

Identification of posts for providing reservation to the persons with benchmark disabilities, in direct recruitment as well as promotion in Group A,B,C,D/Class-I,II,III,IV in H.P. Technical University, Hamirpur (H.P.)

TEACHING POSTS

POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES <u>CLASS-1 (Grade-A):</u>					
Sr. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
1.	Professor/ Associate Professor/ Assistant Professor	S, ST,W, BN,PP, MF, RW,SE, H,C	a) LV b) HH OA,OL,OAL, Dw, AAV	Teaching: Delivering lectures and lessons, preparing course materials, and evaluating students' performance through exams, assignments, and other assessments. Research: Conducting original research in their area of expertise, publishing academic articles and books, and presenting their findings at conferences. Mentoring: Advising students and serving as role models to assist in directing their professional and academic development. Service: Participating in departmental and institutional activities, serving on committees, and helping in recruitment and mentor new faculty members. Professional Development: Expanding professional development, going to conferences and workshops, and collaborating with peers to advance their research and teaching objectives.	The work is performed both inside and outside. The work place is well lighted. Incumbent needs to be considered with appropriate software and aids & appliances.

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2	Assistant Librarian	S, ST,W, BN, SE,C,MF	a) LV b) D,HH c) OA,BA,OL,BL,OAL, CP,LC, Dw, AAV d) ASD(M),SLD,MI e)MD Involving (a) to (d) above	Collection of books, entry in register, handling, approval memos, Bills. Annual Reports, Report maintenance, Inter Library Loan, Referral Service, List of Addition CAS service etc. Thesis/Dissertation section looks after circulation clerk.	The work is mostly performed inside. Work place is well lighted. It does not involve any hazards. The Visually Impaired category considered with appropriate software and bitter appliances support. The OH Category incumbents need to be considered with mobility aids and appliances. Appropriate aids & appliances to be used as per needs.

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*[Handwritten signatures and initials]*

**NON- TEACHING POSTS**

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3.	Assistant Registrar	S, ST,W, SE, H, C,MF	a) B,LV b) D,HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD,MI e)MD Involving (a) to (d) above	Assistant Registrar In-charge of section and responsible for normal working. Planning and scheduling work of section, shall deal with non routine cases referred, keep track of paper movement, hold meeting to discuss sections work. Responsible for official work as per the instructions from higher authorities.	Use of aid and appliances as per requirement of the job
4	Clerk	S, ST,W, MF, RW, SE, H	a) B,LV b) D,HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e)MD Involving (a) to (d) above	Clerk generally 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 auction accounts, attending to clerical duties of court, allocating and supervising work of process serving staff, doing clerical work for legal practitioner, copying and comparison work etc. May operate type- writer/office computing and accounting machine.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.

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5	Junior Office Assistant (IT)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Junior Office Assistant (IT), 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 auction accounts, attending to clerical duties of court, allocating and supervising work of process serving staff, doing clerical work for legal practitioner, copying and comparison work etc. May operate type- writer/office computing and accounting machine.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
6	Steno Typist	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using typewriter. Compares typed matter and submits them to superiors. May cut stencil on typewriter for use on duplicating machine. Organizing and managing physical and electronic files and records. Ensuring easy access to documents for future reference. Assisting with scheduling appointments and meetings. Handling phone calls, emails, and other forms of communication as directed. Providing general administrative support to other staff members or departments as needed.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances

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7	Library Attendant	S, SE, RW, W, ST BN, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy. d) ASD (M, MoD), ID, SLD, MI e) MD Involving (a) to (d) above	Dusting of books, documents in other media, shelves, chairs, tables, etc. (if needed). Shelving and Display of books, newspapers, periodicals and new arrivals, documents in other media, if any. Assist in Opening and Closing of the Library. Manning the Check Point/ Property Counter. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, prepare the signage according to classification scheme followed by the library. Arrangement of chairs, tables in respective units, sections and in the reading halls. Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.. Library services for users with special needs and general readers too. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip and writing on the spine tags, if any. Undertaking Xeroxing work, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places. Searching out the damaged books and periodicals, mending them and preparing them for binding. Pasting of bar code labels and magnetic strips on books, periodicals etc. Collection of parcels. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Department of Administration, Finance, dispatch, messenger's job etc.). Attending holiday and weekend and shift duties. All other such jobs as may be assigned from time to time;	The work is performed mostly inside. The work place is a well-lighted and comfortable. The incumbent should be considered with aids and appliances.

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8.	Senior Lab Technician	S, SE, BN,C,MF,RW,ST	a) B, LV b) D,HH c) OA, BA, OL, BL, OAL, Dw, AAV, MDy. d) ASD(M, MoD), ID, SLD, MI e)MD Involving (a) to (d) above	Manage the day-to-day operations of the lab, including scheduling, equipment maintenance, and ensuring that the lab environment is safe and functional. Keep track of lab supplies and equipment, order new materials as needed, and ensure that inventory levels are maintained. Operate and maintain complex laboratory equipment, perform routine calibration, and troubleshoot technical issues. Provide expertise and support to faculty, researchers, and students on the use of laboratory instruments and techniques. Ensure that all lab activities comply with safety regulations and best practices, including the use of personal protective equipment (PPE) and proper handling of hazardous materials. Train lab users on safety procedures, proper equipment use, and emergency protocols. Assist in the preparation and setup of experiments and research. Support data collection, record-keeping, and preliminary analysis as required by ongoing research. Maintain accurate records of lab activities, experiments, and maintenance tasks. Prepare reports and documentation for research progress, equipment status, and inventory levels. Oversee and mentor junior lab technicians and student assistants, ensuring they adhere to lab protocols and standards. Provide training to new lab staff and students on lab procedures and equipment use. Act as a liaison between the lab and other departments or external organizations, facilitating communication and collaboration. Provide support to faculty and researchers in developing new projects and securing necessary resources. Stay updated on new technologies and techniques that could benefit the lab and integrate them into existing processes.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be used as per needs

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9.	Junior Lab Technician	S, SE, BN,C,MF,RW,ST	a) B, LV b) D,HH c) OA, BA, OL, BL, OAL, Dw, AAV, MDy. d) ASD(M, MoD), ID, SLD, MI e)MD Involving (a) to (d) above	Ensure the laboratory is clean, organized, and well-maintained. Manage inventory of lab supplies and equipment, including ordering and restocking as needed. Perform routine maintenance and calibration of lab equipment. Assist faculty and researchers with setting up and running experiments or practical sessions. Prepare and handle samples, reagents, and other materials required for experiments. Operate and troubleshoot laboratory equipment and instruments. Follow and enforce safety protocols and procedures to ensure a safe working environment. Assist in the proper disposal of hazardous materials and maintain safety records. Conduct safety inspections and report any safety concerns or incidents. Help with the recording, organization, and analysis of experimental data. Maintain accurate and detailed lab notebooks and records. Assist in the preparation of reports and presentations based on experimental results. Assist with scheduling lab sessions and coordinating with faculty and students. Help in maintaining documentation related to lab operations and compliance. Provide support with administrative tasks such as filing and documentation. Support and guide students and new lab members in using equipment and conducting experiments. Provide training on lab protocols and safety procedures as required. Collaborate with other departments or labs as needed to facilitate cross-disciplinary projects. Collaborate with other departments or labs as needed to facilitate cross-disciplinary projects. Identify and address minor technical issues or malfunctions in the lab. Assist in troubleshooting problems and implementing solutions to improve lab operations.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be used as per needs

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10.	Peon	S, ST, W, MF, SE, H, C	a) B, LV b) D, HH c) OA, OL, CP, LC Dw, AAV d) ASD(M), ID, SLD, MI e) MD Involving (a) to (d) above	Messenger; Dak Peon takes letters, files, etc. from office, industrial establishments, institutions or individuals for delivery to local addressees and obtains receipts of Delivery. Collects daily dak, files, etc. from establishment institution, office etc. where employed, tallies them with entries made in peon book, puts them in dak bag for security and walks or Cycles to respective addressees to deliver them. Distributes letters, dockets, files, etc. to addressees or officials marked and obtains acknowledgement. In slip or on peon book, weighs letters, documents, and files etc. for affixing appropriate stamps for dispatch by post. Receives dak from Dispatch clerks and posts ordinary letters in letter box. Hands over registered covers to Postal clerk and obtain receipt of posting with date and time. May perform other unskilled office routine work. May work as Dispatch Rider. May prepare empty envelopes and paste economy slips on them	The work is performed inside as well as outside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, wherever necessary

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1	Training and Placement Officer	S, W, BN, MF, SE	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD(M), SLD, MI e) MD Involving (a) to (d) above	Liaisons with industry. Identifies and provides training needs of students & arranges campus interviews. Proposes annual T & P budget. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions. Assists students develop and implement successful job search strategies. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers. Compiles and maintains the database of student's profiles for all the departments. Undertakes a rigorous placement campaign. Assists employers achieve their hiring goals. Empowers students with life-long career decision-making skills. Provides resources and activities to facilitate the career planning process. Acts as a link between students, alumni and the employment community. Up gradation of the students' skill sets and commensurate with the expectations of the industry. Generation of awareness in the students regarding future career options available to them. Assists different companies in recruiting candidates as per their requirements. Assists students in obtaining final placement in reputed companies. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants. Communicates the resume of suitable candidates to the potential employers. Provides right placement to the right candidate so that students excel in their future life. Organizes placement training for the students and make them ready for interview and group discussion. Getting approval for on-campus drives from the Principal and informing the candidates through Department Placement Coordinators. Giving intimation to DPC for off-campus drive and encouraging the students to participate in the drive. The Training and Placement cell has made memorandums with several industries and also with skill training centers to impart soft skill training in Quantitative aptitude to obtain placement in MNC's and other government sectors. The placement officer serves as a conciliator between these industries and the institution. Guide and counsel the students in securing permanent placement by bringing them in contact with the prospective employers. Provides information on the schedule of recruitment drives well in advance to all DPCs, HODs, Principal and students. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same. Details of placed candidates and hard copies of their appointment orders are sent to all HODs, DPCs, immediately after the recruitment drive is completed.	The work is performed both inside and outside. The work place is well lighted. Incumbent needs to be considered with appropriate software and aids & appliances.

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