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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
Director (Safety)	A	S, ST,W, BN, L, RW, SE, H, C	(a) Low vision  (b) Deaf and Hard of hearing  (c) Locomotors disability	Director (S) Working as an Incharge of Division/Institute. Coordinating and conducting studies and surveys in the field of industrial safety, investigation of accident prosecution cases, planning organizing and	The work is performed inside and outside of the organization. Mobility should not be restricted with use of appliance for the field work. Incumbent should

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		(BL – Both legs , BA – Both arms, OL – One Leg , OA – One arm, OAL – One Arm and One Leg, MDy – Muscular Dystrophy, LC – Leprocy Cured Dw – Dwarfism	coordinating research, education and training activities pertaining to safety in factories and docks. Dy. Dir (S) - Assisting Director (S) on OSH matters and conducting / organizing of Training programs, Workshops, Surveys & Studies etc. Inspection of Docks, ships and conduct accident investigation Incumbent should be considered with appropriate aids and appliance as per needs.
Dy. Director (Safety)			The work is performed inside and outside of the organization. Mobility should not be restricted with use of appliance for the field work. Incumbent should be considered with appropriate aids and appliance as per needs.
Asstt. Director (Safety)		AAV – Acid Attack Victim) (d) Specific Learning Disability, Mental Illness (e) Multiple disabilities involving (a) to (d) above	Asstt. Director (S)- Assisting Dy. Director (S) on OSH matters and conducting / organizing of Training programs, Workshops, Surveys & Studies etc. Inspection of Docks, ships and accident investigation field work. Incumbent should be considered with appropriate aids and appliance as per needs.
Add. Asstt. Dir (Safety)	B		Assisting Assistant Director (S) on OSH matters and conducting / organizing of Training programs, Workshops, Surveys & Studies etc. Inspection of Docks, ships and conducts accident investigation. field work. Incumbent should

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

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

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Lab. Attendant				To keep instruments in the laboratory clean and dust free. Assistance in displaying equipments etc for demonstration purposes. Assistance to seniors in field surveys / studies, etc.	
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**NON – TECHNICAL GROUP B & C**

LDC	C	S, ST, W, BN, L, MF, RW, SE, H, C	(a) Blind, Low vision (b) Deaf and Hard of hearing (c) Locomotor disability (BL – Both legs, BA – Both arms, OL – One Leg, OA – One arm, OAL – One Arm and One Leg, MDy – Muscular Dystrophy, CP-cerebral palsy	Clerk, General performs variety of clerical duties such as maintenance of records, receipt and dispatch of dak, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining record of incoming and outgoing railway wagons and carriages, booking and delivering of goods, maintaining auction accounts, calculating and releasing octroi, attending to clerical duties of court, allocating and supervising work of process serving staff.	The work is mostly performed inside. The official usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should Have functional communication skills. The incumbent should be considered with aids and appliances.
Stenographer Grade III	C	S, ST, W, BN, L, MF, RW, SE, H, C	LC – Leprosy Cured Dw – Dwarfism	1. Taking dictation and transcription of the same. 2. Typing of essential or confidential documents. 3. Fixing up appointments and screening the calls.	The work is mostly performed inside. Workplace is well lighted. The worker does his

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			AAV – Acid Attack Victim)  (d) Autism, Specific Learning Disability, Mental Illness  (e) Multiple disabilities involving (a) to (d) above	4. Opening of files, maintenance of current files.  work alone. It does not involve any hazards. Mobility and Bilateral hand activities should be adequate. The Incumbent should be considered with aids and appliances.
Assistant Library Information Officer	B	S, ST, W, BN, L, MF, RW, SE, H, C		In-charge of Library-cum-Information Centre. Dissemination of information on various subjects through supply of copies of reports, papers etc. and of extracts, summaries, photo-copies etc. to the various Divisions of DGFASLI, CLI and RLIs, Inspectorates of Dock Safety, C.I.F.s, Industrial organisations etc.  The work is mostly performed inside. Work place is well lighted. The worker does his work alone. It does not involve any hazards. Mobility and Bilateral hand activities should be adequate. The Incumbent should be considered with aids and

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					appliances.
Library Information Assistant	C	S, ST, W, BN, L, MF, RW, SE, H, C		Librarians and Related Information Professionals, Other include all other Librarians engaged in cataloguing, preserving and maintaining books, manuscripts, magazines, of historical, scientific and literary importance, not elsewhere classified.	The work is mostly performed inside. Work place is well lighted. The worker does his work alone. It does not involve any hazards. Mobility and Bilateral hand activities should be adequate. The Incumbent should be considered with aids and appliances.

**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.

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(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.



