

undue hardship in any particular case, it may, notwithstanding anything contained, in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**THE UTTAR PRADESH COMPETITIVE EXAMINATION,  
ALLOCATION OF MARKS RULES, 1986.**

**1. Short title, commencement and application.**—(1) These Rules may be called the Uttar Pradesh Competitive Examination, Allocation of Marks Rules, 1986.

(2) They shall come into force at once.

(3) They shall apply in respect of recruitment, on the basis of competitive examination comprising written examination and interview for any service or post in connection with the affairs of Uttar Pradesh and under the rule making power of the Governor, except where written examination has already been held before the commencement of these Rules.

**2. Allocation of marks.**—Notwithstanding anything to the contrary contained in any rules or orders, the maximum marks for interview shall not exceed 12.2 per cent of total marks :

Provided that where the marks for interview, calculated under this rule, are not a multiple of five the marks shall be rounded off to a figure, not being a figure exceeding 12.2 per cent of the total marks, which is a multiple of five.

**U. P. SUGAR WAGE BOARD, 1991**

The Governor is pleased to order the publication of the following English translation of notification No. 556(HI)/XXXVI-2—115(HI)-89, dated January 31, 1991 for general information :

**No. 556 (HI)/XXXVI-2—115 (HI)-89**

*Dated Lucknow, January 31, 1991*

Whereas by its Resolution No. V-23030/1-85-750A, dated July 17, 1985, the Government of India decided to set up a third Wage Board for the Sugar Industry to consider question of further revision of the present wage structure in the industry and also to make incidental recommendations;

And Whereas the report submitted by the said Wage Board was considered by the Government of India, and by Resolution No. V-24014/21-89-WB, dated December 29, 1989, it accepted the recommendations of the said Wage Board with certain modifications;

And, Whereas the matter of implementation of the said Resolution of Government of India was considered at Tripartite Conference held in this State on 23rd October, 1989 in which the representatives of the employers namely, the U. P. Branch of the Indian Sugar Mill

Association, Cooperative Sugar Federation and U. P. State Sugar Corporation and representatives of various workers' associations operating in the sugar industry of U. P. were present;

And, Whereas by another Tripartite Conference held on 26th September, 1990 some of the unresolved matters were finally taken up bringing about unanimous accord between the employers and the workmen on the implementation of the recommendations of the said Wage Board;

And, Whereas in the opinion of State Government, it is necessary to implement the recommendations of the said Wage Board as accepted by Government of India for the maintenance of public order and supplies and services essential to the life of the community and for maintaining employment;

Now, Therefore, in exercise of the powers under sub-clause (b) of Section 3 of the U. P. Industrial Disputes Act, 1947 (U. P. Act No. XXVIII of 1947), the Governor is pleased to make the following Order and to direct with reference to Section 19 of the said Act that notice of this Order shall be given by publication in the official Gazette.

**ORDER**

*Coverage*

1. This order shall apply to—

- (i) all the Vacuum Pan Sugar Factories in this State;
- (ii) all employees in the Vacuum Pan Sugar Industry falling within the definition of the term "workman" in the Industrial Disputes Act, 1947 as amended up to date;
- (iii) all workmen engaged by a contractor of a factory for work connected with :

(a) manufacturing process as defined in Section 2(k) of the Factories Act, 1948;

Or

(b) cleaning any part of the machinery or premises used for manufacturing process;

Or

(c) any other kind or work incidental or connected with the manufacturing process or subject of manufacturing process including handling, loading or unloading of raw materials, stores and finished products within the premises of the factory;

Or

(d) repair and maintenance of machinery, buildings or any other capital assets of the Sugar Factory;

(iv) all medical, para-medical and educational staff;

(v) all persons employed for work in residential colony attached to the factories shall also be deemed to be included within the definition of "Workman" for the purposes of this order.

but this Order shall not apply to the following:

- (a) Khandsari and gur refineries and allied industries, such as manufacture of portable spirit, power alcohol and confectionery and sugarcane farms;
- (b) contract labour employed outside the factory premises and in harvesting and or transporting of sugarcane;
- (c) 'apprentices' governed by the Apprentices Act, 1961 (Act No. 52 of 1961);
- (d) factory Labour Welfare Officer whose grades of pay, other allowances and conditions of service shall continue to be governed by U. P. Factories Welfare Officers Rules, 1955, but no Welfare Officer shall get wages below supervisory-B grade, under this order.

#### Wage Structure

2. All Vacuum Pan Sugar Factories in the State shall give to their workmen pay in the following scales :

Category of workmen	Revised scale
	Rs.
<b>A—OPERATIVES</b>	
1. Unskilled.....	800—10—900—15—1050
2. Semi-skilled.....	900—15—1050—20—1250
3. Skilled 'B'.....	1050—25—1300—30—1600
4. Skilled 'A'.....	1200—30—1500—35—1850
5. Highly skilled.....	1300—35—1650—40—2050
<b>B—CLERKS</b>	
6. Grade IV.....	1050—25—1300—30—1600
7. Grade III.....	1200—30—1500—35—1850
8. Grade II.....	1300—35—1650—40—2050
9. Grade I.....	1400—40—1800—45—2250
<b>C—SUPERVISORY</b>	
10. Grade-C.....	1400—40—1800—45—2250
11. Grade-B.....	1500—45—1950—50—2450
12. Grade-A.....	1700—60—2300—75—3050

3. The aforesaid grades applicable to respective categories of workmen shall be made admissible according to the scheme of fitment given in para 5 :

Provided that—

- (a) Workmen if and when transferred from sugar factory to any other allied industry including sugar cane farms shall receive the same wages as obtaining in the sugar factory or in farms or that allied industry whichever is higher;
- (b) Workmen employed to work partly in any allied industry including sugarcane farms owned by the sugar factory and partly in the sugar factory shall also receive the same wages as they were getting in the allied industry or in the sugar factory whichever is higher;

- (c) A workman employed by sugar factory on contract basis or daily wages or on temporary or casual basis to perform the duties of a workman shall be paid at the rate per day calculated by dividing the minimum monthly total wage (Minimum Basic Wage + Fixed Allowance, if any Variable Dearness Allowance) 26, recommended by the Board;
- (d) The Medical Officer shall be allowed either to opt for the revised wage scale as recommended by the Board or his existing wage scale.

The pay of other medical staff such as compounders, nurse, dresser and mid-wife shall be fixed in the revised scale as per their category mentioned in the standard occupational nomenclature. These employees getting other amenities such as free uniform, free residential accommodation and electricity or other allowance such as uniform allowance, he/she shall continue to receive the same.

#### Categories

4. Fitment of workmen will be done in the following categories :

*Operatives—*

- (a) Unskilled
- (b) Semi skilled
- (c) Skilled—B
- (d) Skilled—A
- (e) Highly Skilled

*Clerks—*

- (f) Clerk Grade—IV
- (g) Clerk Grade—III
- (h) Clerk Grade—II
- (i) Clerk Grade—I

*Supervisory*

- (j) Supervisory—C
- (k) Supervisory—B
- (l) Supervisory—A

#### Short Notes

The daily wages employees of the Government are not regular employees, they cannot claim to remain in employment when the work for which they are employed ceases to exist or they do not actually do the work or job that being so, it cannot be said that employees or the contingency staff are employed in a civil service. It may also be said that no permanent civil posts for such staff exist. The wages of the daily wages employees are not paid from the establishment budget but are paid from the contingency Fund. Contingency staff are employed not in regular employment but employment merely incidental to an office for the period during which they have actually worked.

5. (a) The list of standard occupational nomenclature against which fitment is to be made is at (Appendix—J).

(b) The list of occupational nomenclatures reflects the occupations normally in existence in different Sugar Factories, in U. P. This list, however does not envisage creation of any post where it does not exist.

**Explanation.**—Some of the occupations contained in the nomenclature of the Second Wage Board have either been deleted or merged with other occupations.

#### Weightage Allowance

6. Following categories of workmen in the sugar factories in the state shall be entitled to special weightage allowance as shown against them.

Category	Weightage per month
1. Palledar/Hamal	Rs. 40
2. Guest House Attendant	Rs. 25
3. Centrifugal Mazdoor other than Centrifugal operators engaged in high speed automatic centrifugals.	Rs. 25

**Note.**—The weightage allowance shall neither be taken into account while fixing the basic wage in the revised scale nor shall it be taken as a part thereof at any stage.

#### Fixed Allowance

7. (a) Besides the above wage scales fixed allowance is admissible to the following categories of workmen as under :—

(a) Unskilled	Rs. 267 p.m.
(b) Semi skilled	Rs. 177 p. m.
(c) Skilled—B	Rs. 55 p. m.
(d) Clerical—IV	

(b) The fixed allowance shall be the same for all workmen in that category irrespective of individual basic wage and that fixed allowance shall remain constant throughout the operation of revised scale notified under this notification and will form part of the total wage for all purposes.

#### Variable Dearness Allowance

8. The scheme of Variable Dearness Allowance shall be under :—

(a) Variable Dearness Allowance shall be paid on the basis of All India Consumers Price Index (CPI) for industrial workers on base (1960-100). The rate of variable Dearness Allowance will be Rs. 1.65 Paise per point upto 30th June 1990. The rate of Variable Dearness Allowance from 1st July 1990, i.e., above 863. points, will be calculated @ Rs. 1.85 per point.

(b) The revision of variable dearness allowance will continue to be made on quarterly basis i.e., 1st January, 1st April, 1st July and 1st October. For calculating variable dearness allowance payable with effect from 1st January average price indices for the preceding 3 months i.e., average of index numbers for August, September and October shall be taken into consideration. Variable Dearness Allowance payable with effect from 1st April will be calculated on the average Consumers Price Index for the preceding months of November,

December and January. Variable Dearness Allowance payable with effect from 1st July will be calculated on the average consumers price index indices for the preceding months of February, March and April and similarly variable dearness allowance payable with effect from 1st October will be calculated on the average consumers price index for the preceding months of May, June and July.

#### Fitment

9. (a) Every Workman, in his respective category, shall be allowed an increase of Rs. 75=20 or 12-1/2 per cent of the basic wage as on 30-9-89, whichever is higher, and fitted in the revised scale.

(b) The basic wage of the workmen in the respective category so fixed in the revised scale, shall be fixed after adding one increment in the revised scale.

(c) If the total amount arrived at according to increase given in the preceding paras, falls below the minimum of the revised wage scale, the revised basic pay shall be fixed at the minimum for that scale. If the total amount is the same as that at any stage in the revised wage scale, the revised basic pay shall be fixed at that stage. If it falls between any two stages in the revised wage scale, the revised basic pay shall be fixed at the next higher stage in the scale.

(d) The workmen shall also get one additional increment in their respective scales with effect from 1st July, 1990. The next increment will fall due in 1st October, 1990.

(e) If there is any change in the status of a job between the season and off-season, the grade, and the wage scale of the better of the jobs performed by a workman shall be considered for fitment in the revised wage scale, subject to the condition that he shall not be entitled to this benefit if he has not performed the duty in a higher grade atleast for one full season or for one full off-season.

(f) If a workman other than a relieving workman is allotted duties of jobs in two different grades alternatively and regularly, he shall be given the designation and wage scale of the higher of the two grades subject to the condition that he shall not refuse to perform the duties prescribed for the lower grade.

(g) The present incumbents not having the requisite qualification and experience now prescribed for the posts shall also be entitled to the revised scale.

#### Illustration :

The aforesaid formula of fitment has been explained in respect of a workman whose pay scale is to begin from Rs. 800 p.m. will be as follows:

Wage scale admissible to workmen for the unskilled category :

Existing position as on 30-9-1989 :—

	Rs.
(i) Minimum Basic wage	340.00
(ii) Graduated Dearness Allowance	(+) $\overline{80}$ .00
(iii) Interim increase	(+) $\overline{45}$ .00

(iv) Variable dearness allowance for 818 points	(+)723.50
Total, pay as on 30-9-89	1188.50
<i>Revised wage as on 1-10-89</i>	
	Rs.
(i) Total wage as above	1188.50
(ii) Add Rs. 75=20 or 12-1/2 per cent of the basic as on 30-9-89 whichever is higher	+75.20
(iii) Increment of the revised grade as on 1-10-89	(+)10.00
Total	1273.70
(iv) Less fixed allowance Rs. 267 and variable dearness allowance for 74 p. m. Rs. 122.10	(-) 389.10
<i>i.e., (818—744, Balance)</i>	884.60
(v) Add fitment increase for next higher scale Revised basic wage as on 1-10-89	884.60 (+) 5.40
	890.00
(vi) Add fixed allowance	267.00
(vii) Additional variable dearness allowance as on 1-10-89	158.40
Total wages as on 1-10-1989	1315.40

All the existing workmen as on 30-9-1989 will be fitted in the revised grades of their respective scales as per procedure and calculation given above.

(h) The starting basic wage of the workman of different categories who joined on or after 1-10-89 will be as under :—

	Basic (Rs.)	Fixed Allowance (Rs.)
Unskilled	840	267
Semi skilled	945	177
Skilled—B	1100	55
Skilled—A	1200	..
Highly skilled	1300	..

Clerk grade—IV	1100	55
Clerk grade—III	1200	..
Clerk grade—II	1300	..
Clerk grade—I	1400	..
Supervisory—C	1400	..
Supervisory—B	1500	..
Supervisory—A	1700	..

(i) The workmen who were in the category of skilled 'B' and Clerical IV as per second wage Board Recommendations as notified by U. P. Government Notification No. 10397(HI)/XXXVI-C-83 (HI)-70, dated 27th November, 1970, will be given one additional increments in the revised scale with effect from 1-10-89. This will be over and above the increments to be given as per the fitment procedure enumerated above in the illustration.

(j) These orders shall not have the effect of reducing or denying any existing emoluments, benefits or amenities to which the workmen in the sugar industry in the State have hitherto been entitled to. If their total emoluments are higher than prescribed under this notification, the workman is entitled to free uniform, free residential accommodation, electricity and other benefits, he shall continue to get the same and these amenities shall not be adjusted against the revised pay scales, allowance, variable dearness allowance etc.

#### 10. Retaining Allowance

(a) All seasonal workmen shall be paid retaining allowance on the following rates :

(a) Unskilled workmen at the rate of 20 per cent of their total wage;

(b) Semi-skilled workmen at the rate of 30 per cent of their total wage;

(c) Skilled, Clerical, Highly skilled and Supervisory at the rate of 50 per cent of their total wage.

(b) If a seasonal workman entitled to get retaining allowance dies or is retired during the off season for any reason whatsoever he shall be entitled to get retaining allowance, at prescribed rates till the date of his retirement or death.

#### 11. Classification into grades of skill

All the workmen will be classified in accordance with the qualifications, experience and duties laid down in standard nomenclature at Appendix I.

#### 12. Housing

There shall be no increase in the house rent in respect of old constructed houses. Their rent and electricity charges etc., will be

continued to be governed on the existing basis. However, if any employer constructs new houses in future, the rent of such houses may be fixed as per Schedule at Appendix II.

### 13. Remuneration of relieving workmen

(a) When a reliever of a lower category relieves workman of higher category, he shall, during the period of such service receive pay and other allowances at the rates not lower than the amount payable to a workman in the higher category.

(b) This shall also apply to reliever workman for the purpose of allowing weekly holidays.

(c) For the purposes of payment of retaining allowance to regular workmen, the average of the total wages paid during period of service in crushing season shall be taken into account.

### 14. General

(a) Those workmen who retired or died during the period from January 1988 to September 30, 1989 or those workmen who came in service during this period, will get proportionate amount calculated at the rate of Rs. 1000 for permanent workman and Rs. 600 for seasonal workman, as the arrears of lump-sum payment given for enforcing III Wage Board-recommendation vide Government Notification No. 6321 (HI)/XXXVI-2-115 (HI)-89, dated November 21, 1989.

(b) Such workmen who do not get promotion to a higher grade for a continuous period of 7 years from January 1, 1988 shall be granted one additional increment in the revised scale at the end of 7 years of service.

(c) All Vacuum Pan Sugar Factories in the State shall enforce Government Notification No. 3158/XXXVI-2-101 (HI)-79, dated July 15, 1982 regarding appointment of heirs as per conditions laid down therein. The agreements entered into at unit level will continue to be acted upon according to terms of settlement in this respect.

(d) The notification No. 6321 (HI)/XXXVI-2-115(HI)-89, dated November 21, 1989 and the accord reached in Tripartite Committee for Sugar Industry on September 26, 1990 duly been considered and as such, the said notification will now operate in terms of this notification only.

(e) The arrears in respect of the increased basic wage, fixed allowance, variable dearness allowance, etc., shall be defrayed latest by January 31, 1991.

(f) The revised wage rates and other benefits shall be payable with effect from October 1, 1989.

(g) This order shall come into force with effect from the date of its publication in the Gazette and shall remain in force till September 30, 1993.

#### APPENDIX-I Third wage Board for Sugar Industry List of standard Nomenclature, Etc. In Sugar Factories

Serial No.	Standard Nomenclature (Classification/Grade of skills)	Qualifications/experience	Duties assigned	Remarks
1	2	3	4	5
	<b>MANUFACTURING DEPARTMENT</b>			
1.	Manufacturing Chemist (Supervisory-A)	Degree in Science with Physics, Chemistry and Mathematics as subjects and Associate Member-ship of National Sugar Institute Kanpur or Associate Membership of the Deccan Sugar Institute Kanpur or Deccan Sugar Instt. Pune.	To Supervise and control the manufacturing process and the personnel in the shift during the crushing seasons and to do such other works as directed during the crushing seasons or during the off season.	
2.	Laboratory Incharge (Supervisory-A)	Degree in Science with Physics, Chemistry and Mathematics as subjects and Associate Member-ship of National Sugar Institute Kanpur or Deccan Sugar Instt., Pune.	Supervision and control of laboratory and its personnel, calculation and maintenance of laboratory reports and submission of returns, and such other duties as may be assigned.	
3.	Head (Supervisory-B)	Panman from National Sugar Institute, Kanpur or Deccan Sugar Pune with 5 years practical experience as Pan Incharge or Panman with 10 years experience.	General supervision and control of Pan-floor and curing section and such other duties as may be assigned.	

1	2	3	4	5
4.	Pan Incharge (Supervisory-C)	Diploma in pan boiling course from National Sugar Institute Kanpur or Deccan Sugar Institute, Pune with 5 years experience as Panman as Pan Incharge or 10 years experience on Panfloor.	General supervision and control of pan-floor in shift and boiling of pans, and such other duties as may be assigned.	Senior Panman of each shift shall be designated as Pan Incharge of the shift. Even if there is only one Panman and the rest are Assistant Panman in the shift the Panman shall be designated as Pan Incharge of the Shift.
5.	Panman (Highly Skilled)	Five years experience as Assistant Panman.	Boiling of Pans as directed during a shift and doing works incidental thereto.	A Panman shall be placed in Highly Skilled Category after putting 5 years Service as Panman.
6.	Assistant Panman (Skilled-B)	—	Assisting Panman in his routine work and boiling pans as directed.	—
7.	Laboratory/Bench Chemist (Supervisory-C)	Degree in Science with Physics, Chemistry and Mathematics as subjects.	Analysis of materials relating to the working of the factory and control of samples and chemical used in the laboratory and such other duties as may be assigned.	If any incumbent is having a Degree in Science with other subjects, he shall also be placed in Supervisory-C grade as revised now.
8.	Manufacturing Assistant (Skilled-A)	—	To assist the Manufacturing Chemist in the supervision of the process of juice clarification and/or curing section and of cleaning of different units in the clarification section, recording of P.H. Number of Water tanks per hour, taking inlet and outlet condensor water temperature, noting down volume of syrup,	

1	2	3	4	5
9.	Laboratory Assistant (Skilled-B)	Intermediate or Higher Secondary	taking temperature of raw juice and sulphured juice and number of juice tanks, etc., and doing works incidental thereto.	
10.	Evaporator operator (Skilled-B)	..	Assisting the laboratory Chemist in his routine work, and doing such other duties as may be assigned.	
11.	Masceration Attendant (Semi-skilled)	..	Operating evaporators and ensuring proper concentration of syrup and arranging cleaning of evaporators whenever necessary and doing works incidental thereto.	
12.	Molasses Recorder (Semi-skilled)	..	Weighting or measuring and recording masceration water tanks readings and/or noting water tanks readings or counting number of masceration tanks, and doing works incidental thereto.	Where there is automatic recording and the duties mentioned under 4 are not to be performed, the workman shall be called 'Masceration Mazdoor,' and he shall be placed in unskilled grade as revised.
			Weighting Molasses and recording the weighment and doing works incidental thereto.	Where there is automatic recording and the duties mentioned under column 4 are not to be performed the workman shall be called 'Molasses Mazdoor' and he shall be placed in unskilled grade as revised.

1	2	3	4	5
13.	Juice Recorder (Semiskilled)		Weighing and recording weightment or temperature of juice, and doing works incidental thereto.	Where there is automatic recording and the duties mentioned under column 4 are not to be performed, the workman shall be called 'Juice Mazdoor' and he shall be placed in unskilled grade as revised.
14.	P. H. Recorder (Semi-skilled)	Intermediate or Higher Secondary	Observing and recording P. H. of juice and other liquids as required and doing works incidental thereto.	..
15.	Mate (Semi-skilled)	..	Supervising and controlling the workmen of the respective station where posted, and doing works incidental thereto.	..
16.	Juice Heater Attendant (Semi-skilled)	..	Controlling and operating of the juice heater, and doing works incidental thereto.	..
17.	Juice Heater Mazdoor (Un-skilled)	..	Doing un-skilled work as directed.	..
18.	Operating Attendant (Semi-skilled)	..	Attending to and operating continuous clarifiers and doing works incidental thereto	..
19.	Rotary vacuum Attendant (Semi-skilled)	..	Operating and maintaining rotary vacuum filters and doing works incidental thereto.	..
20.	Centrifugal Operator (Semi-skilled)	..	To operate high speed automatic centrifugals.	..
21.	Sulphur oven Maxfoor (Un-skilled)	..	Doing un-skilled work as directed.	..

1	2	3	4	5
22.	Palledar/Hamal (Un-skilled)	..	Engaged in items of work such as carrying sugar bags on back and stacking them, loading, unloading shunting them, loading, unloading shunting of wagons and any other jobs of allied nature as may be assigned.	Palledar/Hamal shall get weightage of Rs. 40 p. m.
23.	Marker (Un-skilled)	..	Marking of sugar bags with the help of stencils.	If the numbering on bags is done by hand (without the help of stencils), then the marker concerned shall be placed in semi-skilled grade.
24.	(a) Lab. Boy (Semi-skilled)	..	To work in the laboratory and make samples ready for analysis and doing works incidental thereto.	..
	(b) Sample Boy (Un-skilled)	..	To bring samples from various stations in the factory to the laboratory for analysis, and to do works as directed.	..
25.	Mazdoor (Un-skilled)	..	Doing unskilled work as directed.	If any mazdoor attends to Magma alongwith the Magma Pumpsteam or electric or Hydraulic or bolt driver he shall be placed in semi-skilled grade and designated as Magma pump Attendant.
26.	Bag Printing Machine Operator (Semi-skilled)	..	Printing the sugar bags by bag printing machine/and doing works incidental thereto.	..

1	2	3	4	5
27.	Bag Sewing Machine Operator (Semi-skilled)	..	Stitching the sugar bags by the sewing machine and doing works incidental thereto.	
28.	Water Treatment Operator (Semi-skilled)	..	Operating the water softening plant maintaining the hardness of the water to the derived degree and doing works incidental thereto.	
29.	Filter Cloth Washing Machine Operator (Semi-skilled)	..	Operating the filter cloth washing machine, and doing works incidental thereto.	
30.	Tailor (Semi-skilled)	..	To cut, stitch and repair Filter press cloth and to do other tailoring work.	
1.	Syrup Tank Attendant (Semi-skilled)	..	NEW CATEGORY To supervise and control the flow of syrup to and from Syrup Tank and to keep record of the number of tanks per hour.	
<b>ENGINEERING DEPARTMENT</b>				
1.	Assistant Engineer (Mechanical Supervisory-A)	Degree in Mechanical Engineering and at least two years apprenticeship in sugar industry or completion of the sugar engineering course of 2 years from the National Sugar Institute, Kanpur.	Assisting the Chief Engineer and/or Deputy Chief Engineer in carrying out his duties, looking after maintenance, repairing (overhauling modification and expansion etc.) of machinery in his shift and undertaking work assigned to him including preparation of drawing and looking after the workshop if required, and doing works incidental thereto.	

1	2	3	4	5
2.	Assistant Engineer (Electrical Supervisory-A)	Degree in Electrical Engineering and at least two years experience in maintenance and running of power station and maintenance of electrical equipments.	Responsible for operation, maintenance, repairs and erection of electrical plants, machineries, equipments and installations and control of personnel under him subject to the overall control of the Chief Engineer and doing works incidental thereto.	
3.	Foreman (Mechanical Supervisory-C)	..	Supervising and controlling the work and maintenance of workshop and doing works incidental thereto or to assist the Asstt. Engineer (Mech.) in carrying out his duties while supervising the work of the entire shift under the guidance and instructions of the Asstt. Engineer (Mech.) including supervision of work of the Head Fitters, etc.	
4.	Draftsman-I (Supervisory-C)	ITI with two years experience or should have passed Draftsman's Certificate from any recognised Institute.	Should have a basic knowledge of design work of the mechanical equipments in the sugar industry and should be able to prepare intricate drawings of the machinery and do works incidental thereto.	
5.	Foreman (Elect.) (Supervisory-C)	Holding the necessary qualifications as provided under the Electricity Act.	Responsible for operation, maintenance, repairs and erection of electrical plants, machineries, equipments and installation in the general shift	



1	2	3	4	5
			under the guidance of the Assistant Engineer (Elect.) or independently and doing works incidental thereto.	
6.	Boiler Attendant (Highly skilled)	Holding First Class Boiler Competency Certificate as laid down in the Indian Boilers Act and the Rules made thereunder.	Responsible for the maintenance and operation of all boilers of any heating surface within a radius of 22.86 metres (75 ft.) supervision of the boiler personnel in his section, and doing works incidental thereto.	
7.	Head Fitter (Highly skilled)	ITI Certificate with two years experience as Fitter-I or 10 years experience as Fitter-II.	In addition to the duties of Fitter-I supervising the work of fitters and also undertaking skilled jobs of a fitter and doing works incidental thereto, or as may be assigned.	
8.	Fitter-I (Skilled-A)	Five years experience as Fitter-II.	As for Fitter-II and in addition : <ul style="list-style-type: none"> <li>a. must be able to perform in a thoroughly skilled and expeditious manner the fitting, overhauling and erecting of any prime mover and mechanism normally in the use in his branch;</li> <li>b. must be able to prepare for test and test the machines or self-propelled vehicles, or boilers, in normal use in his branch;</li> </ul>	

1	2	3	4	5
9.	Fitter-II (Skilled-B)		<ul style="list-style-type: none"> <li>e. must be able to read working sketches and to do marking of machines parts; and</li> <li>d. to do works incidental thereto.</li> </ul> Must be able to :- <ul style="list-style-type: none"> <li>a. mark off and chip through a key way 1/2 inch wide and 1/4 inch deep in a piece of rolled steel bar;</li> <li>b. use file and file the surfaces truly in accordance with the straight edge;</li> <li>c. mark and drill and tap holes in a flat surface;</li> <li>d. bed gun metal and white metal bearings on the shafts;</li> <li>e. use all tools such as chisels, reamers, taps and dies and callipers and drills as required for his trade;</li> <li>f. repair and fit pumps and their alignments;</li> <li>g. must be able to finish the surface by file within a limit of 0.005 inch;</li> <li>h. must have a knowledge of all tools and instruments required for his trade;</li> <li>i. must be able to understand dimension sketches and work according to the same;</li> </ul>	

1	2	3	4	5
			<p>j. must be able to do ordinary marking of different machinery parts on the surface plate;</p> <p>k. must be able to drill square on surface 1/2 inch holes accurately, pitched to within 0.03 inch;</p> <p>l. must have knowledge to dismantle and overhaul any type of prime mover (IC and steam), centrifugal machines and pumps and installation of the same and their alignment; and</p> <p>m. doing works incidental thereto.</p>	
10.	Overseer (Supervisory C)	Diploma in Civil Engg. from a recognised Technical Institution	Attending to and execution of civil engineering work as directed and doing works incidental thereto.	
11.	Electrician (Skilled A)	..	Attending to repair, overhaul, operation and maintenance of electrical machineries, plants and installation including armature winding, and doing works incidental thereto.	
12.	Armature Winder (Skilled A)	..	Attending to winding and repairing of armatures, field coils, etc., and general repairs and maintenance of electrical equipments and doing works incidental thereto.	

1	2	3	4	5
13.	Draftsman-II (Highly skilled)	Draftsman Certificate from an Industrial Training Institute	Should be able to make drawings of the sugar machinery and equipment used in factory workshop and to do tracing of drawings and to do tracing of drawings and to do works incidental thereto.	
14.	Turner-I (Skilled-A)	ITI Certificate with 2 years experience as Turner or ten years experience as Turner-II	As for Turner-II; and in addition should be able to understand working sketches, should know the use of measuring instruments, should be able to do accurate marking of jobs on a lathe machine, should be able to do turning work to the accuracy of 0.005 to the accuracy of 0.005 of an inch; to prepare machinery parts to the specified dimensions on a lathe machine and to do works incidental thereto.	
15.	Turner-II (Skilled-B)	..	Preparing machinery parts to the specified dimension on a lathe machine, should have a good knowledge of lathe and all its parts; should be able to fix up gear wheels for different screw cuttings, should be able to take accurate measurement with calipers; should be able to cut spare thread and other white-worth threads; and doing works incidental thereto.	

1	2	3	4	5
16.	Welder-I (Skilled-A)	ITI Certificate with 2 years experience as Welder or ten years experience as Welder-II	As for Welder-II and in addition should be able to understand working sketches, should be able to build more intricate castings like gear teeth etc., with accuracy, should know the strength of welds with different electrodes and welding rods; should be able to do ordinary repairs to gas and electric welding apparatus; should be able to weld cast iron efficiently; should be able to weld and cut metal by electric or oxyacetylene Gas Process, and to do works incidental thereto.	
17.	Welder-II (Skilled-B)	..	Welding and cutting metal by electric or oxy-acetylene gas process; should be able to do both gas welding and electric welding and should be able to do cutting work with gas, should be able to build up simple wornout parts; should know different types of electrodes to be used on different jobs and doing works incidental thereto.	
18.	Pattern Maker-I (Highly skilled)	3 years experience as Pattern Maker-II	Should be able to understand working sketches and make intricate patterns and cores from them and should be conversant with the contraction and expansion of various alloys	

1	2	3	4	5
19.	Pattern Maker-II (Skilled-A)	..	of ferrous and non-ferrous metals, and provide allowance for the same, and to do works incidental thereto.	
20.	Moulder-I (skilled A)	3 years experience as Moulder-II	Should be able to do simple patterns for ferrous and non-ferrous metals from the drawings and to make simple cores for the parts to be casted, and to do works incidental thereto.	
21.	Moulder-II (Skilled B)	..	Moulding and casting machinery parts, and doing works incidental thereto.	
22.	Wireman (Skilled B)	Must have necessary qualification as required under law	To do any kind of work in connection with electric lines and wiring, assisting electrician in his job and attending to switch board when necessary and doing works incidental thereto.	
23.	Machinist (Skilled B)	..	must be able to :-	

1	2	3	4	5
			(a) do any piece of machine work on any one of the machines such as shearing, shaping, milling, planing and grinding.	
			(b) do precision work on universal gear cutting machine or universal milling machine or universal grinding machine :	
			(c) sharpen reamers, milling cutters and other tools, etc.;	
			(d) do works incidental thereto.	
24.	Blacksmith (Skilled B)	..	(a) must be able to forge and fit a hand vice;	
			(b) must be able to forge dimension connecting rod, eccentric rod, side or piston rod;	
			(c) must be able to forge and fit without lathe work, a MC Mahon Spenner;	
			(d) doing works incidental thereto.	
25.	Carpenter (Skilled B)	..	Must be able to do all joinery work and to make and repair furniture etc., and to do works incidental thereto.	
26.	Head Khalasi (Skilled B)	..	Supervising and controlling the work of Khalasis and also to work as and when necessary, and doing works incidental thereto.	

1	2	3	4	5
27.	Khalasi (Semi-skilled)	..	Lifting, hoisting and shifting of machinery normally and attending to working of mills additionally during the cane crushing season and doing other jobs as may be entrusted to him.	
28.	Switch Board Attendant (Skilled B)	..	To attend to the switch board and to do works incidental thereto.	
29.	Electrical Helper (Semi-skilled)	..	To help Electrician/Armature Winder in his routine work and to do works incidental thereto.	
30.	Engine Driver-I (Skilled B)	..	To operate mill engine, turbine driving the mill, and to check their working from time to time and to ensure proper lubrication and maintenance thereof and to do works incidental thereto.	
31.	Engine Driver-II (Semi-skilled)	..	To operate any engine other than those mentioned against serial number 30 above, to control their speed, to check their working from time to time and ensure proper lubrication and maintenance thereof and to do works incidental thereto.	
32.	Baltman (Semi-skilled)	..	Repairing and fitting belts or cutting leather to the required sizes and designs to make washers, foot valves, rubber joints etc., and doing such other works as may be entrusted.	

1	2	3	4	5
33.	Tinsmith (Skilled B)	..	Preparing and/or joining the sheet metal by soldering including making of sheet metal articles by the same process or any other soldering works, and doing works incidental thereto.	..
34.	Copper Smith (Skilled B)	..	Preparing and/or joining the sheet metal by solder including making of sheet metal articles by the same process or any other soldering works, and doing works incidental thereto.	..
35.	Fireman (Semi-skilled)	..	Attending to and stocking the furnace, cleaning and removing of clinker, and doing works incidental thereto.	..
36.	Pumpman (Semi-skilled)	..	Operating and performing maintenance work such as lubricating steam or belt or electric or hydraulic driven pumps, and supervising and controlling the overflow of juice, syrup, molasses, etc., at his station, and doing works incidental thereto.	..
37.	Motor Attendant (Semi-skilled)	..	Operating and performing maintenance work of electric motors such as cleaning greasing and watching the temperature of the motors, and doing works incidental thereto.	..
38.	Oilman (Semi-skilled)	..	Oiling/greasing and cleaning of any part of any machinery and doing works incidental thereto.	..

1	2	3	4	5
39.	Hammerman (Semi-skilled)	..	Welding of hammer, helping the blacksmith and also carrying out other incidental jobs connected with smithy shop.	..
40.	Painter (Semi-skilled)	..	Painting of all metal works, machinery parts, wood work, and miscellaneous jobs of similar nature and doing works incidental thereto.	..
41.	Mate (Semi-skilled)	..	Supervising and controlling the workmen of the respective station where posted and doing works incidental thereto.	..
42.	Fitter Helper (Semi-skilled)	..	Must be able to help the fitters in their work.	..
43.	Water Attendant (Semi-skilled)	..	Maintaining proper level of water in the boilers and blowing down water gauge glasses and doing works incidental thereto.	..
44.	Mazdoor (Unskilled)	..	Doing unskilled work as may be directed.	..
45.	Instrument Mechanic Certificate in ITI (Highly skilled)	..	Should be able to instal, maintain, repair and overhaul all types of pneumatic and mechanical instruments such as steam meters, CO2 metres/ water meters/vacuum pressure and temperature recorders.	If any Instrument Mechanic is not having the qualification so prescribed but is capable of attending to the ordinary repairs of the instruments mentioned

1	2	3	4	5
				in column 4, he shall be designated as Instrument Mechanic-II and be placed in skilled A grade as revised.
46.	loader Operator		Operates the mechanical unloader for unloading of cane from wagons/trolleys, trucks by means of grab/sling and does work incidental thereto.	
			NEW CATEGORY	
1.	Turbo Alternator Operator (Skilled A)		To operate the Turbo Alternator set and to check its working and to record readings pressure etc., from time to time and ensure proper lubrication and maintenance thereof and to do works incidental thereto.	
			CANE DEPARTMENT	
1.	Cane Development Officer (Supervisory A)	Degree in Agriculture and at least 5 years practical experience in cane farm and cane development.	To take charge of Cane Development, cane activities and to do such other duties as may be assigned.	If any incumbent is not having qualification and experience now prescribed, he shall be placed in Supervisory B grade as revised.
2.	Assistant Cane Development Officer (Supervisory B)	Degree in Agriculture.	To assist the Cane Development Officer and to do such other duties as may be assigned.	If any incumbent is not having the qualification so prescribed, he shall be placed in Supervisory C grade as revised.

1	2	3	4	5
3.	Cane Superintendent (Supervisory B)	Should be a Graduate	To arrange for cane supply to the factory and to do other works as directed by the Cane Manager or General Manager as the case maybe.	
4.	Cane Head Clerk (Clerical Gr.I)	Graduate	Incharge of the Office of the Cane Department and responsible for the clerical work of the Cane Department and for maintenance of all records and such other duties as may be assigned.	
5.	Cane Accountant (Clerical Gr.I)	Commerce Graduate	Responsible for the maintenance of cane accounts and for such other duties as may be assigned.	
6.	Centre in-charge (Clerical Gr.III)	Intermediate or Higher Secondary	In-charge of the purchasing centre, supervises and controls the purchase of cane weightment, payment, loading, despatching and does such other works as may be assigned.	If at any centre, only one clerk is posted and if he performs the duties mentioned in column 4, besides cane weightment, he shall also be designated as Centre-Incharge and is placed in Clerical Grade III as revised
7.	Cane Yard Supervisor (Clerical III)	Intermediate or Higher Secondary	Supervising the work of loading of cane carrier, placement of wagons, trucks, trailers, etc., and supervising the work of mazdoor and doing works incidental thereto.	

1	2	3	4	5
8.	Yard Foreman (Clerical III)	Intermediate or Secondary	Higher	Regulating the movement of locos in the yard and placing loads and empties at the carrier, and doing works incidental thereto.
9.	Weight Supervisor (Clerical III)	Intermediate or Secondary	Higher	Checking the weight of loaded sugarcane lorries, bullock-carts and wagons, and doing works incidental thereto.
10.	Assistant Cane Head Clerk (Clerical III)	Intermediate or Secondary	Higher	Assisting the Cane Head Clerk in his duties and doing such other duties assigned to him
11.	Mate (Semi-skilled)	..	..	Supervising the work of mazdoors, and doing works incidental thereto.
12.	Tipper Man (Semi-skilled)	..	..	Tilting cane truck/wagon in the carrier pit by raising the wagon with hydraulic press, and doing works incidental thereto.
13.	Mazdoor (Unskilled)	..	..	Performing unskilled work in various places and doing other work such as loading and unloading of cane, shunting of wagons, placement and control of bullockcarts and doing works incidental thereto.
14.	Cane Development Kamdar (Semi-skilled)	..	..	Surveys the cane fields and helps the grower in the development of cane and doing works incidental thereto as directed.

1	2	3	4	5
15.	Share Accountant (Clerical Gr.I)	..	..	In-charge of Share Department/Section and does work connected with the shares and works incidental thereto.
ADMINISTRATIVE AND GENERAL DEPARTMENT				
1.	Labour Officer (Supervisory B)	Degree in Arts/Commerce/Science Desirable : Degree in Law and/or Diploma in Social work.	..	Assisting the management in the personnel matters and doing other works as may be assigned.
2.	Welfare Officer (Supervisory B)	As prescribed under the factories Welfare Officers' Rules framed by the respective State Government	..	The Labour Officer with ten years experience as Labour Officer shall be classified as "Supervisory A". The Welfare Officer with ten years' experience as Welfare Officer shall be classified as 'Supervisory A'.
3.	Motor/Tractor Foreman (Supervisory C)	..	..	To supervise and control the work of motor/tractor department, maintain the machinery in good and serviceable condition and also to control the personnel of his department and to do such other works as may be assigned.
4.	Civil Engineer (Supervisory A)	Degree in Civil Engineering and at least 3 years' experience in civil construction work and R.C.C. design work.	..	The Welfare Officer with ten years' experience as Welfare Officer shall be classified as 'Supervisory A'. Responsible for the construction of all types of building works, such as factory buildings, staff quarters, workers quarters, roads, tanks and for their repairs and maintenance, and for such other works as may be assigned.

1	2	3	4	5
5.	Office Superintendent (Supervisory B)	Degree in Arts/Commerce/Science and at least 3 years' experience in general and office administration.	In-charge of general office and carrying out any type of ministerial work entrusted to him including supervision and control of the personnel of the general office and allied offices, and other duties as may be assigned.	..
6.	Accountant (Supervisory B)	Degree in Commerce with 3 years' experience in Accounts.	In-charge of Accounts, maintaining accounts and undertaking such other works connected therewith or with costing.	..
7.	Assistant Accountant (Clerical Gr.I)	Degree in Commerce	Assisting the Accountant in his duties, and undertaking such other works as may be assigned.	..
8.	Cashier (Clerical Gr.I)	Graduate	Keeping of cash entrusted to him, making payments and maintaining accounts of receipts and disbursements, and doing works incidental thereto.	..
9.	Sectional In-charge (Clerical Gr.II)	Graduate or experience for 10 years as Clerk Gr.III.	To supervise and control the working of his section in the office, and to do works incidental thereto.	..
10.	Stenographer (Clerical Gr.I)	Capable of taking dictation in shorthand at a speed of not less than 100 words per minute and of typing correctly at a speed of not less than 40 words per minute.	Taking dictation in shorthand and transcribing by typing, and doing other works as may be assigned.	..

1	2	3	4	5
11.	Stenographer (Clerical Gr.II)	Capable of taking dictation in shorthand at a speed of 80 words per minute and of typing correctly at a speed of not less than 30 words per minute.	Taking dictation in shorthand and transcribing by typing and doing other works as may be assigned.	..
12.	Head Time-Keeper (Clerical Gr.I)	Graduate	In-charge of Time Office for all shifts and for the maintenance of attendance registers preparation of pay bills and returns, and doing works incidental thereto.	..
13.	Store Keeper (Clerical Gr.I)	Degree in Commerce or Diploma in Mechanical Engineering.	Responsible for receipt, issue and custody of stores and maintenance of all records thereof, and for works incidental thereto.	..
14.	Security Officer (Supervisory C)	..	To control and supervise the watch and Ward Staff responsible for the security and safety of the property within the factory premises, colony, etc., and for other works as may be assigned.	..
15.	Sugar Godown Keeper Graduate (Clerical Gr.I)	Graduate	Conducting general work of sugar godown including sugar receipt and despatches, maintaining necessary records and complying with all relevant rules and regulations of Central Excise Department, and responsible for other works as may be assigned.	..



1	2	3	4	5
16.	Assistant Store Keeper (Clerical gr. III)	Intermediate or Secondary	Higher	Assisting the Store Keeper in his work, and doing works incidental thereto.
17.	Assistant Sugar Godown Keeper (Clerical Gr. III)	Intermediate or Secondary	Higher	Assisting the Sugar Godown Keeper in his work, and doing works incidental thereto.
18.	Security Inspector (Clerical Gr. III)			To control and supervise the Watch and Ward Staff, and responsible for the security and safety of the property within the factory premises, colony, etc., and for other works as may be assigned.
19.	Sanitary Inspector (Clerical Gr. III)	Sanitary Inspectors' Training Certificate.		To supervise and control the work of sanitary staff and look after sanitary, control of epidemic etc., and do such other works as may be assigned.
20.	Typist (Clerical Gr. III)			Doing typing work, and any other clerical work as may be assigned.
21.	Time-Keeper (Clerical Gr. III)	Intermediate or Secondary	Higher	Working under the direction of the Head Time-Keeper and as Incharge of the Time Office in his shift and responsible for making attendance, preparation of pay bills, and doing works incidental thereto.
22.	Tracer (Clerical Gr. IV)			Tracing drawings and taking blue-prints, and doing works incidental thereto.

1	2	3	4	5
23.	Daftry (Clerical Gr. IV)			Binding books, vouchers, files etc., as directed and doing works incidental thereto.
24.	Mechanic I (Highly skilled)	I.T.I. Certificate with 3 years experience.	3	Should be able to undertake independently complete overhaul and repair of motorcars, jeeps, trucks, tractors and to adjust and check the valve and timings and to maintain and repair internal combustion engines, diesel locos trailers, and to do works incidental thereto.
25.	Mechanic II (Skilled A)	I.T.I. Certificate		Should be able to repair do overhauling and maintenance of motor-cars, jeeps, trucks and tractors and to do works incidental thereto.
26.	Steam Loco Driver (Skilled A)	Should have Boiler Attendants' Certificate as required under law.		To drive, maintain, repair, and keep the steam loco-motives which operate on L. Rly (Tramways) for the transport of cane and other materials from outcentres/fields.
27.	Driver (Skilled A)			To drive motor/truck/car and other motor vehicles and to maintain the same in clean condition and in working order, and do works incidental thereto.
28.	Tractor Driver (Skilled B)			To drive Tractor and to maintain the same in working order and to do works incidental thereto.

1	2	3	4	5
29.	Diesel Loco Driver .. (Skilled B)		To drive diesel loco and/or to do shunting and to maintain the loco in clean and working order, and to do works incidental thereto.	..
30.	Mason (Skilled B) ..		Should be able to carry out brick-laying in plump and in line and plastering work and to do work of fire bricks required in the boilers, and to do works incidental thereto.	..
31.	Loco Fireman (Semi-skilled) ..		Firing coal in the steam loco, cleaning and oiling the loco, and assisting the Loco Driver in his work and doing works incidental thereto.	..
32.	Building Muccadam .. (Semi-skilled)		Supervision and control of mazdoors in the Civil Engineering Department and doing work incidental thereto.	..
33.	Mate (Semi-skilled) ..		Supervision and control of mazdoors in the general department and to do work-incidental thereto.	..
34.	Sweeper Jamadar .. (Semi-skilled)		To supervise and control the work of sweepers, and to do works incidental thereto.	..
35.	Jamadar (Semi-skilled) ..		To supervise and control peons and/or watchmen and to do other incidental jobs as may be assigned.	..

1	2	3	4	5
36.	Watchman (Unskilled) ..		To watch and guard the property and do works incidental thereto.	..
37.	Sweeper (Unskilled) ..		Cleaning, sweeping and doing other works in connection with the sanitation and cleanliness of the factory, colony, etc.	..
38.	Pointsman (Unskilled) ..		Sets point during shunting to ensure placement of wagons or the sidings, cuts and joints couplings and shows signals (Flags) to the loco staff and does works incidental thereto.	..
39.	Cleaner (Unskilled) ..		Cleaning, oiling, washing and lubricating motor cars/trucks and other vehicles, and doing other jobs as may be assigned.	..
40.	Mali (Unskilled) ..		Attends to the upkeep and maintenance of the gardens and does works incidental thereto.	..
41.	Guest House Attendant .. (Unskilled)		Attends at the guest house, serves tea, food, etc., and does works incidental thereto.	The Guest House Attendant in all the regions shall get a weightage of Rs. 25 per month.
42.	Cook (Skilled B) ..		To prepare and cook various kinds of dishes and to do works incidental thereto.	..
43.	Pujari (Semi-skilled) ..		To worship God and offer prayers, and to perform such other religious activities as directed.	..

1	2	3	4	5
44.	Mazdoor (Unskilled)	..	To do unskilled works as directed.	..
45.	Medical Officer-I (Supervisory A)	M.B.B.S. Degree or higher qualification.	To diagnose and to treat human ailments and to do other investigations relating to medical problems.	..
46.	Medical Officer-II (Supervisory B)	Holding qualification less than M.B.B.S. Degree.	To diagnose and to treat human ailments and to do other investigations relating to medical problems.	..
47.	Compounder (Clerical Gr. III)	Compounder Training Certificate or Diploma in Pharmacy.	Dispenses medicine as prescribed by the doctor, stores and arranges drugs and keeps account thereof, prepares solutions for injections, dresses wounds, renders first-aid and does works incidental thereto.	..
48.	Nurse (Clerical Gr. III)	General sick Nursing Certificate or any other equivalent qualification.	Renders general Nursing care to the sick, maintains record of patients, treatment temperature etc., renders first-aid and performs other nursing tasks.	..
49.	Midwife (Clerical Gr. IV)	Auxiliary Nurse Midwife Certificate	Renders antenatal care to expectant mothers, conducts normal delivery cases, and renders postnatal care, carries out nursing duties, assist doctor in Labour-room and does works incidental thereto.	..

1	2	3	4	5
50.	Accounts Clerk (Clerical Gr. III)	Intermediate or Higher Sec.	Doing the work in the Accounts Section under the direction of Accountant or Assistant Accountant and/or doing the work of accounts in the Share Department/Section as directed by the Share Accountant or any other authority, and works incidental thereto.	..
51.	Time Office Clerk (Clerical Gr. IV)	Intermediate or Higher Sec.	Doing various clerical jobs as required under the direction of Head Time Keeper or Time Keeper..	If the post of Building Time Keeper exists in any factory, the incumbent will merge with the post of Time Office Clerk.
52.	Store Boy (Semi-skilled)	..	Must be conversant with the identification of the various machinery parts and other articles of different sizes and makes and in actually engaged in the storing and/or delivery them independently as directed.	..
	Duties, Educational	Qualifications, etc., of	some Clerical Occupations	
1.	Personal Secretary (Supervisory B)	Possessing a Degree and knowledge of shorthand and typing.	Works as Secretary or Personal Assistant to the Chief Executive or General Manager of the factory in a confidential capacity and handles correspondence of personal, confidential or important nature, and does such other works as may be assigned.	..

1	2	3	4	5
2.	Sales Incharge (Clerical Gr. II)	Graduate		Maintains the accounts and registers relating to the sales of sugar and molasses and deals with the connected invoices, correspondence, and does works incidental thereto.
3.	Cane Inspector (Clerical Gr. II)	Intermediate Sec.	or Higher	Checking of cane purchases at gate and/or at different centres including weighment, payment, cane quality, etc., and doing works incidental thereto.
4.	Assistant Cashier (Clerical Gr. II)	Intermediate Sec.	or Higher	Assisting the Cashier in his works and to do works incidental thereto.
5.	Supervisor (Clerical Gr. III)	Intermediate Sec.	or Higher	Supervising and controlling the work in cane department, civil engineering department or any other department, as the case may be, and doing works incidental thereto
6.	Challan Incharge (Clerical Gr. III)	Intermediate Sec.	or Higher	Incharge of cane calendar and harvesting of cane and issue of requisition slips where the cane is purchased by the factories directly and not through the cooperative societies.
7.	Store Purchaser (Clerical Gr. III)	Intermediate Sec.	or Higher	Making local purchases, and doing works as directed and incidental thereto.

1	2	3	4	5
8.	Railway Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Responsible for all Railway work, keeping regular contact with Railway Station staff, calculation of freights, taking deliveries of incoming consignments, booking of outgoing consignments, filling of claims and doing other ancillary works.
9.	Sugar Godown Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Assisting the sugar Godown Keeper in his work, maintaining the records and ensuring proper stacking of sugar bags in the godowns and loading of sugar bags into wagons, trucks etc., and doing works incidental thereto.
10.	Store Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Doing clerical work in the stores and works incidental thereto.
11.	Sales Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Doing clerical work connected with sales and works as directed.
12.	Payment Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Makes various payments and maintains the records thereof and does works incidental thereto.
13.	Record Keeper (Clerical Gr. IV)	Intermediate Sec.	or Higher	Responsible for maintaining the records, filling, putting, up reference when called for and for works incidental thereto.

1	2	3	4	5
14.	Telephone Operator (Clerical Gr. III)	Intermediate Sec.	or Higher	Operates telephone switch board in order to connect incoming, out going and inter-office telephone calls, performs allied duties such as attending to enquiries, receiving messages, maintaining records of calls etc.
15.	Job Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	To keep the records of daily work of individual workman and other workshop work as directed.
16.	Manufacturing Engineering Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Does clerical work under the directions of the Chief Chemist, Chief Engineer and maintains the records of the section and works incidental thereto.
17.	Building Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Doing clerical and accounts work in the Building section under the direction of Civil Engineering/Overseer.
18.	General Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Does various jobs of general clerical nature and works incidental thereto.
19.	Weightment Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Responsible for the correct weightment of cane according to the Cane Rules and keeping records of the same and works incidental thereto.
20.	Sheet Writing Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Prepares sheets after weightment of cane and does works incidental thereto.

1	2	3	4	5
21.	Tool Room Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Responsible for receipt and issue of tools in the tool room, maintaining the receipt and issue registers, writing requisition slips and doing works incidental thereto.
22.	Receipt and Despatch Clerk (Clerical Gr. IV)	Intermediate Sec.	or higher	Records the receipts and despatches of letters etc., keeping postage accounts, and sorting out letters for various sections or branches, and does work incidental thereto.
23.	Stationary Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Incharge of the stationery section, maintains the records of receipt and issue of stationery articles and does works incidental thereto.
24.	Sugar House Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Weighting/responsible for weightment and keeping account sugar bags empty and filled, grade-wise, and controlling the personnel in the sugar house, and doing works incidental thereto.
25.	Canteen Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	Doing works connected with the canteen.
26.	Gate Clerk (Clerical Gr. IV)	Intermediate Sec.	or Higher	To check the incoming and outgoing materials and keeping record of gate passes, and to do works incidental thereto.

1	2	3	4	5
27.	Tally Clerk (Clerical Gr. IV)	Intermediate or Sec.	Higher	To tally and check the total of weighments and prices of cane purchased, and to do works incidental thereto.
28.	Token Clerk (Clerical Gr. IV)	Intermediate or Sec.	Higher	Issuing tokens and maintaining records thereof in respect of incoming and outgoing cane carts, trucks etc., and doing works incidental thereto.
29.	Amin (Clerical Gr. IV)	Intermediate or Sec.	Higher	Keeping records of landed property of the factory, and doing connected work.
30.	Purji Clerk (Clerical Gr. IV)	Intermediate or Sec.	Higher	Writing and or issuing purjies and maintaining records thereof and doing works incidental thereto.
31.	Checker (Clerical Gr. IV)	Intermediate or Sec.	Higher	To check the cane carts in respect of variety and quality of cane before weighments, and to do works incidental thereto.
32.	Fuel Clerk (Clerical Gr. IV)	Intermediate or Sec.	Higher	To keep records of fuel (Petrol diesel, Lubricator etc.), as issued for boilers and/or to workmen, and to do works incidental thereto.

## NEW CATEGORIES

1.	Computer Operater				Grade to be fixed by the management commensurate with the qualifications, and duties assigned.
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**APPENDIX—II**  
**Revised House Rent Schedule**

Type of accommodation	Points		Below Rs.	Over Rs. 1275	Over Rs. 1400	Over Rs. 1700	Over Rs. 2500
	Light	Water	1275	Up to Rs. 1400	Up to Rs. 1700	Up to Rs. 2500	
1	2	3	4	5	6	7	8
A—1 room tenement mm. floor area 232 sq. feet	2	1	Rs. 20	Rs. 25	Rs. 30	..	..

## UTTAR PRADESH REGULARISATION OF DAILYWAGES APPOINTMENT ON GROUP "D" POST RULES 2001

In exercise of the powers conferred by the proviso to Article 309 of the Constitution the Governor is pleased to make the following rules—

**1. Short title and commencement.**—(1) These rules may be called the Uttar Pradesh Regularisation of Daily Wages Appointments on Group 'D' Posts Rules, 2001.

(2) They shall come into force at once.

**2. Overriding effect.**—These rules shall have effect notwithstanding anything to the contrary contained in any other rules or orders.

**3. Definitions.**—Unless there is anything repugnant in the subject or context :—

(a) "appointing authority" in relation to a Group 'D' post, means the authority empowered to make appointment on such post under the relevant service rules;

(b) "Governor" means the Governor of Uttar Pradesh.

**4. Regularisation of daily wages appointments on Group 'D' Posts.**—(1) Any person who—

(a) was directly appointed on daily wage basis on a Group 'D' post in the Government service before June 29, 1991 and is continuing in service as such on the date of commencement of these rules; and

(b) possessed requisite qualification prescribed for regular appointment for that post at the time of such appointment on daily wage basis under the relevant service rules, shall be considered for regular appointment in permanent or temporary vacancy, as may be available in Group 'D' post, on the date of commencement of these rules on the basis of his record and suitability before any regular appointment is made in such vacancy in accordance with the relevant service rules or orders.

(2) In making regular appointments under these rules, reservations for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes of citizens and other categories shall be made in accordance with the Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994, and the Uttar Pradesh Public Services (Reservation for Physically Handicapped, Dependents of Freedom Fighters and Ex-Servicemen) Act, 1993 as amended from time to time and the orders of the Government in force at the time of regularisation under these rules.

(3) For the purpose of sub-rule (1) the appointing authority shall constitute a Selection Committee in accordance with the relevant provisions of the service rules.

1. Notification No. 15 Writ/Ka-2001, dated 21 December 2001 : Published in U. P. Gazette Extra Part 4 Section (Ka) dated 21 December 2001.

(4) The appointing authority shall, having regard to the provisions of sub-rule (1), prepare an eligibility list of the candidates, arranged in order of seniority as determined from the date of order of appointment on daily wage basis and if two or more persons were appointed together, from the order in which their names are arranged in the said appointment order. The list shall be placed before the Selection Committee along with such relevant records pertaining to the candidates, as may be considered necessary, to assess their suitability.

(5) The Selection Committee shall consider the cases of the candidates on the basis of their records referred to in sub-rule (4), and if it considers necessary, it may interview the candidates also.

(6) The Selection Committee shall prepare a list of selected candidates in order of seniority, and forward the same to the appointing authority.

**5. Appointments.**—The appointing authority shall, subject to the provisions of sub-rule (2) of Rule 4, make appointments from the list prepared under sub-rule (6) of the said rule in the order in which their names stand in the list.

**6. Appointments be deemed to be under the relevant service rules etc.**—Appointments made under these rules shall be deemed to be appointments under the relevant service rules or orders, if any.

**7. Seniority.**—(1) A person appointed under these rules shall be entitled to seniority only from the date of order of appointment after selection for regularisation in accordance with these rules and shall, in all cases, be placed below the persons appointed in accordance with the relevant service rules, or as the case may be, the regular prescribed procedure, prior to the appointment of such persons under these rules.

(2) If two or more persons are appointed together, their seniority inter se shall be determined in the order mentioned in the order of appointment.

**8. Termination of service.**—The services of a person appointed on daily wage basis who is not found suitable, after consideration under these rules, shall be terminated forthwith and, on such termination he shall be entitled to receive one month's wages.

**9. Exceptions.**—Notwithstanding anything contained in these rules, where any scheme for regularisation of a daily wage employee in any department has been presented before any Court in pursuance of an order of the Court, the concerned department shall obtain the orders of the Court in the matter and shall act accordingly.