of delays, timely submission of Reports and Returns, etc.

If posted in a Regional Office, he functions as Financial Adviser to Regional Manager.

Mode of Recruitment: Direct 25%; Promotion 75%.

For Promotion: Experience, 3 years as SAD (Accounts).

For Direct Recruitment:
Qualifications & Experience: Chartered Accountant/AICA/ACCA/ACWA (London); 5 years experience.

Class Title
Senior Assistant Manager (Accounts)

Payscale
Rs. 400-50-300

Characteristics of the Class:
Under general supervision/general direction of Deputy Manager/higher officers, organizes, supervises and coordinates the activities of the staff in non-professional dealing with Accounts and financial matters under his charge. Allocates work to staff members which promotes coordinated action and completion of individual tasks according to established priorities and in accordance with the rules and instructions; reviews work performed by the Assistants in his Section. Ensures that the relevant facts are collected in a way which facilitates decision by himself/ his superiors.

Checks and is responsible for accuracy of all work for distribution to the staff. Individuals or firms on various accounts paid by him and audited by the auditor.
in the Cash Book and other Cash Registers in respect of daily cash transactions which are initiated by him. Records his recommendations on financial propriety relating to contracts and other financial matters and submits to higher officers for approval.

Supervises, organizes and directs posting in General Ledger, preparation of disposal vouchers, accounting of Trial Balance, maintenance of subsidiary ledgers and reconciliation of accounts and preparation and checking of various Returns and Statements etc. dealt with in the sections and performs other work relating to Accounts dealt with in the section.

Checks Attendance Register to ensure punctuality and maintains discipline in the work function under his charge. Trains, helps, advises and motivates his staff to work cooperatively and conscientiously.

**Mode of Recruitment:**

(a) 35-4/3 % by direct recruitment.
(b) 35-4/3 % by promotion of professionally qualified Assistant Managers.
(c) 35-4/3 % by promotion of other Assistant Managers, depot/dept-general/directly recruited Assistant Manager (Accounts).

**Qualifications & Experience:**

(a) The qualifications for direct recruitment will be (i) ACA/ICWA (ii) SAS qualified with 5 years experience after passing the examination of SAS or (iii) M. Com/B. Com (Hons) with 5 years experience in commercial accounts.
(b) The qualifications for promotion of professionally qualified Assistant Managers are (i) ACA/ICWA/SAS or (ii) M. Com/B. Com (Hons) with 5 years experience in commercial accounts.
(c) 3 years experience by promotion of other Assistant Managers—Depot/Dept/General/Directly recruited Assistant Manager (Accounts).

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**Class Title**

Judicial Manager (Legal)

**Pay Scale**

Rs. 11600-54500-65700

**Characteristics of the Class:**

The incumbent under the general direction of higher officer is responsible for coordinating the activities of the legal section under his charge. He studies, analyses and prepares legal documents, drafting, interpretation of laws, contracts, conveyancing documents, wills, probate, drafting of orders, deeds, conveyances etc. and also prepares briefs for lawyers in important cases. He may also have to personally attend Courts for guiding the lawyers.

The incumbent is responsible for coordinating the activities of the various Sections under his charge and planning, organizing, assigning and directing flow of work in the officers and sections under him. He has to ensure that the officers and staff working under him are properly trained as to the objectives, plans, policies, procedures and working methods.

He exercises such original and appellate jurisdiction with regard to disciplinary matters over the employees of the Corporation as may be prescribed from time to time.

**Pay Scale:**

Rs. 9000-56200

**Characteristics of the Class:**

Under the general direction of higher officers, is responsible for coordinating the activities of the legal section under his charge. Studies, analyses and prepares legal documents, drafting, interpretation of laws, contracts, conveyancing documents, wills, probate, drafting of orders, deeds, conveyances etc. and also prepares briefs for lawyers in important cases for which he may also have to personally attend Courts.
Coordinating the various activities of the section under his charge and obtaining supplies information from/to other Divisions relating to the subjects dealt with under his charge. Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures and working methods. Plans, organises, assigns and directs flow of work in the offices and sections under him.

Exercises general administrative control over the prompt disposal of work, elimination of delays, timely submission of Reports and Returns through periodical reports received by him and surprise inspections/Checks.

Performs other related work.

Mode of Recruitment: Promotion 100%, filling which direct recruitment.

Qualifications & Experience:

For Promotion: 5 years experience as DM (Legal).

For Direct Recruitment: Degree in Law from a recognised University.

At least 8 years’ experience in legal work in Central/State Government or in a Public/Private Sector undertaking or 5 years’ practice at the Bar.

Class Title: Deputy Manager (Legal)
Pay Scale: Rs. 7090-9040-12060

Characteristics of the Class:

Under the general direction of higher officers, organises, supervises and coordinates the activities of the staff in his section. Examines/receives advice on legal matters involving litigation, arbitration, interpretation of laws, contracts, scrutiny of documents/agreements, and petitions, writing of tender documents, terms and conditions, bonds, counter affidavits etc. Prepares briefs for lawyers in important cases for which he may also be required to be present in the Court.

Ensures that the staff working under him is properly trained as to the objectives, plans, policies, procedures, etc. Plans, organises, assigns and directs flow of work in the section/sections under his charge.

Exercises general administrative control over the prompt disposal of work, elimination of delays, timely submission of Reports and Returns etc.

Performs other related work.

Mode of Recruitment: Direct recruitment 100%.

Qualifications: Degree in Law from a recognised University.

Experience: At least 5 years experience in legal work in Central/State Government or in a Public/Private Sector undertaking or 3 years’ practice at the Bar.

Class Title: Assistant Public Relations Officer
Pay Scale: Rs. 4000-6000-9000

Characteristics of the Class:

Under the general supervision of higher officials, provides public understudying of organisation’s activities by instigating advertising campaign and release of advertisements in newspapers and periodicals. Reported in the Zonal Office, also issues Tender Notices on behalf of the Regional Office. Structures daily Press Reports and
proposes draft for internal circulation; suggests appropriate measures to promote the image of the organization in its correct perspective. Organizes Periodicals, Press Visits and Press Conference to achieve respectability with the Press for promoting the organization's operations in their correct perspective. Prepares and supplies relevant material for House Journal, other Publications of the Organization and for other Communication Media.

If posted in Exhibition offices in the Head Office, plans and prepares all display material and looks after necessary printing jobs. May be required to set up Peers in Exhibition cottages.

Performs other related work as may be assigned to him from time to time.

**Mode of Recruitment:** Direct recruitment.

**Qualifications:**
- Essential: Degree of a recognized University or equivalent and Diploma in Journalism.
- Experience: Minimum 3 years in handling Public Relations work in a Private/Public Sector Undertaking.

Desirable: (i) Journalistic Experience. (ii) Good command over English and one or more regional languages. Preference may be given to candidates with Post Graduate qualification and aptitude for Public Relations work and experience in organizing exhibitions.

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<th>Class Title</th>
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**Characteristics of the Class:**

Under the general direction/general supervision of Manager (Public Relations), Principal, Central Training Institute, organizes and maintains the Library, assists and suggests on the basis of Reference in the interest of the Institution, obtains all necessary documents, works on the basis of Best Practices. Obtains all necessary documents, maintains and supplies relevant material for internal communication. Prepares and supplies relevant material for House Journal, other Publications of the Organization and for other Communication Media.

Performs other related work as may be assigned.

**Class Title**

**Joint Manager (Production)**

**Pay Scale:**

Rs. 1000-5-1600-2500

**Characteristics of the Class:**

The incumbent under the general direction of the Manager is responsible for the implementation of the policy standards and for the standards of the goods and services. He must also ensure that all related departments work in unison to achieve the objectives of the organization. The incumbent is responsible for planning, estimating, costing, and controlling the use of materials and equipment in the plant. He must coordinate activities between supervisors and ensure that field procedures are carried out according to the standards. The incumbent must also ensure that all related departments work in unison to achieve the objectives of the organization. He must ensure that all related departments work in unison to achieve the objectives of the organization.
Characteristics of the Class:

Under the general supervision/general direction of higher officers, organizes, supervises, and coordinates the activities of the Laboratory and Process Control in the Plant. Allocates work in a manner which promotes coordinated action and completion of individual tasks according to established priorities. Checks Attendance Registers to ensure punctuality and maintains discipline in the staff under his. Assists, helps, advises and motivates the staff to work cooperatively and conscientiously.

Averages demand of samples of material to be purchased, material to be processed and the processed material according, by-products as & required and makes qualitative and quantitative analysis to determine physical-chemical characteristics, i.e., weight of the required standards and other aspects having a bearing on the quality and quantity of products/qualities-processes produced and suggests remedial action for obtaining optimum results. Also ensures maintenance of records of samples tested and maintenance of the relevant Type Samples and Reference Library.

Prepares schedules for drying and disinfection of raw materials etc., supervision drying of raw material and health of stored materials.

Undergoes experiments and tests for introducing improvements in the products processed and for developing new products.

Attends all other related duties as may be assigned to him from time to time.

Mode of Recruitment: Direct 100%.

Qualifications:

Essential: A good Honours Degree in Science with Chemistry as the principal subject.

Desirable: Candidate with higher qualifications and longer experience will be preferred.


Class Title: Assistant Editor (Hindi)
Pay Scale: Rs. 300-35-500-700-800

Characteristics of the Class:

Under the general supervision/genera direction of higher officers, prepares and edits Hindi Editorial material for Times Journal, translates official documentation from Hindi to English and vice-versa, forwards Parliament Questions to different sections for framing replies to Parliament Questions and composes notes on the same to Ministry. Acts as Member-Secretary of the Committee on Implementation of Official Language in P.C.'s business. Performs any other work assigned to him by Manager (Public Relations) from time to time.

Mode of Recruitment: Direct 100%.

Qualifications:

Essential: Degree of recognized University with Hindi as the main subject.

Experience: Proficiency in English.

At least 3 years' journalistic experience in a Hindi daily/Periodical/News Agency or any public undertaking or Government department.

Option for writing original articles on current affairs and topics of topical interest.

Desirable: 1. Post-graduate qualifications.
   2. Experience in the production of Journals and Publication Materials.

Class Title: Commercial Artist
Pay Scale: Rs. 225-260-300-350-450

Characteristics of the Class:

Under the general supervision of higher officers, prepares designs, artwork, and supervises submission to the press, regarding the process of printing in all aspects. Assists and advice junior officers in printed work, etc. Proposes ideas and produces artwork for required by different divisions and submits other suggestions may be assigned to him.
Class Title: Assistant Grade-I (Hindi Translator)

Pay Scale: Rs. 22540-93-549-20-550.

Characteristics of the Class:

1. The incumbent is required to translate correctly from Hindi into English and vice versa and perform other duties listed for AG-I.
2. May be required to perform other duties listed for AG-I.
3. Performs other duties as may be assigned to him.

Mode of Recruitment: Direct 100%.

Qualifications:
1. Bachelor: Degree of a recognised University with Hindi as the main subject. Proficiency in English.
3. Experience: 3 years experience of translation from English to Hindi and vice-versa.

Class Title: Chemist

Pay Scale: Rs. 22540-93-549-20-550.

Characteristics of the Class:

Under the close supervision of Senior Assistant Manager (Laboratory & Chemical Process Control) perform/oversee physical and chemical process and analysis of samples of food, food products, by-products, etc. The incumbent may be required to supervise the Assistant Chemist working in different shifts.

Typical Tasks:

1. Supervises/perform work relating to analysis of samples of material to be purchased, purchased material to be processed, processed material and by-products, etc., and analyze the same to determine its physical-chemical characteristics, quality, extent of deviation from required standard, and other aspects having a bearing on the qualitative and quantitative aspects of production, products, by-products stored, to be processed, processed, and in stock.
2. Keeps records of material analyzed and also relating to stability in storage, distribution control, etc.
3. Ensures maintenance of inventory, chemical laboratory equipments and accounts thereof.
4. Maintains record of samples tested and submits and maintains Type Samples and Reference Library.
5. Performs all other related work as may be assigned from time to time.

Mode of Recruitment: Promotion 100% failing which direct recruitment.

For vacancies:

For Direct Recruitment: 5 years experience as Analyst Chemist.

Qualifications: B.Sc. (Hons) in equivalent in Chemistry.

Experience: 2 years experience in chemical analysis of food products.

Class Title: Assistant Chemist

Pay Scale: Rs. 15000-3000.

Characteristics of the Class:

This is the beginning level post involving part-time supervision of chemical higher officers performing work of physical-chemical analysis of samples of food, food products, by-products, etc., and maintenance of Laboratory.
Typical Tests:

1. Draws samples of material to be produced or processed, processed material, by-products etc., and analyzes the same to determine its physico-chemical characteristics, quality, extent of deviation from required standards and other aspects having a bearing on the qualitative and quantitative aspects of products, by-products to be processed and in stock/processed etc.

2. Maintains inventory of chemical/laboratory equipment and accounts thereof.

3. Maintains record of samples tested and results and maintains Type Samples and Reference Library.

4. Performs other related work as may be assigned from time to time.

Mode of recruitment: Direct 100%.

Qualifications: B.Sc. or equivalent in Chemistry.

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Class Title
Hindi Typist

Pay Scale: Rs. 120-180-230

Characteristics of the Class:

This is the beginning level of clerical grade requiring knowledge and ability to type correctly in Hindi at the speed of 40 words and above. The incumbent may also be required to perform other duties listed for AG-III.

Typical Tests:

1. Types in Hindi articles, notes, letters and statements, cuts memos and compares typed material.

2. Performs other duties as required by his superior.

Mode of Recruitment: Direct 100%.

Qualifications: Matriculation or equivalent with a speed of 50 words in Hindi Typing.

Desirables: Experience in Hindi Typing.

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Class Title
Mission

Pay Scale: Rs. 120-180-240

Typical Tests:

1. Marks foundations and sets out work with tape and rule and prepares foundations for pumps and other machinery.

2. Prepare all types of masonry work including pointing, plastering, etc., in buildings and other structures.

3. Undertakes repairs and minor renovations of all types of masonry work including pointing, plastering, etc., in buildings and other structures.

4. Performs all other types of masonry work and other related work as may be assigned to him.

Mode of Recruitment: Direct 50%. Promotion 50%.

Qualifications & Desirables:

For Promotion: 3 years experience as R.C.C., subject to passing the Trade Test.

For Direct Recruitment: Must be able to mark foundations and set out work with tape and rule or also prepare foundations for pumps and other machinery. Must be able to carry out all kinds of masonry work in case of brick work and pointing, plastering properly, breaking head in case of stone masonry including proper setting of heads when ever called for. Should be able to carry out all kinds of R.C.C. work.
Class Title: Gardener
Pay Scale: Rs. 8,02,000.

Typical Tasks:
1. Keeps parks, hedges, lawn planted areas, flower pots etc. neat and orderly condition.
2. Plants, transplants, fertilizes, sprays with pesticides/pesticides, prunes, cultivates and irrigates water to flowers, plants, trees etc.
3. Seeds and saves leaves, takes care of.
4. Performs other related work as may be assigned from time to time.

Mode of Recruitment: Direct Recruitment.
Qualifications: Graduate with knowledge of horticulture and shorthand, preference being given to Indians.

Class Title: Receptionist
Pay Scale: Rs. 60,000-1,10,000.

Typical Tasks:
1. Arranges visitors coming at the entrance, assists the persons of their visit and directs them to appropriate quarters.
2. Gets the visitors to record their names in the visitor's register along with time of visit, offers to be seen and purpose of visit and their signature and arrangements to meet the concerned officials.
3. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: Direct Recruitment.
Qualifications: Graduate with knowledge of typewriting and shorthand, preference being given to Indians.

Class Title: Comptroller
Pay Scale: Rs. 20,000-40,000.

Characteristics of the Class:
Under the general supervision of head office, performs the work relating to preparation of periodic reports, comparison of receipts and disbursements, preparation of Balance Sheet and statement of accounts, and carries out the work in accordance with the instructions and regulations.

Typical Tasks:
1. Operates the computer for recording, adding, subtracting, comparing, averaging, and printing of data, including the maintenance of ledger accounts and bookkeeping of office.
2. Performs other related work as may be assigned to him by his superior.

Mode of Recruitment: Direct Recruitment.
Qualifications: Graduate with two years' experience in office.

Class Title: Library Assistant
Pay Scale: Rs. 20,000-40,000.

Characteristics of the Class:
Under the supervision of Librarian, performs work relating to documentation of periodic reports, classification, cataloguing and display of books and other publications, performs other duties as may be assigned by his superior.

Mode of Recruitment: Direct Recruitment.
Qualifications: Graduate with a diploma in Library Science.
Mode of Recruitment: Direct Recruitment.
Qualifications: B.A., B.Sc., or B.Com. in Economics, Statistics, Commerce or Mathematics (1st or 2nd Class) and proficiency in Machine or desk calculation and in mechanical manipulation of diverse material.

**Class Title**: Comptometer Operator

**Pay Scale**: Rs. 180-10300.

**Characteristics of the Class**:

This is the beginning level grade involving the operation of comptometer under the supervision of AM/Higher officer.

**Typical Tasks**:

1. Operates the comptometer for adding, subtracting, multiplying, computing, percentage, averages, interest and least common factor for various statements and other calculations required by Finance/other departments.
2. Performs other connected work as may be assigned to him by his superior.

Mode of Recruitment: Direct recruitment.

Qualifications:

Educational: Graduate, Knowledge of handling compting machines.

Experiences: Mathematics as one of the subjects in Matriculation or equivalent qualifications; aptitude for figure work.

Experiences: Two year experience in a similar capacity in a Central/State Departmental or Multi-National or Private Sector Undertakings.

**Class Title**: Proof Reader

**Pay Scale**: Rs. 180-10300.

**Characteristics of the Class**:

Under the general direction of higher officer, reads policy and final proofs of Annual Reports, Annual Performance Budget, Information Brochures, Division/State.

**Class Title**: Gate-taker cum Cook

**Pay Scale**: Rs. 180-44900.

**Male Duties**:

1. Keeps record of the bookings made in the Guest House and reports same to the Manager.
2. Attends to the comfort of the Guests by maintaining cleanliness etc.
3. Presents menu to the Guest and sets the table for the dinner for each Guest.
4. Prepare and serve tea and breakfast.
5. Prepare meals for the Guests.
6. Collects rent and makes entry in the register for the same. Makes prompt disposal of monies so collected with the manager.
7. Performs other related work as may be assigned to him.

Mode of Recruitment: Direct recruitment.

Qualifications: Capable of cooking Continental as well as Indian dishes. Should be able to take orders in English and speak Hindi fluently.

**Class Title**: Vehicle Driver cum Chef

**Pay Scale**: Rs. 180-44900.

**Typical Tasks**:

1. Drives Heavy Vehicles/Gulf Car/Office Car.
2. Keeps the vehicle in good operating condition and cleans, polishes and carries out minor repairs such as changing spark plug or adjusting carburetor.

3. Maintains Log Book of journeys undertaken, recording petrol filled and mileage undertaken; gets the entries of journeys undertaken signed from the officers undertaking the same or officer assigning the duty.

4. Performs other related work that may be assigned by his superior.

Mode of Recruitment: 100% promotion, failing which, direct recruitment.

Qualifications & Experience:

For Promotion: 6 years as Vehicle Driver Grade-I.

For Direct Recruitment: Middle Standard and licence to drive Heavy Vehicles with a driving experience for at least 5 years.

Class Title: Vehicle Driver Grade-II

Pay Scale: Rs. 120-5-150

Typical Tasks:

1. Driver Staff Car/Officers' car to transport official personnel and official visitors.

2. Keeps the vehicle in good operating condition, cleans, polishes, carries out minor repairs such as changing spark plug or adjusting carburetor.

3. Maintains Log Book of journeys undertaken, recording petrol filled and mileage undertaken; gets the entries of journeys undertaken signed from the officers undertaking the same.

4. Performs other related work that may be assigned by his superiors.

Mode of Recruitment: 100% direct recruitment.

Qualifications & Experience: Middle Standard, Govt/Light Vehicle licence with a driving experience of 4 years.

Class Title: Medical Officer

Pay Scale: Rs. 400-9-210-300

Qualifications:

- Must be a graduate in Medicine and have completed a postgraduate qualification in a recognized field of medicine.
- Must have a valid license to practice medicine.

Characteristics of the Class:

The incumbent is required to attend to patients for examining, diagnosing and prescribing to them medicines for their treatment. He may also be required to examine patients and prescribe medicines for them in consultation with a medical practitioner. He may also be required to maintain and compile relevant information on medical statistics and perform other related work.

Mode of Recruitment: Direct 100%.

Qualifications: M.B.B.S. (Registered) and completed the prescribed House Surgeon (either completed the internship in 1962 or undergone internship and a compulsory period of one year) for the post of Medical Officer.

Experience: Three years' experience in any recognized medical institution preferably in a hospital organization.

Class Title: Pharmacist (Compounder)

Pay Scale: Rs. 120-5-280

Main Duties:

1. Preserves stock inventories, enters in Register for dispensed medications.
2. Preparing medicines, recording in registers, maintaining accounts of stocks, dispensable and non-dispensable items required for treatment of patients.
3. Storing medications, keeping records, etc., and assisting Medical Officer in giving injections and dressing of wounds etc.
4. Performs all other related work as may be assigned.

Mode of Recruitment: Direct 100%.


Must have minimum practice of 5 years. Should have registered as Pharmacist under the State Pharmacy Registration Authority. Knowledge of local language essential.