No. A-12025/05/2018-ISH-I Government of India Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi Marg, New Delhi, the November, 2021

OFFICE ORDER

In pursuance of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) vide O.M no. 34-16/2018-DD.III dated 12.12.2018, each Ministry/ Department to set up an Expert Committee for the purpose of identification of suitable for all the categories of disabilities defined under section 34(1) of the Rights of Persons with Disabilities Act, 2016.

- 2. **WHEREAS,** in pursuance of the above referred OM dated 12.12.2018, an Expert Committee under the Chairmanship of Shri B.L.Bairwa, DDG, DGFASLI was constituted by DGFASLI vide their Office Order No. DDG/ACT/2020-21 dated 23.02.2021. The said Committee among others, included Shri K.V.S.Rao, Director, Department of Empowerment of Persons with Disabilities (Divyangjan) and Shri K C Behera, Special consultant, Department of Empowerment of Persons with Disabilities (Divyangjan) as the representatives of Department of Empowerment of Persons with Disabilities (Divyangjan).
- 3. **WHEREAS**, the said Committee held its meeting on 18.02.2021 through Video Conferencing and after detailed deliberations, the committee submitted its recommendation on identification of posts in the Directorate General of Factory Advice Service & Labour Institutes (DGFASLI) suitable for person with benchmark disabilities.
- 4. **WHEREAS,** the said recommendations have been approved by the Competent Authority in the Ministry of Labour & Employment and the following posts of DGFASLI, as recommended by the Expert Committee, are identified suitable for categories of persons with benchmark disabilities under section 34(1) of the Rights of Persons with Disabilities Act, 2016:-

Name of the post	Group	Functional requirement	Identified suitable for	Nature of the work perform	Remarks	
•		S, ST,W, BN, L, RW, SE, H, C	(a) Low vision (b) Deaf and Hard of hearing	Director (S) Working as an Incharge of Division/Institute. Coordinating and conducting studies and surveys in the field of industrial safety,	performed inside and outside of the organization. Mobility should not be restricted with use of	
			Locomotors	investigation of accident prosecution cases, planning organizing and	field work.	

Dy. Director (Safety) Asstt. Director (Safety)	(BL – Both coordinating research, be considered legs , education and training with appropriate activities pertaining to aids and safety in factories and appliance as per needs. OL – One Leg , Dy. Dir (S) - Assisting The work is Director (S) on OSH performed inside matters and conducting / and outside of the organizing of Training organization. Programs, Workshops, Mobility should Surveys & Studies etc. not be restricted Inspection of Docks, with use of ships and conductappliance for the accident investigation field work. Inspection of Hazardous Incumbent should LC – Installation / Storage be considered Tank in major Portwith appropriate sunder MSIHC rules. AAV – Acid Attack (S) on OSH matters and and outside of the conducting / organizing organization. Of Training programs, Mobility should Workshops, Surveys & not be restricted Studies etc. Inspection of with use of Ocks, ships and appliance as per needs. Asstt. Director (S)-The work is Assisting Dy. Director-performed inside (S) on OSH matters and and outside of the conducting / organizing organization. Of Training programs, Mobility should Workshops, Surveys & not be restricted Studies etc. Inspection of with use of Docks, ships and appliance for the accident investigation if posted in Incumbent should (e) Multiple disabilities Safety. with appropriate involving (a) Inspection of Hazardous aids and to (d) above Installation / Storage appliance as per Tank in major Portsneeds. under MSIHC rules.
Add. Asstt.B Dir (Safety)	Assisting Assistant The work is Director (S) on OSH performed inside matters and conducting / and outside of the organizing of Training organization. programs, Workshops, Mobility should Surveys & Studies not be restricted etc.Inspection of Docks, with use of ships and conducts appliance for the accident investigation. field work. Inspection of Hazardous Incumbent should

	Installation / Storagebe considered
	Tank in major Portswith appropriate
	under MSIHC rules. aids and
	appliance as per
	needs.
	necus.
Dy. Director A	Dy. Director (ST/P) - The work is
(ST/P)	Assisting Director (ST/P) performed mainly
	in planning and carrying inside the
	out identification of organization.
	training needs, studies Incumbent should
	and surveys, planning be considered
	and execution of training with appropriate
	programmes, aids and
	development of training appliance as per
	materials, manuals and needs.
	aids.
Asstt. Director	Asstt. Director (ST/P) -The work is
(ST/P)	Assisting Deputy performed mainly
	Director (ST/P) ininside the
	planning and carrying organization.
	out identification of Incumbent should
	training needs, studies be considered
	and surveys, planning with appropriate
	and execution of training aids and
	programmes, appliance as per
	development of training needs.
	materials, manuals and
	aids.
Dv Director A	Dy. Director (IMD) -The work is
Dy. DirectorA	Dy. Director (IMD) -The work is Assisting Director performed inside
(IMD)	ı
	(Medical) in Planning, and outside of the
	Organization and organization.
	coordination of Mobility should
	Occupational health not be restricted
	studies, research and with use of
	surveys in the industrial appliance for the
	plants, preparation of field work.
	scientific reports and incumbent should
	papers and their be considered
	presentation in scientific with appropriate
	conferences. aids and
	appliance as per
	needs.
Dy. DirectorA	
(IH)	Dy. Director (IH) -The work is Assisting Director performed inside

	(Industrial Hygiene) in and outside of the Planning, Organization organization. and Coordination of Mobility should research in the field as not be restricted well as controlled with use of studies in the laboratory. appliance for the Conduction and carrying field work. out research studies, Incumbent should Surveys and research in be considered Industrial Hygiene. with appropriate aids and appliance as per needs.
Astt. Director (IH)	Assit. Director (IH) - The work is Assisting Deputy performed inside Director (Industrial and outside of the Hygiene) in Planning, organization. Organization and Mobility should Coordination of research not be restricted in the field as well as with use of controlled studies in the appliance for the laboratory. Conduction field work, and carrying out Incumbent should research studies, be considered Surveys and research in with appropriate Industrial Hygiene. aids and appliance as per needs.
JSA C	General assistance in The work is the study / analytical performed inside work & Assistance in and outside of the procurement, organization. maintenance and Mobility should upkeep of Laboratory not be restricted equipment, with use of appliance for the appliances and chemicals etc.
Lab. Asstt. Gr. I	General assistance to the superiors in the functioning of the Laboratory / Section concerned and Assistance in field studies /surveys, etc.

Lab.					To keep instruments in	
Attendant					the laboratory clean and	
Attendant					dust free. Assistance in	
					displaying equipments	
					etc for demonstration	
					purposes. Assistance to	
					seniors in field surveys /	
					studies, etc.	
NON - TECHN	NICAL G	RO	UP B&C	:		
LDC	С	S,	ST, W,	(a) Blind,	Clerk, General performs	The work is
250	1			l` '	variety of clerical duties	
	1	· ·	SE, H,		such as maintenance of	1 1
			OL, II,	(b) Deaf	4	inside. The
				and Hard of	lecords, receipt	
						1
					routine correspondence,	works alone.
				(c)	tabulating data, preparing	Mobility
				Locomotors	production schedules,	
				disability	[hand activities
					wage bills, and insurance	of the person
				loge loge	and provident fund	should be
				legs,	accounts, keeping record	adequate.
				BA – Both	of issue and receipt of	Should
				larma Ol		
				h i	library books, maintaining record of incoming and	Have functional communication
				OA –One	outgoing railway wagons	skills. The
					pulgoing railway wagons	incumbent
				[and carriages, booking	should be
				OAL - One	and delivering of goods,	
				Arm and	maintaining auction	
					accounts, calculating and	
				MDy –	releasing octroi,	аррнанссэ.
				الم أ		
				L	attending to clerical duties of court, allocating and	
				ic.P-cerebrai	supervising work of process serving staff.	
				palsy	process serving stail.	
Stenographer	С	S,	ST, W,	LC –	1. Taking dictation and	The work is
Grade III		BN.	L, MF,	LC -	transcription of the same.	
		RW	SE, H,	Leprosy	·	nerformed
		C	,,	Cured	2. Typing of essential or	inside
		Ĭ			confidential documents.	Workplace is
				Dworfiem -		woll lighted The
					p. I ixing up appointments	well lighted. The worker does his
					and screening the calls.	WOINEI UUES IIIS

			AAV – Acid	4. Opening	of files	, work alor	ne. It
				maintenance		•	ic. it
				files.	or current	laces not	
			Violiti			involve	any
			(d) Autism,			hazards.	
			Specific			Mobility	and
			Learning			Bilateral	hand
			Disability,			activities s	should
			Mental			be	
			Illness				
						adequate.	The
			(e) Multiple			Incumbent	
			disabilities			should be	
			involving (a)				
			to (d) above				
						considered	with
						aids	and
						appliances	
Assistant	В	S, ST, W,		In-charge of L	ibrary-cum	The wor	k is
Library	E	BN, L, MF,		Information		.mostly	
Information	F	RW, SE, H,		Dissemination	0	f	
Officer		0		information o	on various	performed	
				subjects thro	ugh supply	_/ Inside. Woi	rk
				of copies o	of reports	place is	well
				papers etc.	and o	flighted.	WCII
				extracts,	summaries	, ingritou.	
				photo-copies	etc. to the	The v	vorker
				various Div	isions o	fdoes his	
				DGFASLI, CL	I and RLIs	,	
				Inspectorates	of Dock	work alor	ne. It
				Safety, C.I.F.s	s, Industria	laces not	
				organisations (etc.	involve	any
						hazards.	٠
						i iazai aci	
						Mobility	and
						Bilateral	
						1	tivities
						should be	
						adequate.	The
						Incumbent	
						should be	
						considered	with
						aids and	VVILII
	-					1	

		appliances.					
Library Information Assistant	S, ST, W, BN, L, MF, RW, SE, H, C	Librarians Information Professional include all of Librarians cataloguing preserving maintaining manuscripts of historical importance, elsewhere of	books books and	Other ged in and s, gazines, literary ed.	mostly performe inside. V place lighted. The does his work a does not involve hazards. Mobility Bilateral	vork is wo lone active e e. ent	well
	 l .						

Abbreviations used for Functional Requirement: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

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

5. This issues with the approval of Competent Authority.

(Dr. Mahendra Kumar)
Director

To,

- i. DG,DGFASLI N. S. Mankikar Marg, Sion, Mumbai 400022.
- ii. The Secretary, Department of Empowerment of Persons with Disabilities (Divyangjan)(Kind Attention: Shri K.V.S.Rao, Director and Shri K C Behera, Special consultant), Antyodaya Bhavan, Lodhi Road, New Delhi.
- iii. Department of Personnel & Training (Joint Secretary, Reservation), North Block, New Delhi.
- iv. Deputy Secretary, (Admn.), MoL&E.
- v. NIC, Ministry of Labour and Employment for uploading the same on the website of the Ministry.