

OPEN EMPLOYMENT
OPPORTUNITIES
IN THE
INDIAN RAILWAYS
AND

DEPARTMENTS OF
POSTS &
TELECOMMUNICATION
FOR PERSONS
WITH
MENTAL RETARDATION



National Institute for the Mentally Handicapped

Manovikas Nagar, P.O. Secunderabad - 500 009.

**OPEN EMPLOYMENT OPPORTUNITIES IN INDIAN RAILWAYS
AND
DEPARTMENTS OF POSTS & TELECOMMUNICATIONS
FOR PERSONS WITH MENTAL RETARDATION**

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- Cover photo : i) Naveen Kumar, a male with mild mental retardation employed at Catholic Hospital Association of India, Secunderabad since 1992.
- ii) Sanjay, a male with mental retardation working at Kay Bee School Equipment Factory, Hyderabad since 1986.

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NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED

Dr.D.K.Menon
DIRECTOR

NIMH/Acad.2(153)8964

January 4, 1991

Dear Shri Pandey,

You will kindly recall that in one of your visits to our Institute, you had suggested that we should identify certain jobs in Govt. of India establishments which can be performed by persons with mental retardation. You had further suggested that if there was a need to amend the recruitment rules relating to essential qualifications, the same may be examined without jeopardising the efficiency on the job.

I am happy to inform that Ms.A.T.Thressiakutty, Vocational Counsellor of our Institute has over the last three months accumulated adequate information from South Central Railways and has identified 22 jobs where persons with mental retardation can be placed after suitable training to fulfil the functional requirements of the job. Appended alongwith this letter please find a copy of the paper prepared by Ms.A.T.Thressia kutty. Appendix 1 of this paper lists the jobs which can be performed for persons with mental retardation while Appendix 2 indicates an analytic description of the jobs/highlighting the functional requirements. The analysis indicates that the recruitment rules unnecessarily gave higher academic qualification in order to ensure the persons to read and write while the specific duties of the job did not require the persons to have passed VIII Class. It would therefore be desirable to have a dialogue with the railway authorities to prescribe recruitment rules which have concordance with specific duties on the performance of the job. We shall highly appreciate if you could kindly go through the paper and give your valuable comments so that we could continue the work in this direction.

With best wishes,

Yours sincerely,

Sd/-

(D.K.MENON)

Shri R.S.Pandey
Jt.Secretary to Govt. of India
Ministry of Welfare, Shatri Bhavan
NEW DELHI 110 001

NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED

(Government of India Society, Ministry of Welfare)

Dr. D.K. Menon
DIRECTOR

NIMH/EO/91/3594/3594

August 29, 1991

Dear Shri Khurana,

You will kindly recall that our Institute had identified job opportunities in the South Central Railway which you may very kind to have communicated to the Railway Board for initiating a dialogue for reservation of some selected posts.

Likewise our Institute has prepared a status report for the Posts and Telegraphs Department which is enclosed along with this letter for your kind persual. It will be appreciated if this paper can be forwarded to the Director General of Posts & Telegraphs for examination and suitable provision of reservation of jobs.

With kind regards,

Yours sincerely,

Sd/-

(D.K.MENON)

Shri M.R. Khurana
Under Secretary to Government of India
Ministry of Welfare Shastri Bhavan
NEW DELHI 110 001

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I. OPEN EMPLOYMENT OPPORTUNITIES IN THE INDIAN RAILWAYS FOR PERSON WITH MENTAL RETARDATION

I. INTRODUCTION

An adult has to work to earn his livelihood for his existence. Persons with mental retardation who are at present not given the opportunity for such employment, possess the potential to work, earn and live in the community as respectable citizens, if provided with necessary training, placement and support services. At present many of them sit idle, some work in sheltered workshops and few work for hours per week. The earning gap is not commensurate with their time spent. It does not clearly reflect the vocational capabilities of persons with mental retardation. To make employment realistic and functional for persons with mental retardation, appropriate jobs in the open employment are to be systemically identified, defined, refined and ultimately reserved. This paper lists, analyses and suggests suitable job opportunities for persons with mental retardation in the Indian Railways based on the sample study conducted with reference to South Central Railway, Secunderabad.

II. OBJECTIVES OF THE STUDY

1. To identify jobs in railways which are suitable for persons with mental retardation.
2. To find out the specific details of the identified jobs so that the recruitment rules could be modified according to the functional job requirements.
3. To suggest the type of training and to develop suitable curriculum and training methods for the identified jobs for persons with mental retardation.

III. RATIONALE

Various agencies have identified and listed different jobs as suitable for persons with mental retardation. But a detailed and systematic study is required to find out where these jobs are available, the existing recruitment rules, specific duties, and the training so that steps could be taken for relaxation and training.

The employment opportunities are available in Central and State Government departments as well as in public and private sector. As per fourth Central Pay Commission report 39.7% of Central Government jobs are in Railways. Indian railways have 16.24 lakhs employees of which 7.40 lakhs are group D staff generally unskilled which are more suitable for persons with mental retardation. South Central Railway, Secunderabad is a composite unit under Indian Railways and is therefore taken as the sample for the study to identify suitable jobs in the Indian Railways for persons with mental retardation.

IV. METHODOLOGY

Having selected, South Central Railway as a sample for study, the necessary forms for initial contact, job site analysis, and functional job analysis were duly prepared (Appendix 4). Official appointments were made in different kinds of work spots of South Central Railway for field visit to interact with the Group D employees at the job site and observed them while they were at their work. Discussions were held with supervisory officials to know the exact

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- Fourth Central Pay Commission report page 59
 - Indian Railways annual statistical statements 1988-89 statement 40.

requirement of the jobs normally done by the group 'D' employees. The jobs which were found suitable are listed with proper analysis to suggest for the development of training curriculum and relaxation required in the prescribed recruitment rules of the Group 'D' posts to make the posts suitable for mentally retarded persons.

V. CRITERIA FOR SELECTION OF JOBS

1. The unskilled jobs which have minimum supervision and nil assistance but without any involvement of risks are found suitable.
2. The unskilled jobs which are performed by group of persons are selected because the necessary assistance and supervision is available within the group.
3. Some jobs are found easy in performance and the retarded persons may do it. But the failure in the performance of duties seriously affects the functioning of Railways. Such jobs are not included.
4. Jobs which are performed in a risky and hazardous environment where physical and mental alertness are essential to safeguard oneself are also omitted.

Based on the above criteria, the superintendents/supervisors are consulted to find out the appropriateness of the identified jobs for the persons with mental retardation.

VI. SUITABLE JOBS IDENTIFIED IN SOUTH CENTRAL RAILWAY

South Central Railway, Secunderabad as on 31-03-1989 employs 1.29 lakhs staff of which group 'D' staff are 0.68 lakhs. They are employed in administrative offices, workshops, printing press, railway stations loco sheds, engineering gang, train examiner depots, transshipment depots, hospitals and educational institutions. (Appendix I).

VII. DISCUSSION ON IDENTIFIED JOBS

1. Administrative offices:

The group 'D' posts are normally peons, messengers, record lifters chowkidars, safai wala, sweeper and mali. The job of the peon is to attend to the requirements of the section as a whole and to the officer to whom he is attached. The messengers are required to carry papers and files from section to section and to post offices. Record lifters are generally employed in record rooms to stack the files and for loading and unloading of materials from vans. Guarding the offices during day and night is the responsibility of chowkidars. Safai wala cleans the toilets while the sweeper cleans the offices and surroundings. Mali is required to maintain the garden.

These jobs except chowkidars do not require much of mental acumen and can be performed by the mentally retarded individuals because they are always being supervised and not involving risks due to failure in the performance of jobs. Detailed analysis of the above mentioned jobs are given in the appendix 2-1-6.

2. Workshops, Lallaguda:

Workshops at Lallaguda of South Central Railway has a strength of 4800 staff distributed among 17 shops. The group D are designated as Khalasies and by experience the Khalasies are promoted as Khalasi helpers. Though the designation is Khalasi the same in respect of all the 17 shops, the duties differ according to the requirement of each shop. The nature of duties in different shops are explained in appendix 2: 7.1-12. Generally their duties are cleaning the shop floors, transporting the raw materials and finished products, loading and unloading operations, and cleaning of machines. The jobs of khalasis in foundry, smithy and boiler shops are found risky for persons with mental

retardation. So these shops may not be suitable to them because one has to physically and mentally alert to keep oneself safe to work in such conditions where there are furnaces/boilers to melt iron rods at more than 1000 degree centigrade.

3. Printing Press:

The printing press in South Central Railway is intended to print forms required for use in the railways. As observed, it is different from the normal press in the market. Not many suitable jobs are found in the unit except the khalasis working in the raw material ward, printing and binding sections responsible for cleaning, loading and transporting materials. (appendix 2:8.13.)

4. Railway Stations:

Various types of group 'D' jobs are available in the railway station at different spots like waiting room, retiring room, catering establishment, and parcel/goods sheds. The jobs except waiting room attender are done by group of people where assistance to any worker is available within the group. The duty of the waiting room attender is quite simple and does not involve any risk. Some seasonal jobs are given to water khalasis and water boys during hot weather. Appendix 2.9.1- 4 gives the analysis and shows the suitability of jobs in railway station for persons with mental retardation.

5. Loco Sheds:

Physical fitness is essential to perform the duties of box boy, call boy, Mhasal and table boy. The box boy has to lift and carry the personal belongings of the running staff between running room and the train. As the supervision of the cook is available in the running room the duties of table boy do not involve risk. Mhasals required to take emergency equipments to the breakvans. The call boy has to call on drivers/guards to intimate the train to which they are booked for duty. Independent travel within the radius of 8 kms and identification of required houses and persons are essential needs for a call boy. These two jobs, call boy and mhasal, can be given to the persons with mild to borderline intelligence after proper on the job training. The details of jobs identified in loco sheds are given in appendix 2.16.1-9.

6. Engineering gang:

Gangmen work in a group of more than ten persons under the instruction of gangmate for the maintenance of railway tracks. The duties involve lifting of rails, sleepers and ballast. It requires proper physical fitness and ability to work in a group. (Appendix 2.20)

7. Train examiner depots:

The group D staff work like Khalasis in any other workshop in the maintenance of the train examiner depot and to work as per the instructions of the supervisor (appendix 2.21)

8. Transshipment depots:

Khalasis are engaged for loading and unloading from wagon to wagon. (appendix 2.22)

The jobs found in hospitals and educational institutions are the same as mentioned in the administrative offices.

VIII. RECRUITMENT RULES

Regarding recruitment of group D staff currently railway authorities insist on literacy VIII class pass keeping in mind the possibilities of promotion to semiskilled and skilled categories. Railway establishment rules insist academic

qualification, literacy a qualifying condition only for those categories for which it is essential for the proper execution of duties. Further explains that literacy should be taken to mean ability to read and write simple sentences in any language. It is not necessary to relate it passing a prescribed examination of standard. The minimum standard need not be the same for all class IV services. It would have to be higher for a fireman and later as a driver than say for khalasi. The age, for recruitment to categories for which literacy is a qualifying condition prescribed as 18 to 25 years. A relaxation upto 35 years in the upper limit has been given in case of SC/ST candidates.

Railway establishment rules insist that physical fitness of a candidate should be the deciding factor for employment in group 'D' category. It also emphasizes that the railway administration should ensure that each candidate is on good bodily health and free from any defect likely to interfere with the efficient performance of the post to which the candidate is appointed. In brief, the functional requirements of the job decides the desired literacy level where as physical fitness becomes an essential factor in the recruitment of group 'D' category employees especially khalasles.

To suit the mentally retarded persons for recruitment, following relaxation is suggested: The prescribed educational qualification of VIII class pass may be relaxed. In general, physical fitness, minimum level of literacy functional academics and social interaction are suggested and defined (appendix 3) for recruitment of group D staff in railways (appendix 2.1-22). Upper age limit may be relaxed upto 35 years and required to submit a certificate of Mental Retardation and physical fitness from a competitive authority. Possibility of promotion can be decided only after objective evaluation of the job performance. Mainly 6 months on the job training is suggested. Specific requirements for each of these jobs identified are mentioned in appendix 2.1-22.

IX. CURRICULUM AND TRAINING

Based on the specific duties and job requirements, curriculum and training procedure are to be developed for intensive vocational training before on the job training and job placement. The curriculum may include the main areas: Physical fitness, social interaction and communication needed to work in a group of people, and functional academics from UKG to IV grade literacy and second grade numeracy depending on the functional job requirements for recruitment (appendix 2.1-22).

The training may take place in a simulated setting. For example, to develop endurance and stamina in order to work 8 hours in workshops, training procedures can be worked out after listing out proper activities. Duration may be decided according to the ability and job requirement.

X. CONCLUSION

The sample field survey with reference to South Central Railway, Secunderabad, suggests the suitable jobs which are available in the Indian Railways for persons with mental retardation. These identified jobs could be reserved and given to persons with mental retardation. Proper curriculum and support services are essential aspects for training and job placement yet to be worked out. This type of sample field survey would help to identify suitable jobs for persons with mental retardation in various departments.

ACKNOWLEDGEMENT

I acknowledge the assistance rendered by the railway authorities South Central Railway, Secunderabad, especially Shri A. Balasubramanian, Audit Officer who was earlier on deputation at NIMH as an Accounts Officer.

JOBS IDENTIFIED IN RAILWAYS FOR PERSONS WITH MENTAL RETARDATION

Sl.No.	Job Title	Work Spot	Recruitment rules
1.	Peon	Administrative Offices	VIII Class pass; Age: 18-25 years; SC/ST: 18-35 years; Pay Scale: Rs. 750-940. Nature of job: Regular paid holidays: Weekly rest and 12/15 days Casual leave; Working hours : 8-30 hours
2.	Messenger	-do-	-do-
3.	Record lifter	-do-	-do-
4.	Safal wala	-do-	-do-
5.	Sweeper	-do-	-do-
6.	Mall	-do-	-do-
7.	Khalasi	Workshops	-do-
	1. Kahalasi	Machine, wheel and erecting shops	-do-
	2. Khalasi	Mill wright shops	-do-
	3. Khalasi	Fibre glass reinforced plastic section and pattern shop. (foundary shop)	-do-
	4. Khalasi	Carriage shop	-do-
	5. Khalasi	Fitting shop	-do-
	6. Khalasi	Central tool room	-do-
	7. Khalasi	Painting shop	-do-
	8. Khalasi	Welding shop	-do-
	9. Khalasi	Carriage bogie and under frame shop	-do-
	10. Khalasi	Trimming	-do-
	11. Khalasi	Tinsmith	-do-
	12. Khalasi	Saw mill	-do-

Sl.No.	Job Title	Work Spot	Recruitment rules
8.	Khalasi	Printing press	-do-
	1. Khalasi	Raw material ward	-do-
	2. Khalasi	Printing section	-do-
	3. Khalasi	Binding section	-do-
9.	Waiting room attender	Railway station	-do-
10.	Retiring room attender	-do-	-do-
11.	Server	Railway station catering establishment	-do-
12.	Cleaner	-do-	-do-
13.	Hamal	Railway station	-do-
14.	Water Khalasi	Hot weather establishment	Seasonal on daily wages, Get enrolled in the live register kept in railway establishments.
15.	Water boy	-do-	-do-
16.	Box boy	Loco sheds as in page 1	
17.	Call boy	-do-	-do-
18.	Mhasal	-do-	-do-
19.	Table boy	Running room	-do-
20.	Gangman	Engineering gang	-do-
21.	Khalasi	Train examiner depot	-do-
22.	Porter/Labours	Transhipment depots	Casual labourers under contract

The jobs found in hospitals and educational institutions are the same as mentioned in the administrative offices.

Job Title : Peons
Job Site : Offices

Appendix - 2.1

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
1.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Getting files -- Taking messages -- Serving tea & snacks for the office staff 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics second grade level -- Minimum verbal communication -- Social interaction -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year pre-vocational training 	

Job Title : Messenger

Job Site : Offices

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
2.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<p>-- Taking messages (letters) to other sections of railways</p>	<p>-- Physical fitness -- minimum verbal communication -- Social interaction -- Functional academics 2nd grade level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years</p>	<p>-- 6 Months on-the -job training after 6 months to one year pre-vocational training</p>	

Job Title : Record lifters

Job Site : Offices

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
3.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Stacking files in the record room -- Loading and unloading of materials from vans. 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics 2nd grade level -- Minimum verbal communication -- Social interaction -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year pre-vocational training 	
4.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<p align="center">Job Title : Sweeper Job Site : Offices</p> <ul style="list-style-type: none"> -- Sweeping and dusting the rooms varandhas and courtyard 	<ul style="list-style-type: none"> -- Physical fitness -- Following instruction -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year pre-vocational training 	

Job Title : Wet Sweeper (Safai Wala)

Job Site : Offices

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
5.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning toilets and wash basins 	<ul style="list-style-type: none"> -- Physical fitness -- Following instruction -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year pre-vocational training 	

Job Title : Waterman/Woman/Mali

6.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Watering plants -- Filling water coolers -- Serving the offices staff (water/tea) -- Maintaining garden 	<ul style="list-style-type: none"> -- Physical fitness -- Minimum verbal communication -- Social interaction -- A certificate indicating the level of mental retardation -- Age limit : 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year pre-vocational training 	
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Job Title : Khalasi

Job Site : Machine, Wheel & erecting shop - Workshops

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.1	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 15 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning of shop floor -- Cleaning lathe machines. Each machine requires 20 to 30 litres of water mixed with 2 litres of oil. This has to be poured into the machine once/twice in a week for cleaning -- Drawing raw materials for the operator -- Loading and unloading the machine parts on the machine -- Helping to lift heavy material from one place to another with the help of the hand operating crane. Khalasi is responsible to clear the way by whistling/alerting the people around. -- In the wheels section, the Khalasies are required to put the chain on wheels to be lifted by overhead crane -- Machine shop has different sections like drilling, shaping, planing, slotting, vertical boring, horizontal boring, cutting etc., 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics -- U.K.G. level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year pre-vocational training 	

Job Title : Khalasi/Helper Khalasi
Job Site : Corresion shop - Carriage shop

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.4	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 12 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- To break the decolite flooring & timber flooring to cut the corrode tough floor. While breaking the floor, the scraps will be beneath the coaches or on the either side of the coach -- Loading the scraps on to the trolley and bringing it and dump in the scrap ground -- Transporting materials from the stores with the help of crane/ manually and bringing it nearer to the machine for shearing to the sizes required. -- Transporting decolite flooring composition with magnisium salts from shops to prepare the flooring composition manually/ machine. -- Cutting the timber flooring in the sawmill and bring it down to the coaches where they will be filled by skilled to lay the decolite floor. -- Movement of gas cylinders from place to place seeing the track as well as the coaches when they move 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G. Level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Khalasi

Job Site : Fitting shop - Workshop

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.5	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning of shops -- Removal of the scraps -- Transporting the material -- Supplying tools required by the artisans -- Helping in fitting and assembling components 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	

Job Title : Khalasi

Job Site : Central Tool Room - Workshop

7.6	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning the floor -- Removal of scrap from the machines -- Loading & unloading of the heavy job for the machine operator -- Helping the operator to cut bars to length as per the requirement using measuring scale -- Drilling holes as per the marking on-the-job -- As per the list given getting materials from the stores using trollies (Central tool room is a parent shop where tools are made to be used in workshops particularly in machine shop). 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	
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Job Title : Khalasi

Job Site : Carriage Bogie and Underframe shop - Workshop

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.7	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning the shop floor -- Movement of materials. If weight is more, two persons together move the materials trolley or flow cars are used. -- Escorting the flow cars and tying the chains/hooks for over head cranes. -- Along with one mukaddam 6 khalasis are deputed to pull the coaches. -- (CBUF consists of 5 sections) (1. Underframe 2.AVB component section 3. Roller bearing 4. Bench fitting 5. Wheel lathe) Where 63 khalasis are employed 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Khalasi
Job Site : Welding shop

7.8	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Assisting in welding -- Bringing materials needed for welding -- Cleaning shop -- Transporting materials 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive vocational training 	
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Job Title : Khalasi
Job Site : Painting Shop - Workshop

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.9	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Assisting the skilled direct workers by setting materials for painting -- Supplying water for watering purposes -- Shop floor cleaning -- Sweeping of coaches -- Scrap removal for the working premises 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	

Job Title : Khalasi
Job Site : Trimming Shop - Workshop

7.10	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Transporting the damaged material from carriage shop -- Drawing material from stores to shop -- Helping the skilled workers in positioning the seat while -- Cleaning the shop -- This shop undertakes repairing, renewal of berths and seats used in the carriages 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	
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Job Title : Khalasi

Job Site : Coopersmith shop - Workshop

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
7.11	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning the shop -- Getting material from stores and other shops -- Transferring materials to other shops -- Cleaning the furnace and bringing coal for the furnace -- Cleaning the pipes before bending and after bending to test leakage of water -- Fetching water 	<ul style="list-style-type: none"> -- Physical fitness -- Functional Academics U.K.G level -- A certificate indicating level of mental retardation 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Khalasi

Job Site : Saw Mill

7.12	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Cleaning the shop floor -- Removing the saw dust and the materials -- Bringing materials for the shop -- Assisting the skilled workers 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G. level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	
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Job Title : Khalasies and helper Khalasies

Job Site : Raw material ward, Machine Unit, Binding Section - Printing & Stationary

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
8.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Raw material ward. Stacking paper bundles and other raw material in the raw material ward -- Transferring materials to the printing section for the raw material ward -- Printing unit. cleaning, gathering scattered paper -- Briniging raw materials, paper bundles, ink etc., from raw material section -- Binding section. Cleaning the hall, binding of books & transferring -- Trolleys are provided for staking & transferring. This job is mainly done by a group of people - 3 or more 	<ul style="list-style-type: none"> -- Physical fitness following instruction -- Social interaction -- Minimum verbal communication -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	
<p>Job Title : Waiting room attender Job Site : Waiting room - Railway station</p>					
9.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 12 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Allowing passengers for few hours in the waiting room with proper tickets -- Requesting the passengers to indicate their names and ticket numbers in the register kept with waiting room -- Seeing that the furniture kept in the waiting room are not disturbed. 	<ul style="list-style-type: none"> -- Social interaction -- Minlimum verbal communication -- Functional academics U.K.G. Level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 3 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Retiring room attender
Job Site : Railway station - Retiring room

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
10.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Maintenance of keys, linens, pillows, pillow covers. -- Giving to the occupants, checking when rooms are vacated, giving for washing and getting back and storing 	<ul style="list-style-type: none"> -- Physical fitness -- Social interaction -- Minimum verbal communication -- Functional academics second grade level -- A certificate indicating level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 months pre-vocational training -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Cleaner in Catering establishment
Job Site : Railway station catering establishment

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
11.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Clearing and cleaning the dining tables -- Cleaning vessels -- Keeping surroundings Clean 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G. level -- Social interaction -- A certificate indicating the level of mental retardation 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	

Job Title : Server in catering establishment
Job Site : Railway station - Catering establishment

12.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Serving food items -- Packing food in small containers -- Some places, the cash is being collected by the server while selling eatable to the passengers 	<ul style="list-style-type: none"> -- Physical fitness -- Minum verbal communication -- Social interaction -- Functional academics 1st grade level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training 	Collection of money may be awarded depending on the level of mental ability of the mentally retarded persons
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Job Title : Parcel room porters (Hamals)**Job Site : Railway station - Parcel office**

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
13.	Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 15 days casual leave Working hours : 8 1/2 hours	<ul style="list-style-type: none"> -- Transporting consignments from parcel office to the trains & vice versa with the help of the trollies -- Loading and unloading consignments from the train -- Taking the consignments form train -- (He has to follow some simple codes used in railways and written on parcel consignments) 	<ul style="list-style-type: none"> -- Physical fitness -- Social interaction -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 3 Months on-the -job training after 6 months to one year intensive pre-vocational training 	

Job Title : Water Khalasies**Job Site : Railway buildings (Hot weather establishment - seasonal)**

14.	Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 15 days casual leave Working hours : 8 1/2 hours	<ul style="list-style-type: none"> -- Collecting water and pouring on Khas - Khas thaties during summer to keep the room cool 	<ul style="list-style-type: none"> -- Physical fitness -- Following instruction and safety skills -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- One Month on-the -job training after 6 months to one year intensive pre-vocational training 	
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Job Title : Water boys- at the railway station

Job Site : Railway station - platform (Hot weather establishment - seasonal)

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
15.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 15 days casual leave Working hours : 8 1/2 hours</p>	<p>-- Collect water and help the passenger to get drinking water at the platform and trains</p>	<p>-- Physical fitness -- Gestural communication -- neat appearance -- following instruction and safety skill -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years</p>	<p>-- One Month on-the -job training after 6 months to one year intensive pre-vocational training</p>	<p>The retarded persons can be given the duty to provide water in the platform only. Sending in the trains to provide drinking water may be avoided.</p>

Job Title : Box Boy

Job Site : Railway station - Loco-operating section

16.	<p>Recruitment rules: VIII class pass; Age: 18-25 years SC/ST-18-35 years Pay scale : Rs. 750-8-EB-10-940 Nature of job : Regular Paid holidays : Weekly rest and 12 days casual leave Working hours : 8 1/2 hours</p>	<p>-- Loading and unloading the boxes to the break van and engines for guards and drivers. Each box may have 40 to 50 Kg. weight, trollies are provided.</p>	<p>-- Physical fitness -- Functional academics U.K.G.level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years</p>	<p>-- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training</p>	
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Job Title : Call boy

Job Site : Railway station-Loco operating section

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
17.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<p>-- Serving call book for running staff and get the signature residing 8 kilometres radius. (The call boy has to go to the houses of running staff and get the signatures)</p>	<p>-- Physical fitness</p> <p>-- Independent local travel</p> <p>-- Social interaction</p> <p>-- Functional academics II grade level</p> <p>-- A certificate indicating the level of mental retardation</p>	<p>-- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training</p>	

Job Title :Mhasals

Job Site : Railway station-Loco operating section

18.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 15 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<p>-- Loading field telephone, fire extinguisher, stretcher, & portable electric light equipment.</p> <p>-- Additional duty: Lighting signal lamps & maintenance where oil lamps are used.</p> <p>-- Supply kerosine oil for hand signal lamps for the guard at the station.</p>	<p>-- Physical fitness</p> <p>-- Functional academics U.KG. level</p> <p>-- A certificate indicating the level of mental retardation</p> <p>-- Age 18 years to 35 years</p>	<p>-- 6 Months on-the-job training after 6 months to one year intensive pre-vocational training</p>	
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Job Title : Table boy
Job Site : Running room - Railway station

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
19.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 12 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Serving meals for running staff (Drivers & Guards) in the running room where they take rest -- getting tea, cigarattes, etc., in the running room -- Maintaining crokery used in the dining room for the running staff 	<ul style="list-style-type: none"> -- Physical fitness -- Social interaction -- Minimum verbal communication -- Functional academics second grade level -- A certificate indicating the level of mental retardation from a competitive authority -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year pre-vocational training 	

Job Title : Gangman
Job Site : Engineering gang

20.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 12 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<ul style="list-style-type: none"> -- Maintaining railway tracks, lifting of rails, sleepers and ballast -- (They work in a group of more than 10 persons under the instruction of gangmate) 	<ul style="list-style-type: none"> -- Physical fitness -- Functional academics U.K.G. level -- A certificate indicating the level of mental retardation -- Age 18 years to 35 years 	<ul style="list-style-type: none"> -- 6 Months on-the -job training after 6 months to one year intensive pre-vocational training 	
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Job Title : Khalasi
Job Site : Train Examiner Depot

Sl. No.	Job description	Specific duties of the job	Functional job requirements for recruitment	Type of training	Remarks
21.	<p>Recruitment rules: VIII class pass;</p> <p>Age: 18-25 years SC/ST-18-35 years</p> <p>Pay scale : Rs. 750-8-EB-10-940</p> <p>Nature of job : Regular</p> <p>Paid holidays : Weekly rest and 12 days casual leave</p> <p>Working hours : 8 1/2 hours</p>	<p>-- Cleaning the depot</p> <p>-- Movement of materials as per the instruction of the supervisor</p>	<p>-- Physical fitness</p> <p>-- Minimum verbal communication</p> <p>-- Social interaction</p> <p>-- A certificate indicating the level of mental retardation from a competitive authority</p> <p>-- Age 18 years to 35 years</p>	<p>-- 6 Months on-the -job training after 6 months to one year pre-vocational training</p>	

Job Title : Porters/Labourers/Khalasies
Job Site : Transshipment Depots

22.	Casual labourers under contract	<p>-- Loading and unloading goods from wagon to wagon</p>	<p>-- Physical fitness</p> <p>-- Social interaction</p> <p>-- Minimum level communication</p> <p>-- A certificate indicating the level of mental retardation</p>	<p>-- 3 Months on-the -job training after 6 months pre-vocational training</p>	
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V. Criteria for selection of jobs :

1. The unskilled jobs which have minimum supervision and nil assistance but without any involvement of risks are found suitable.
2. The unskilled jobs which are performed inside the office are selected because the necessary assistance and supervision is available.
3. The jobs involved out door duties and exchange of money are excluded.

VI. Suitable jobs identified in the Departments of P&T ;

Based on the above criteria, the jobs identified in the Administrative and Operative offices of P&T are listed in appendix-1.

VII. 1. Administrative Offices:

The peons, packers, orderlies, sweeper, mail and watermen work as group 'D' staff. Their duties are unskilled in nature. The persons with mental retardation are able to do this type of jobs in the Administrative Offices.

2. Operative Offices :

In operative Offices, there are outdoor and indoor duties for class IV staff especially for the office attendants/peons. In urban and bigger offices, the mentally retarded persons are able to do some of the indoor duties such as stamping, ceiling and packing, if they are appointed as office attendants/peons. In case of rural and small offices which are operative in nature, the class IV staff is entrusted the indoor and outdoor duties such as exchange of mails, checking bags and clearance of outside boxes. These duties are responsible and risky in nature to allot to the mentally retarded persons. So group 'D' unskilled jobs available in the Administrative Offices and urban and bigger operative sessions are suggested as suitable for persons with mental retardation. The specific duties of the jobs identified are analysed and given in appendix-2.1.2

VIII. Recruitment rules :

Regarding recruitment of group 'D' staff, both the directorates of P & T follows the order dated 22.10.1970, Director General P&T P. 66-11/59/SP BI. Method of selection for the identified jobs is 100% direct recruitment.

The category of group 'D' staff selected through 100% promotion are not included in the list of identified jobs. P & T insists academic qualification for orderlies, packers and peons as middle school standard pass or its equivalent examination from a recognised school. This could be relaxed to 2nd grade functional academics considering the specific duties of the indoor jobs which can be assigned to the mentally retarded persons.

The academic qualification for the post of Farash, Sweeper, Gardner and waterman suggested by P & T is desirable primary school pass. The need of academics to perform the duties of the above mentioned posts is very minimum. Therefore it could be relaxed to UKG level functional academics in the case of mentally retarded persons.

In addition to functional academics, physical fitness, minimum level of verbal communication, social interaction and a certificate to indicate the level of mental retardation from a competitive body are suggested as functional requirements for recruitment for all the identified posts. The upper age limit may be relaxed upto 35 years. Possibility of promotion can be decided only after objective evaluation of the job performance. Mainly 6 months on the job training is suggested. Specific requirements of identified jobs are mentioned in appendix-1.2. The definition of terms is also given at the end.

IX Curriculum and training:

Curriculum and training procedures are to be developed based on the specific duties and job requirements for training, before on-the-job training and job placement. The curriculum may include the main areas : Physical fitness, social interaction, and communication needed to work in a group of people and functional academics after listing out proper activities. Duration may be decided according to the ability and job requirement.

X. Conclusion :

The jobs in the Departments of Posts and Telecommunications identified as suitable for the persons with mental retardation may be reserved so that the mentally retarded adults could be appointed after proper training in simulated setting and actual job site.

**SUITABLE JOBS IDENTIFIED FOR PERSONS WITH MENTAL RETARDATION
IN THE DEPARTMENTS OF POSTS AND TELECOMMUNICATIONS**

Sl. No.	Job title	Job Site	Recruitment rules
1.	Peons	Circle & Administrative offices	<p>Edn : Middle School standard pass or its equivalent examination from a recognized school</p> <p>Age : 18-25 years as on 1st July of the year of recruitment</p> <p>Pay scale : Rs. 750-12-840-EB-14-940 100% direct recruitment</p>
2.	Orderlies		-do-
3.	Packers	-do-	-do-
4.	Sweeper	Circle and administrative offices and sub offices	<p>Edn: qualification: Desirable primary school standard pass.</p> <p>Age: 18-25 years as on the 1st July of year of recruitment</p> <p>Pay scale: Rs. 750-12-840-EB-14-940 100% direct recruitment</p>
5.	Farash	-do-	-do-
6.	Gardener	-do-	-do-
7.	Waterman	-do-	-do-

Reference : Director General P&T - P66-11/59/SPBI dated 22.10.1970.

ANALYSIS OF FUNCTIONAL DUTIES OF THE IDENTIFIED JOBS FOR RECRUITMENT

Appendix 2.1

JOB TITLE : Poens, Orderlies, Packers

JOB SITE : P&T Circle & Administrative offices and sub offices

Job Description	Specific duties of the job	Functional job requirement for recruitment	Type of training	Remarks
<p>Recruitment rules:</p> <p>Middle school standard pass or its equivalent examination from a recognised school</p> <p>Age: 18 to 25 years as on the 1st July of the year of recruitment</p> <p>Pay scale:</p> <p>Rs. 750-12-840-EB-14-940</p> <p>Nature of job</p> <p>Regular</p>	<p>Peons:</p> <p>Getting files, taking messages, serving tea and snacks for the office staff.</p> <p>Orderlies : Attend to the duties assigned by the staff under whom he is posted - taking files, messages, getting permission for the visitors etc.</p> <p>Packers:</p> <p>Packing, stamping, ceiling bundling etc.</p>	<ul style="list-style-type: none"> ● Physical fitness ● Functional academics second grade level ● minimum verbal communication ● social interaction ● a certificate indicating the level of mental retardation 	<p>6 months on-the-job training after one year vocational training</p>	

Note: In sub offices group 'D' staff are be given outdoor and indoor duties. The mentally retarded persons will be able to do indoor duties only. So he can be entrusted to attend the available indoor duties in Administrative and operative offices - such as stamping, packing, ceiling, binding etc.

JOB TITLE : Sweeper, Farash, Gardener, Waterman
 JOB SITE : P&T Circle & Administrative offices and sub offices

Job Description	Specific duties of the job	Functional job requirement for recruitment	Type of training	Remarks
<p>Recruitment rules: Middle school standard pass or its equivalent examination from a recognised school</p> <p>Age: 18 to 25 years on the 1st July of the year of recruitment</p> <p>Pay scale: Rs. 750-12-840-EB-14-940</p> <p>Nature of jobs:</p>	<p>Sweeper : Sweeper: Sweeping and dusting the rooms, Varandhas and courtyard</p> <p>Farash : Cleaning toilets and wash basins</p> <p>Gardener : Watering plants, maintaining the garden</p> <p>Waterman : Filling water coolers, serving water and tea for office staff</p>	<ul style="list-style-type: none"> ● Physical fitness ● minimum verbal communication ● Social interaction- ● A certificate indicating the level of mental retardation ● Age limit: 18 to 35 years 	<p>6 months on-the-job training after one year vocational training</p>	

Note: There will be difference in the specific duties of the job depending on the nature of the office. In small and rural offices one person may be assigned to look after all the duties. In big and urban offices assignment of duties will be more specific as mentioned, depending on the work load and requirement.

DEFINITION OF TERMS

Mental Retardation

AAMR definition (Grossman, 1983 - P.1)

Mental Retardation refers to significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behaviour and manifested during the developmental period.

Levels of Mental Retardation

1. Mild Mental Retardation I.Q. 50-70
2. Moderate Mental Retardation I.Q. 35-49
3. Severe Mental Retardation I.Q. 20-34
4. Profound Mental Retardation I.Q. below 20

Competitive authority for issuing certificate

Certificate of mental retardation could be obtained from medical doctor/medical specialists (having the prescribed minimum years of experience in the area of mental retardation), psychologists (with prescribed qualification and experience of working with mentally retarded persons), special educationists working with the mentally retarded persons and occupational therapists and speech pathologists. Certificate for gaining entry into the prevocational/vocational training and job placement should be from a minimum of two personnel from the above disciplines.

There should be certificate of intensive vocational training after successful completion of the criteria set by the trainer for the specific job. Such a certificate should be given by an authentic body which should include training in general skill and specific skills.

Physical fitness

This certificate should include certification about physical fitness of the mentally retarded persons to undergo prevocational/vocational training. Physical fitness refers to the ability in independent mobility and functioning of both hands. Independent mobility includes the ability to walk, run, jump, ascend and descend. Functioning of both hands includes the activities like holding, lifting, tying carrying and transferring materials.

Social interaction

The capacity to work in a group of people following their instructions, taking care of own belongings, respecting others property and keeping up general discipline - wishing, thanking, apologising - come under social interaction.

Communication

Gestural communication : Ability to follow instructions and communicate through gestures.

Minimum verbal communication: Speaking sentence clearly enough to understand by friends and strangers.

Functional academics:

UKG level : Concept of size and sex.

Identification of coins, rupee notes and their use

Ability to group according to size, shape and colour

Rote counting and number concept upto 10

Identifying days of week

Ist Grade level : Reading and writing name and address

Reading functional words

Concept upto 10 and calculation within 10

Shopping, purchasing as per the list given

Telling days and time by hour

IInd Grade level : Reading functional words and simple sentences

Identifying and writing numbers upto 100

Use of money upto 5 rupees

Identifying days of week and telling time by hour

IIIrd Grade and above : Writing leave letters and filling in simple forms

Reading simple sentences

Addition, subtraction within two digits

Telling date and time using calender and watch/clock

Measuring length using a ruler/tape

Handling money - minimum Rs.20/-

III. FORMATS

JOB IDENTIFICATION : INITIAL CONTACT

Date of initial contact :

1. Name of Firm/Agency/Employer:

Phone:

2. Address :

3. Initial contact person :

4. Jobs identified :

5. Is worksite accessible :

6. Availability of public transportation :

7. Contact person to
facilitate employment :

Phone :

8. Remarks :

Contacted by :

EMPLOYMENT SITE ANALYSIS

1. a. Name of Firm/Agency/Employer :

b. Address :

c. Nature :

d. Total No.of employees :

2. Wages

a. Regular :

b. Reasonable :

c. Minimum :

3. Working conditions :

a. Safe :

b. Accessible :

c. Interaction with normal workers :

4. Benefits :

a. Workmen's compensation :

b. Health Insurance :

c. Vacation, medical leave, etc. :

5. Type of employment :

a. Long term :

b. Seasonal :

c. Stable/growing industry :

6. **Work expectations :**

- a. **clearly defined** :
- b. **Stable** :
- c. **Flexible** :

7. **Training and support :**

- a. **On-the-job training** :
- b. **Transportation facility** :
- c. **Support of co-workers** :

8. **Social climate :**

- a. **Friendly/Indifferent** :
- b. **Busy/slow** :
- c. **Structured/unstructured** :
- d. **Relaxed/stressful** :

9. **Any other remarks :**

Prepared by:

Date:

FUNCTIONAL ANALYSIS OF IDENTIFIED JOB

1. Name of Agency/employer :

Phone:

Address :

2. Job identified :

Specific functions of the job identified :

3. Brief description of job :

Job title :

Working hours :

Wages and benefits:

Start:

top salary expected:

Paid holidays :

Overtime pay :

4. Recruitment rules :

* Indicate the most appropriate response for each item based on observations of the job and interviews with employers, supervisors, and coworkers. For yes/no items circle either yes or no for each time. Indicate under each item whether it is considered IMPORTANT (I) or NOT IMPORTANT (NI) in this particular job.

1. Schedule	Weekend work required	Evening work required	Part-Time job	Full-Time job
	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>

Specifics/Comments :

* Everson, J.M; Barcus, M;; Moon, M.S & Morton, M.V. Eds
Achieving outcomes - Virginia, Virginia Common wealth university, 1987.

2.	Travel Location	On public Transportation route	off public transportation route
	I / NI	_____	_____
	Specifics/Comments:		

3.	Initiation of work/ motivation	Staff will prompt to next task	Volunteering helpful	Initiation of work required
	I / NI	_____	_____	_____
	Specifics/Comments :			

4.	Strength: Lifting and carrying	Very Light work (4-5 lbs)	Light work (10-20 lbs)	Average work (30-40 lbs)	Heavy work (50 lbs)
	I / NI				

5.	Endurance	Work required for 2 hours: No breaks	Work required for 2-3 hours: No breaks	Work required for 3-4 hours: No breaks	Work required for 4 hours: No breaks
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				

6.	Orienting	Small Area	one room	Several rooms	Building Wide	Building and grounds
	I / NI	_____	_____	_____	_____	_____
	Specifics/Comments :					

7.	Physical Mobilty	Poor Ambulation/ Sit/Stand in one area	Fair Ambulation/ Stairs/Minor obstacles	Full Physical Abilities
	I / NI	_____	_____	_____
	Specifics/Comments :			

8.	Work rate	Slow	Average Steady pace	Above average/ Sometimes Fast pace	Continual Fast pace
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
9.	Appearance Requirements	Grooming of little importance	Cleanliness only required	Neat and clean required	Grooming very important
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
10.	Communication	None/ Minimal	Key words/ signs needed	Unclear speech accepted	Clear in sentences signs needed
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
11.	Appropriate social interactions	Social interactions not required	Responding appropriately	Interactions required infrequently	Interactions required frequently
	I / NI	_____	_____	_____	_____
	Specifics/ Comments :				
12.	Behaviour acceptance	Many unusual behaviours accepted	Few unusual behaviours accepted	No unusual behaviours accepted	
	I / NI	_____	_____	_____	
	Specifics/Comments :				
13.	Attention to task / perseverance	Frequent prompts available	Intermittent prompts/high supervision available	Intermittent prompts/low supervision available	Infrequent prompts/low supervision available
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				

14.	Sequencing of job duties	Only one task performed at a time	2-3 tasks required in sequence	4-6 tasks required in sequence	7 or more tasks required in sequence
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
15.	Daily Changes in routine	No Task changes	2-3 tasks changes	4-6 tasks changes	7 or more tasks changes
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
16.	Reinforcement available	Frequent reinforcement throughout task	Reinforcement daily	Reinforcement weekly	Minimal reinforcement/ pay check only
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
17.	Employer attitude	Very supportive of workers with disabilities	Supportive with reservations	Indifferent to workers with disabilities	Negative toward workers with disabilities
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				
18.	Employer's financial requirements	Financial incentives not necessary		Required tax credit or incentive	
	I / NI	_____		_____	
	Specifics/Comments :				
19.	Object Discrimination	Does not need to distinguish between work-supplies	Must distinguish between work supplies with an external cue	Must distinguish between work supplies	
	I / NI	_____	_____	_____	
	Specifics/Comments :				

20.	Time	Time factors not important	Must identify breaks/ meals/	Must tell time to the hour	Must tell time to the minute
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				

21.	Functional Reading	None	Sight words/ symbols	Simple reading	Fluent reading
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				

22.	Functional math	None	Simple counting	Simple Addition/ subtraction skills	Complex computation
	I / NI	_____	_____	_____	_____
	Specifics/Comments :				

23.	Benefits of Job :				
	Yes/No	O = None			
	Yes/No	1 = Sick Leave			
	Yes/No	2 = Medical/Health Benefits			
	Yes/No	3 = Paid Vacation/Annual leave			
	Yes/No	4 = Other benefits			
	Yes/No	5 = Employee discounts			
	Yes/No	6 = Free or reduced meals			

24.	Street crossing	None	Cross 2 Lane street with light	Cross 2 Lane street without light	Cross 4 Lane street	Cross 4 lane street without light with light
	I / NI	_____	_____	_____	_____	_____
	Specifics/Comments :					

25.	Types of dress required	Uniform not required	Uniform compulsory
	Specifics/Comments :		

26. Equipments
or materials
required

Specifics/Comments :

27. Appropriateness
of placement of
persons with
mental retardation

Minimum level of
mental ability

Specifics/Comments :

28. Modification of
recruitment
rules required

Specifics/Comments :

29. Included in N.C.O. Yes/No

(National classification
of occupation)

Approved curriculum Yes/No
available

Specifics/Comments :

30. Type of training needed :

Specify :

Prepared by :

Dated :

NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED

Dr.D.K.Menon
Director

NIMH/VTC/91/

21 November, 1990

To,
The General Manager,
South Central Railway,
Secunderabad

Sir,

The National Institute for the Mentally Handicapped is an apex body, under the Ministry of Welfare, Government of India, established in 1984 with the objectives of personnel training, research and service in the field of Mental retardation.

To train mentally retarded persons in various jobs/trades normally prevalent in the government and public undertakings, we would like to conduct a study to identify such jobs which could be performed by the persons with mental retardation. Ms.A.T. Thressiakutty, Vocational Counsellor from our Institute is deputed for this purpose. I shall be grateful if necessary assistance is given to her to complete this task of our institute for the welfare of the persons with mental retardation.

Yours sincerely.

(Sd/-)

(D.K.Menon)

NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED

Dr.D.K.Menon
Director

NIMH/VTC/91/

5.6.91

To,
The Chief General Manager,
Telecommunication Department,
Hyderabad, Andhra Pradesh

And

The Chief Post Master General
Hyderabad.

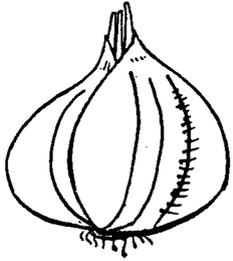
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Fill in the blanks.



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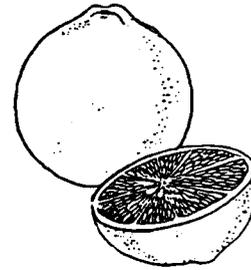
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