



HPSEB
JOB DESCRIPTION
OF
WORKMEN

HIMACHAL PRADESH
STATE ELECTRICITY BOARD

HPSEB-B

Himachal Pradesh State Electricity Board

OFFICE ORDER

The Himachal Pradesh State Electricity Board is pleased to define the duties of various categories of workmen regular and daily rated workmen for whom minimum wages have been prescribed, in the attached Job Description Sheet.

Secretary,
HP State Elec. Board,
Shimla-171004.

No. HPSEB (Sectt)/321-11/89-61559-758

Dated : 26-5-89

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers/Director Designs/ Chief Purchase Officer in HPSEB.
3. All the Executive Engineers in HPSEB.
4. Additional Secretary, HPSEB, Shimla-4.
5. The Chief Accounts Officer, HPSEB, Shimla-4.
6. All the Deputy Secretaries in Board Sectt.
7. All the Under Secretaries in Board Sectt.
8. Land Acquisition Officer, HPSEB, Shimla/Mandi.
9. Deputy Director (PR)/L.W.O.-cum IR, HPSEB, Shimla.
10. All the Section Officers in Board Sectt.
11. All Spl. Assistants/P.S. to Chairman/Members/Secretary in the Board Sectt.

Secretary,
HP State Elec. Board,
Shimla-171 004

**DUTIES OF REGULAR/DAILY WAGED EMPLOYEES IN HPSEB COVERED
UNDER MINIMUM WAGES ACT.**

SR NO.	NAME CATEGORY	<u>REGULAR</u>	<u>DAILY WAGED</u>
1.	<u>FOREMAN (REGULAR)</u> REGULAR	<u>FOREMAN (DAILY WAGED)</u>	
	Foreman will be responsible for construction and maintenance of the electric supply system including EHV Sub-Stations and Lines under his charge. He will be under the control of the J.E. incharge of the section. He will also be responsible to get the work done from Lineman, ALM, T/Mates, O.Cs and other Helpers. He will instruct and guide his subordinates in performance of their duties. In addition to above he will also perform the following duties.		
1. (a)	Maintaining the distribution transformers in proper working order. He will be the in-charge of the maintenance gang as per staffing norms and will be held responsible for the damage of the distribution transformers if the same is attributed to lack of maintenance.	1.	Daily waged foreman will assist the regular foreman & work under the instructions and the guidance of the J.E incharge.
(b)	Reporting of the serious defects noticed in the distribution transformers to the J.E.		
2.	Carrying out the Dehydration of the transformers. He will be incharge of dehydration gang as per staffing norms of the Board.	2.	He will not be authorised to hold independent charge of the maintenance and dehydration gang.
3.	To ensure HT/LT fuses are of proper capacity.	3.	Any other job whenever specifically assigned by the J.E./SDO.
4.	To ensure 11 KV GO switch are maintained properly.		

5. To ensure proper operation and maintenance of HT/LT switchgear, transformers, LT Panels and other equipments installed at the distribution of EHV Sub-Stations.
6. He will be responsible for the installation, execution of cabling & wiring of EHV Sub-Stations.
7. To work alert on the overhead lines.
8. The foreman will be held responsible for any accident to human beings/animals due to cause attributed to lapse(s) on his part.
9. To acquaint himself with the first aid and artificial respiration methods.
10. In case of electrical accidents, he will give first aid and artificial respiration to the victim.

2. LINEMAN (REGULAR)

Lineman will normally be entrusted with the independent work on construction, maintenance and complaints of electric supply system. He will perform following duties.

1. Construction of works of local distribution system, EHV, H.T, L.T. and Substations.
2. Construction of overhead lines and underground cables.
3. Laying of service lines and consumers.

LINEMAN (DAILY WAGED)

1. He will assist the regular technical staff in construction maintenance and complaint of electric supply system in performance of their duties.
2. No daily waged lineman will be the incharge of complaint centres.
3. He will assist the regular technical staff attending to the consumer complaints.

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| <p>4. Replacement and dismantling of works.</p> | <p>4. He will not be authorised to obtain any PTW and issue PTW for him self.</p> |
| <p>5. Attending to break-downs on HT & EHT & telephone lines.</p> | <p>5. He will not be authorised to seal the metres.</p> |
| <p>6. Operation and maintenance of HT/LT breakers installed at the indoor Sub-Stations.</p> | <p>6. He will not be authorised to operate the switch gear independently.</p> |
| <p>7. Maintenance of Sub-Station, Transformers and allied installed equipment.</p> | <p>7. He will not be authorised to record any maintenance work carried out on the equipment and lines.</p> |
| <p>8. Petrolling E.H.T. HT and L.T. Lines.</p> | <p>8. Any specific job assigned by the regular technical staff, Junior Engineer, and Sub-Divisional Officer.</p> |
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9. Replacement of fuses at the distribution Sub-Stations and consumer premises.
 10. Reporting of missing seals of the meters at consumer premises and replacement of the seals authorised to him.
 11. To maintain complaint register & fuse replacement-order book.
 12. The Line man posted in the complaint centres besides attending to consumer complaints & breakdowns in supply in the area served by the complaint centres on top priority will also be responsible for :-
 - (i) Checking and attending to the defects in the L.T. distribution system.
 - (ii) Cutting of tree branches near the LT lines.
 - (iii) Periodical petrolling of L.T. Lines according to the roster.
 - (iv) Up keep and maintenance of personal & general T&P in the complaint office.
 - (v) Checking of the oil level in the transformer and leakage of the oil, if any.

- (vi) Checking of the size of the fuse-wire on the H.T. & L.T. side or pole-mounted Sub-Station in the area of the complaint centre and to replace them if over sized.
13. Checking of loads on the distribution transformer and inform over loading.
 14. To report to JE the cases of theft of energy in their areas.
 15. In the absence of JE he will be authorised to obtain PTW or to issue PTW to himself after taking all safety measures.
 16. The Lineman will report about his findings regarding shortage/leakage of oil in the distribution transformers loss of Board's property to his immediate superior.
 17. Sealing of general service consumer premises in his area when assigned by the S.D.O. in which case a sealing plier will be issued to him.
 18. He will be held responsible for any accidents to human beings/animals due to causes attributed to lapse (s) on his part.
 19. To acquaint himself with the first aid & artificial respiration methods.
 20. In case of electrical accidents he will give first aid and artificial respiration to the victim.
 21. He should be conversant with the safety code.
 22. Any specific job assigned by the Junior Engineer, and Sub-Divisional Officer or superior Officer.

ALM (REGULAR)

ALM (DAILY WAGED)

ALM (REGULAR)

The Asstt. Lineman is basically to help the lineman and Foreman in construction and maintenance, operation works of Electric supply system.

1. To assist the Foreman, Lineman in performance of duties in carrying the T&P Ladder wherever required.
2. To work on the construction of HT and LT lines, service lines and Sub-Stations. He will also carry the material to site of work whenever situation demands.
3. To release the service connections, to attend the public complaints and to maintain the distribution system.
4. To work aloft over head lines during construction, maintenance and operation of HT, LT and Telephone lines and service mains and Sub-Stations.
5. Patrolling of HT & LT lines.
6. To report the missing seals of the metres observed while attending the complaint of consumer premises to his LM/JE.
7. To assist the Lineman in maintaining FRO book and complaint register.
8. To acquaint himself with the first aid and artificial respiration methods.
9. In case of electrical accidents, he will give first aid and artificial respiration to the victim.
10. He should be conversant with the safety code.
11. Any other job when specifically assigned/ordered by the Junior Engineer/SDO and any other superior officer.

ALM (D/WAGED)

1. He will assist the regular technical staff in construction and maintenance work, including patrolling of lines.
2. To carry material, T&P and ladder etc.
3. Replacement of fuses at consumer premises.
4. Any other job when specifically ordered by the regular technical staff/Junior Engineer, SDO and any other superior Officer.

4. T. MATE (REGULAR)

T. MATE (DAILY WAGED)

T. Mate is basically a groundman to help the Lineman/A.L.M. in discharging their duties. Their normal duties are as follows :-

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| <ol style="list-style-type: none"> 1. Helping the Lineman/A.L.M./Electrician and Foreman in construction work, maintenance, release of service connections/ removal of public complaints etc. 2. Replacement of fuses at consumer premises. 3. Digging of pits, loading, unloading of material, carriage of material to site of work and stacking of material and carrying of T&P & ladder etc. 4. To act as messenger at the places where there is no communication system. 5. To work aloft over head lines in construction and maintenance work and Sub-Station whenever authorised in writing by the Gazetted Officer (authority to work aloft over head lines shall be given by the Gazetted Officer, after satisfying himself regarding the capability of the worker). 6. Any other job as specifically assigned/ordered by JE, SDO and any other superior officer. | <ol style="list-style-type: none"> 1. To assist regular technical staff in construction and maintenance work. 2. To carry material to location of work digging of pits, carrying of poles and laying of conductor, loading and unloading of material etc. 3. To assist in replacement of fuse only of consumer premises. 4. He will normally not be allowed to work aloft over head lines. 5. Any other job ordered by the regular technical staff and other superior officer. |
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5. ELECTRICIAN (REGULAR)

ELECTRICIAN (DAILY WAGED)

Electrician is normally deployed for the construction and maintenance of Sub-Stations, Power Houses and M&T workshops.

His normal duties are as under :-

1. He will not be authorised to perform independently the duties of regular

1. Maintenance of electrical equipment/ machinery in Power Houses, Sub-Stations and M&T Labs etc. electrician, but will assist the regular technical staff.
2. Maintenance of Electrical installation in Board's buildings, switch house buildings and Switchyard etc.
3. Construction and erection of electrical equipment/electrical machinery in power house, Sub-Stations and workshops.
4. Construction of E.I. works in various Board's buildings, switch houses and Power House buildings.
5. He will also be responsible for independently maintaining and checking of control and protection wiring & Power cables.
6. Proper maintenance and up keep of measuring and testing instruments kept in Sub-Stations and Power-Houses.
7. He will also be responsible for operation, maintenance and up keep of oil filtration plant and oil testing set.
8. He will assist the J.E. Sub-Station/Foreman of the Sub-Station, or Power house, in measuring the I.R. values of various equipment and earth resistance of the Sub-Station/power house earth.
9. He will also be authorised to work on repairs and re-winding of electric machines and equipment.
10. He should be conversant with the safety code.
11. He will acquaint himself with the first aid and artificial respiration methods.
12. In case of the electrical accidents, he will give first aid and artificial respiration to the victim.
13. Any other job when specifically ordered by the JE and SDO incharge or any other superior officers.

6. S.S.A. (REGULAR)

S.S.A (DAILY WAGED)

SSA is normally deployed for operation and maintenance of the Sub-Stations and Power Houses. His normal duties are as follows :

1. To operate and control the Sub-Stations and Power House equipment independently. He will assist the regular Sub-Station staff and shall
2. To read & maintain the record of recording instruments as prescribed in the log sheet. not be allowed to perform the duties of S.S.A. independently.
3. To check the working of all the equipment as per maintenance manual. He will work under the over
4. To issue PTW's all guidance of J.E. Sub-
5. To receive and pass on the message. station/S.D.O. incharge for
6. Maintenance of all the equipments and machines, at the sub-Stations and power house as per maintenance manual. performing shift duties.
7. To keep a close contact with higher authorities and load despatch centre.
8. To check the oil level in the transformers, circuit breakers, C.Ts, PTs' etc. and to report to J.E. Sub-station & Foreman maintenance, if oil level is found low.
9. To assist in the maintenance of Sub-station and Power House Batteries, recording of specific gravity readings of Battery solution.
10. He should also acquaint himself with the operation of fire-fighting equipments in Power House & Sub-Stations.
11. In case of electrical accidents he should give artificial respiration and first aid to the victim.
12. To observe safety measures while working & should be conversant with the safety code.
13. Proper handling and maintenance of T&P and testing equipment etc.
14. Any other job/duty when specifically assigned by J.E. Sub-Station/

SDO incharge.

7. O.C. (REGULAR)

O.C. (DAILY WAGED)

As the designation indicated O.C. is basically entrusted with the work of cleaning and oiling the equipment and machines installed at the sub-stations and power houses, His normal duties are as follows :-

1. Cleaning and dusting of all the equipments, pannels, furniture and communication equipment installed at the Sub-Stations and Power Houses.
2. To keep the control room power house area clean.
3. To assist the S.S.A. and telephonist in attending to the telephones.
4. To receive and pass on the messages during emergency when SSA is busy in other duties.
5. He will assist the Foreman/Electricians/J.E. Sub-Station/SSA in Cleaning the equipment, parts etc. during the course of routine and periodical maintenance of the equipment.
6. During the filtration process in the Sub-Stations & Power Houses he will handle the fresh oil and waste oil.
7. Any other job assigned by J.E. Sub-Station or any other superior officer.

1. Daily waged O.C. will only be engaged for dusting and cleaning of the equipment machines installed at Sub-Stations and power house and control room area under the supervision of S.S.A.

8. TELEPHONIST (REGULAR)

TELEPHONIST (DAILY WAGED)

1. He will attend to the incoming telephone calls & note down message of the concerned persons.
2. He will also convey outgoing messages after recording the same in the message register.

1. He will assist the regular technical staff in discharge of duties of telephonist efficiently & to note down

3. He will also ensure proper unkeep of the telephone equipment in his charge. message of the concerned persons.
4. When-ever he finds telephone system not functioning, he will immediately inform the J.E. Sub-Station/Telephone Mechanic regarding the same. 2. He will also convey outgoing message after recording the same in the message register.
5. He will also ensure that no un-authorised person is allowed to operate or interfere with the communication equipment.
6. He will also carry out routine minor repairs of telephone equipment/ wireless equipments. 3. He will also ensure proper unkeep of the telephone equipment in his charge.
7. He will also assist the telephone Machanic in carrying out the repairs etc.
8. Any other job specifically assigned by the JE/SDO or any other superior officer. 4. When-ever he finds telephone system not functioning, he will immediately inform the JE Sub-Station telephone mechanic regarding the same.
5. He will also ensure that no unauthorised person is allowed to operate or interfere with the communication equipment.
6. He will not be allowed to carrying out any repairs of telephone equipment.
7. Any other job specifically assigned by the regular staff or any other superior officer.

9. TELEPHONE (MECHANIC)

TELEPHONE MECHANIC (DAILY WAGED)

1. He will be responsible for the upkeep & maintenance of the telephone equipment/wireless system.
 2. He will attend to the defects in the telephone equipment/wireless system & carry out the necessary repairs independently.
 3. He will also carry out periodical checking & testings of telephone equipment/wireless system as per maintenance schedule.
 4. He will point out all major defects in telephone equipment/wireless system to JE/ concerned authorities of PLCC unit.
 5. Any other duty specifically assigned by the JE/SDO or any other superior officer.
1. He will assist the regular staff in the upkeep & maintenance of the telephone equipment/wireless.
 2. He will assist the regular staff in finding the defects in the telephone equipment/ wireless system under the supervision of JE concerned & will not carry out repairs independently.
 3. He will assist his superiors in periodical checkings & testing of telephone equipment/wireless system as per maintenance schedule.
 4. He will point out all major defects in telephone equipment/wireless system to JE/ concerned authorities of PLCC. unit.
 5. Any other duty specifically assigned by the regular staff or any other superior officer.

10. BELDAR (REGULAR)

BELDER (DAILY WAGED)

The Belder is engaged to help the Carpenter, Manson, Blacksmith etc. in the power house etc. He is to do the following duties.

1. He is to do only manual labour such as digging of pits, digging of trenches development of sites, loading/unloading of material & carriage of material to the site of work.
2. He will also assist the regular line staff in the erection of towers, H.T. lines and Sub-Stations.
3. He will also stack the material properly in the stores as per the directions of store keeper/ASK.
4. He will also perform the duties at ground carrying the T&P and ladders whenever required.
5. He may be called for the work in more than one shift in a day when emergency arises.
6. Any other job when assigned by the JE/SDO or any other superior officer.

1. He is to do only manual labour such as digging of pits, digging of trenches, development of sites, loading/unloading of material & carriage of material to site of work.
2. He will also assist the regular staff in laying cables, conductors & sagging of lines.
3. He will also stack the material properly in the stores as per the directions of Store Keeper/ASK/Superiors.
4. He will also perform the duties at ground carrying the T&P and ladders Whenever required.
5. He will work only for one shift in 24 hours.
6. To assist the regular staff in any other job when assigned by the JE or any other superior officer.

11. HELPER (REGULAR)

1. To assist skilled & semi skilled worker and supervisor in performance of his duties.
2. He will work according to the directions of his supervisor.
3. Any other duties assigned to him by JE/SDO.
4. He will work on the job assigned to him independently if directed by the officer or Gazetted Officer incharge.

HELPER (DAILY WAGED)

1. He will assist regular staff in performance of duties satisfactorily.
2. He will work according to the directions of his supervisor.
3. Any other duties assigned to him by the regular staff/superior.
4. He is not to be authorised to work independently by the Gazetted officer.

12. STORE KEEPER (REGULAR)
ASSISTANT STORE KEEPER.

1. Physical custodian of stores
2. To write up & maintain quantity ledgers & value ledger.
will
3. To issue material against the indents challans, store requisitions duly approved by the AE/Xen.
4. To prepare store accounts.
5. Assistant Store Keeper if attached with a Storekeeper, will assist the Storekeeper in discharge of his above duties.

STORE KEEPER (DAILY WAGED)

1. Will assist regular Store Keeping staff in preparation and up-keep of stores accounts. He is not to be allowed to handle the stores independently. He will assist JE/SK./ASK incharge of store in receipt/issue of stores.

13. STORE MUNSHI (REGULAR)

1. To assist regular Store Keeper/Assistant Store Keeper/Junior-Engineer store in maintaining and up keep of store accounts.

STORE MUNSHI (DAILY WAGED)

1. He will assist Junior Engineer, Store-Keeper/ Asstt. Store Keeper in routine matters not involving up keep of important documents, like MBs and

Store ledgers.

2. In the absence of S.K./A.S.K. the Store Munshi will be responsible for proper up keep and maintenance of stores.

14. LDC/MLC/MR/CASHIER (REGULAR)

LDG/MLC/MR (DA ILY WAGED)

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| <ol style="list-style-type: none"> 1. To trace & put up all connected record, precedents, Policy papers and rules etc. with PUC, if necessary by making out copies. 2. Proper referencing and flagging of all papers. 3. Maintenance of note books for entering all rulings, orders precedents. 4. To maintain a reminder register & to put up reminders on due dates. 5. Proper maintenance of records and recoding of files. 6. To submit to officers concerned files & receipts in dak pads for perusal at the dak stage. 7. To bring to the notice of the Section Incharge any papers which are not received back from officers to whom the papers were sent for perusal at dak stage. | <ol style="list-style-type: none"> 1. Proper referencing and flagging all papers. 2. To submit to officers concerned receipts in dak pads for perusal at dak stage. 3. To diarise all dak in the receipt register. 4. To make a note of the files sent to record in the files register, besides a note in the register of files record. 5. To issue through despatch register all postal and local communication. 6. To type all matters marked to him 7. To be responsible for the proper care and maintenance of the machine 8. To assist regular LDC/MLC/ Cashier in maintaining consumers ledgers, issue of consumers bills, taking meter readings and maintenance of SC & A register, service register, consumers, cases, sundry job orders, service connection orders and other papers connected with the consumers accounts. |
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8. To enter all receipts in the receipt register.
9. To be responsible for proper maintenance of:-
 - (a) Diary register,
 - (b) Movements of files & papers in the registers.
 - (c) Register of files for record.
9. He will not be allowed to collect consumers cash and handle cash accounts.
10. To make a note of the files sent to record in the files register, besides a note in the register of files for record.
11. To prepare the arrear statements.
12. To maintain the casual leave accounts.
13. To issue through despatch register all postal and local communications.
14. To maintain service stamps accounts.
15. To type all matters marked to him.
16. To maintain a log book showing the daily output.
17. To be responsible for the proper care and maintenance of the type machine.
18. To maintain consumers ledgers, issue of Consumers bills, taking meter readings & maintenance of SCRA register, service register, consumer cases, sundry job orders, service connection orders and others papers connected with the consumers accounts.
19. To collect cash from consumers/other Departments. Maintaining consumers cash book & main cash books & other papers connected with the cash account including remitting/collection of cash from the Banks through pay in slips/cheques signed by the Officer incharge.

15. STENO TYPIST (REGULAR)

1. To do the shorthand work, transcribe it & type out demi-official, secret, confidential & important communications & their enclosures.
2. To help the Officer in various ways such as:-
 - (a) Keeping on hand up-to date reference books such as telephone directories, administrative directories, statutes, manuals, rules and regulations.
 - (b) Maintenance of all secret confidential and other files in methodical manner.
 - (c) Initiating a Control system for the Officer's dak so that it can be correctly routed and followed up & maintain the movement of cases, papers received by the Officer and disposed of by him.
 - (d) Making proper arrangements for the holding of meetings & conferences, preparation & issuing of agenda and minutes.
 - (e) Making travel arrangements for tour.
 - (f) Ensuring that the Officer's room is kept neat & tidy, bringing any news worthy item to the notice of the officers & keeping a note where the Officer can be contacted when in or out of station.

16. BILL DISTRIBUTOR (REGULAR)

1. Distribution of energy bills as directed by his superior.

STENO TYPIST (DAILY WAGED)

1. To assist the regular staff in discharging of duty efficiently.
2. He will not be allowed to deal secret confidential matters.

BILL DISTRIBUTOR (DAILY WAGED)

1. To assist regular staff in distribution of energy bills as directed by his superior.

17. PEON (REGULAR)

1. To distribute & carry the dak from one Office to another Office and in the same Office.
2. To attend to calls of the Officers/Staff.
3. Dusting of furniture & Office files & other connected record. other connected record.
4. Any other duties as directed by the supervisor or Officer incharge.

18. SECURITY GUARD (REGULAR)

1. To watch and ward of the Board's installations like power House and Sub-Stations.

19. SWEEPER (REGULAR)

1. To Sweep and clean the Board's buildings.
2. To attend to the functioning of the sewerage system belonging to the Board.
3. Any Other duties assigned to him by the supervisor/incharge.

20. WORK INSPECTOR,
SUPERVISOR, WORK
MISTRY (REGULAR)

PEON (DAILY WAGED)

1. To assist regulat staff. To carry dak & messages from one Office to another Office or within the same Office.
2. To attend to calls of the Officer/Staff.
3. Dusting of furniture & Office files and other connected record.
4. Any other duties as directed by the Supervisor or Officer incharge.

SECURITY GUARD (DAILY EAGED)

1. To assist in the watch and ward of the Board's install-ation/Power House and Sub-Stations.

SWEEPER (DAILY WAGED)

1. To assist in keeping premises of the Board's buildings clean and tidy.
2. To attend to the functioning of the swe-
rage system belonging to the Board.
3. Any other duties assigned to him by the supervisor/
incharge.

WORK INSPECTOR, SUPERVISOR,
WORK MISTRY (DAILY WAGED).

1. He shall assist regular JE in Supervision and execution of works.

2. He shall help JE in getting materials issued from stores and keeping their consumption accounts.

3. He shall also mark attendance of daily waged beldars in the absence.

21. SURVEYOR (REGULAR)

1. He shall do all types of survey work in the field including precision survey & shall also handle sophisticated survey instruments.
2. He shall keep all the survey records like field books etc. in safe custody.

22. WELDER (REGULAR)

1. He shall do all types of welding in Gas and Electric.
2. He shall do his job independently when-ever required.

23. DRAFTSMEN (REGULAR)

1. He shall do his assigned job independently.

1. He will assist regular staff in execution of works efficiently. He will however, not be assigned independent job of maintenance of regular record.

SURVEYOR (DAILY WAGED)

1. He will assist regular staff in survey works. He will, however, not be entrusted with any independent job of precision survey.

WELDER (DAILY WAGED)

1. He will do ordinary welding works but will not be entrusted with the precision job independently.

DRAFTSMEN (DAILY WAGED)

1. He will assist the regular staff in discharge of office duty comprising of

2. He shall check measurement books bills, frame and check estimates.
3. He shall do tracing as well as enlargement/reduction of maps & keep custody of restricted maps.
- 24 J.D.M (REGULAR)
1. He shall assist the Draftsman/HDM in checking measurement books, bills & framing estimates.
2. He shall do tracing jobs.
3. He shall check/compile progress reports.

FERRO KHALASI (REGULAR)

1. He assists the Ferro-Printer in Printing job.
2. He can be assigned independent job as per directions of his superiors.
3. He helps in carrying out rout repairs of Ferro-machine.

COMPOUNDER/PHARMACIST

LAB. TECHNICIAN/MID WIFE/

DISPENSER/DRESSER.

27. JBT TEACHER (REGULAR)

making and checking estimates.

2. Tracing work.

J.D.M (DAILY WAGED)

1. He will assist the regular staff in discharging of office work comprising of tracing work & any other work assigned by superior.

FERRO KHALASI (DAILY WAGED)

1. He will assist the regular office staff in ferro-printing works.

They should not be employed on daily wages since they are assigned the most important job of manning health care where no risk can be taken.

They should not be employed on daily wages since no distinction can be made in basic qualifications & teaching techniques.

28. SCHOOL MOTHER (REGULAR)

1. Will look after small children during School hours.

29. CLEANERS/CONDUCTORS
& TRUCK CLEANER
(REGULAR)

1. He shall clean the vehicle whenever required.
 2. He gives signals to the driver while driving.
- MUCKER (REGULAR)
1. He checks and maintenance oil and water level in vehicle/ machine.
 2. He alongwith driver carries out minor repairs in case of emergencies.
 3. He will be responsible for safe transportation\ delivery of Board's material during transit.

30. PA. INTER (REGULAR)

1. He does every painting & lettering job.
2. He does every type of surface preparation jobs.
3. He does polishing jobs whenever required.

31. BLACKSMITH (REGULAR)

1. He does cutting & sharpening of job.
2. He does moulding of jobs.

SCHOOL MOTHER (DAILY WAGED)

1. Will assist in looking after small Children during School hours.

CLEANERS/CONDUCTORS & TRUCK
CLEANEDR (DAILY WAGED)

1. Will assist the regular Staff in discharge of running & maintenance of Board's vehicles efficiently.

PA. INTER (DAILY WAGED)

1. Will assist the regular staff in painting/ lettering job.

BLACKSMITH (DAILY WAGED)

Will assist the regular staff in blacksmithy work.

3. He shall do the job of manufacture of various fittings.

32. CARPENTER GR. I & II (REGULAR)

1. He does all types of wood works as directed by JE/AE.

2. He can be assigned independent job.

33. MASON (REGULAR)

1. He does all masanory jobs like brick and stone masanory, plastering etc.

2. He does concreting work as well as controls proper slump and vibration of concrete.

34. MUCKER (REGULAR)

1. He does mucking job in all the terrains.

2. He shall work on the mechanized job also.

35. RIGGER (REGULAR)

1. He does all jobs relating to rigging of heavy machinery
2. Besides applying physical force he ties the rope & slings etc.
3. He helps in dismantling/assembling the machinary etc and other erection jobs where-ever required for rigging.

CARPENTER GR. I & II (DAILY WAGED)

Will assist the regular staff in carpentary work and will not be assigned any independent job.

MASON (DAILY WAGED)

Will assist the regular staff in masonary job and will not be assigned independent job.

MUCKER (DAILY WAGED)

1. Will assist the regular staff in the mucking work on excavation efficiently under his superiors/supervisor staff.

RIGGER (DAILY WAGED)

Will assist the regular staff in rigging various heavy machinery and equipment and will not be assigned any independent job.

36. DRILLER (REGULAR)

1. He does rock drilling and can be deployed on any rock drilling equipment
2. He carries out site repairs & service to drilling equipment.
3. He can be given any independent assignment as per directions of his superiors.

37. D.G. SET HELPER (REGULAR)

1. He helps the D.G.Set Operator in Operating the D.G.SET.
2. He checks and maintains the oil and water levels in the equipment.
3. He helps the Operator in minor routine repairs.

38. OPERATORS LIKE
STONE CRUSHER/
DOZER & OTHER
PLANT & MACHINERY
ETC.

1. He operates the plant and is responsible for safe and proper operation of the machinery, will carry out routine repairs.
2. He is normally given an independent assignement by the JE/AE

DRILLER (DAILY WAGED)

Will assist the regular staff for deploying jack/ hammer drilling and will not be assigned any independent job.

D.G. SET HELPER (DAILY WAGED)

Will assist the regular staff in operating the D.G. SET and will help the regular crew in carrying out repairs and works under their directions.

Will assist the regular staff in operating the plant and will not be assigned any independent, job.

39. FITTER (REGULAR)

1. He works on machining jobs.
2. He helps the foreman in carrying out repairs.
3. He is given independent job as per directions of JE/AE.
4. He can be entrusted any fitting jobs like machining, autorepairs, pipe fittings etc.

40. PLUMBER (REGULAR)

1. He carries out repairs to pipe lines and sanitary fittings.
2. He lays both overground/underground pipe lines and sanitary installations.
3. He is normally given an independent job.

41. TURNER (REGULAR)

1. He carries out turning jobs on lathe i/c precision jobs.
2. He carries out welding jobs also.
3. He can be given independent job.

42. MOTOR MECHANIC (REGULAR)

1. He carries out repairs to all types

FITTER (DAILY WAGED)

1. Will assist the regular staff on machinery job, repair & fittings under over all guidance of the regular staff and will not be give any independent job.

PLUMBER (DAILY WAGED)

1. He will assist the regular staff in plumbing job, but will not be entrusted the job independently.

TURNER (DAILY WAGED)

1. He will assist the regular staff in the work-shop on turning job and other jobs but will not be entrusted the machines independently.

MOTOR MECHANIC (DAILY WAGED)

1. He will assist the regular staff in

of vehicles, light as well as heavy.

2. He is given an independent job.
3. He can be given job of Engine overhauling as well.

carrying out repairs only to specific type of vehicles for which he is employed and will work under the directions/supervision of his superiors, will not be entrusted the job independently.

43. **BLASTMAN (REGULAR)**

1. He loads gelating/explosives, fixes detonators/wires and blasts the explosives, measures depths of holes and ensures proper hole pattern for blasting.
2. He works independently.

BLASTMAN (DAILY WAGED)

1. He will assist the regular staff and blasting job i.e. loads gelatine/ explosives, fixes detonators/wires and blast the explosives.

44. **LIFT OPERATOR (REGULAR)**

1. He operates elevators of every type and carries out minor repairs whenever required.
2. He manually lowers/joists up lift to a floor level opens door manually for escape of passengers.

LIFT OPERATION (DAILY WAGED)

1. Will assist the regular staff in operating elevators efficiently, but not to be allowed to handle the machinery repairs job.

45. **SILT OBSERVER (REGULAR)**

1. He takes samples of water and processes in laboratory, and will do all the calculations to find out silt content in water.
2. He draws various graphic curves linking silt content in water to corresponding water discharge.

SILT OBSERVER (DAILY WAGED)

1. Will assist the lab. staff in calculation work.

46. DISCHARGE OBSERVER

1. He measures discharges in a river/stream by observations through float/current meter or any other method.
2. He does all the calculations to work to find out the discharge figures.
3. He draws various graphic curves linking water discharge to different gauge readings etc.

DISCHARGE OBSERVER (DAILY WAGED)

1. Will assist the regular staff in measuring discharge in river/stream by observations through float/current meter etc.

47. COOK (REGULAR)

1. He prepares meals etc. for visitors to various guest houses/canteens etc. An order and does service as well.
2. He does his job independently.
3. He cleans dishes does general scrubbing work in kitchen.
4. He prepares any type of food on order.

COOK (DAILY WAGED)

1. Will help the regular staff in running the mess of Board's rest houses/canteens satisfactorily.

48. SANITARY FITTER (REGULAR)

1. He carries out repairs to pipe lines and sanitary fittings.
2. He lays both overground/unground pipe lines & sanitary installations.
3. He is normally given an independent job.

SANITARY FITTER (DAILY WAGED)

1. Will assist the regular staff in the sanitation work under execution by the HPSEB.

49. MALI/GARDNER
(REGULAR)

1. He tends to flower plants as well trees.
2. He grows nursery and trans plants it.
3. He does chopping work.

MALI/GARDNER (DAILY WAGED)

1. Will assist the regular staff in growing of flowers/plants/trees/grass and all other gardening jobs under HPSEB.